

2020 NCSHA Housing Finance Institute

Compliance Hot Topics:

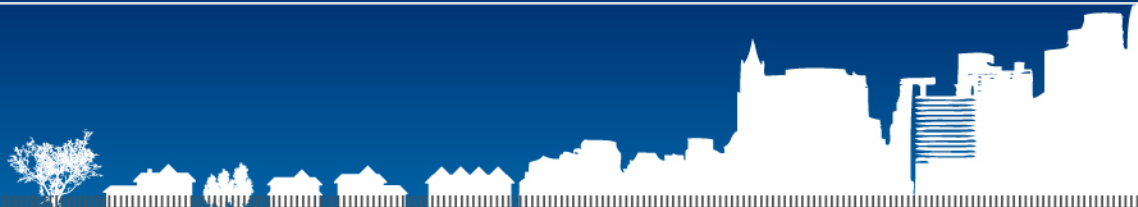
HUD's LIHTC Data Collection

January 15, 2020

Michael Hollar

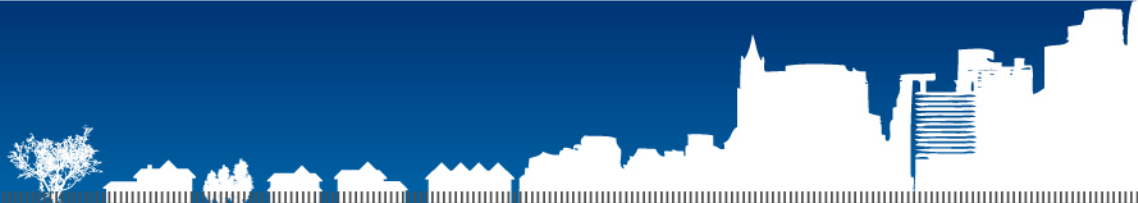
Senior Economist

U.S. Department of Housing and Urban Development



Update on Collection of 2019 Data

1. Websites:
 - HFA Portal
 - Documentation Site
2. Last Year's Form Revisions
3. Data Quality
4. Data Reporting:
 - Tenant Report
 - Property Database
5. Submission Timeline




HFA Portal

(in HUD's Secure Systems - https://hudapps.hud.gov/HUD_Systems/)

HFA Portal Return to Secure Systems

- Home
- Change Password
- Admin
- LIHTC Admin
- INSPECTION REPORTS & PHOTOS
- Your Portfolio/Matching
- USDA Properties
- LIHTC Data Collection
 - Upload Files and Status - Admin
 - Online Forms
 - Tabulations
 - Data Request Letters
- HOPE VI Properties

Physical Inspection Alignment and LIHTC Portal



PHYSICAL INSPECTION ALIGNMENT PROGRAM
Reducing duplicative physical inspections across state and federal agencies

Welcome to the Physical Inspection Alignment Portal, we appreciate your partnership!

The Portal is now much simpler and easier to use.


[Click here to download Your REAC INSPECTION REPORTS & PHOTOS](#) or use the link in the navigation pane to the left.

[Click here to download the Quick Tips](#) for using the new and improved portal.

[Click here to download the full 2020 User Guide](#) for detailed instruction for using the new and improved portal.

If you have any questions, need assistance, or would like training on the use of the Portal, please contact the Portal Operations Manager:

Jill Rudy
202-475-8573
jill.l.rudy@hud.gov

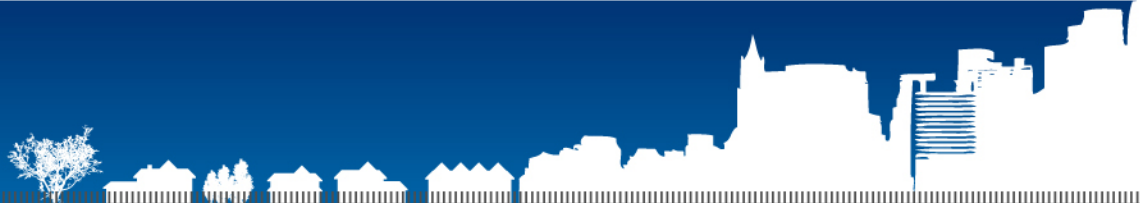


U.S. Department of Housing and Urban Development
Office of Policy Development and Research

Low Income Housing Tax Credit (LIHTC) Data Collection

This site is for HFAs to submit LIHTC tenant and property data as required by the Housing and Economic Recovery Act (HERA) of 2008. Documentation is available at <https://apps.huduser.gov/XMLValidate/>. If you have any questions, please contact Michael Hollar (Michael.K.Hollar@hud.gov).

This data collection is in compliance with the Paperwork Reduction Act of 1995, under OMB control number 2528-0165, which expires August 31, 2022. The time required to complete this information collection is estimated to average 48 Hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.




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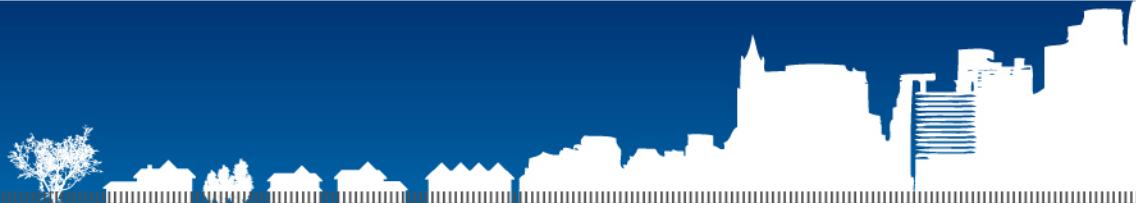


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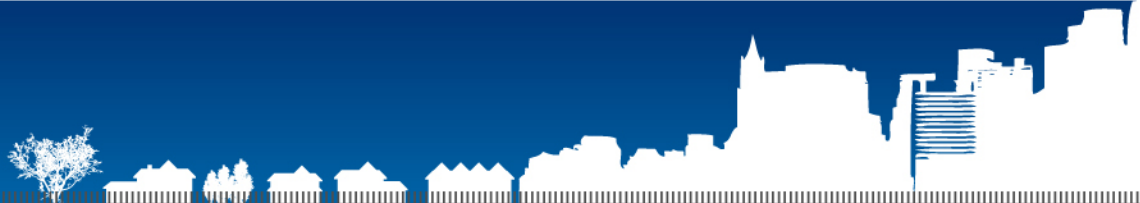
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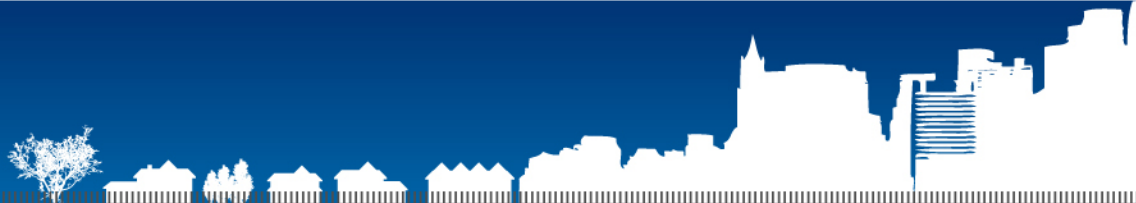
The screenshot shows the HFA Portal interface. On the left is a dark blue sidebar with a navigation menu. A red circle highlights the 'LIHTC Data Collection' section, which includes 'Upload Files and Status - Admin', 'Online Forms', 'Tabulations', and 'Data Request Letters'. A red arrow points from this section to a large blue overlay menu that also lists these options: 'Home', 'LIHTC Data Collection', 'Upload Files and Status - Admin', 'Online Forms', 'Tabulations', and 'Data Request Letters'. The background of the portal shows a header with 'Physical Inspection, Alignment and LIHTC Portal' and a main content area with a welcome message and contact information for Jill Rudy.



HFA Portal

(in HUD's Secure Systems - https://hudapps.hud.gov/HUD_Systems/)

The screenshot shows the HFA Portal interface. On the left is a navigation sidebar with a red circle around the 'LIHTC Data Collection' section. A red arrow points from this section to a larger, semi-transparent menu overlay in the center. This overlay lists the following options: Home, LIHTC Data Collection, Upload Files and Status - Admin, Online Forms, Tabulations, and Data Request Letters. A second red arrow points from a grey box labeled 'Upload XML Files' to the 'Upload Files and Status - Admin' option in the overlay. The background of the portal shows a header with 'HFA Portal' and 'Return to Secure Systems', and a main content area with the title 'Physical Inspection Alignment and LIHTC Portal' and a welcome message.



HFA Portal

(in HUD's Secure Systems - https://hudapps.hud.gov/HUD_Systems/)

The screenshot shows the HFA Portal interface. A navigation menu is overlaid on the left side, listing various options. A red circle highlights the 'LIHTC Data Collection' option, and a red arrow points from it to a larger, expanded menu. This expanded menu lists the following options: 'Home', 'LIHTC Data Collection', 'Upload Files and Status - Admin', 'Online Forms', 'Properties Online Form', 'No Longer Monitored Properties Online...', 'Extra BIN Online Form', 'Tabulations', and 'Data Request Letters'. A red bracket on the right side of the expanded menu groups the 'Properties Online Form', 'No Longer Monitored Properties Online...', and 'Extra BIN Online Form' options. A callout box on the right side of the image contains the following text: 'Submit Property Data Online', 'Submit NLM Properties Online', and 'Upload Extra BIN Form'.

- Home
- LIHTC Data Collection
- Upload Files and Status - Admin
- Online Forms
 - Properties Online Form
 - No Longer Monitored Properties Online...
 - Extra BIN Online Form
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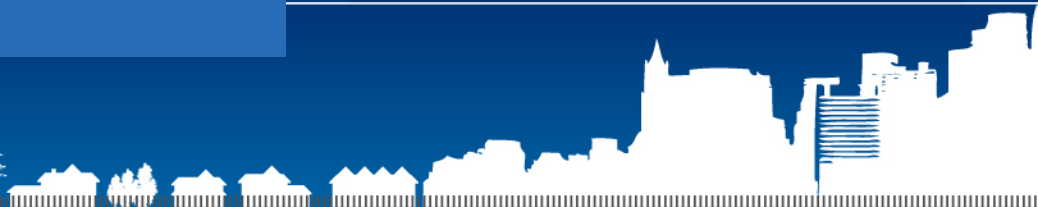


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The screenshot shows the HFA Portal interface. On the left is a vertical navigation menu with items: Home, Change Password, Admin, LIHTC Admin, INSPECTION REPORTS & PHOTOS, Your Property/Match, USDA Properties, LIHTC Data Collection, Upload Files and Status - Admin, Online Forms, Tabulations, Data Request Letters, and HOPE VI Properties. The 'LIHTC Data Collection' item is circled in red, and a red arrow points from it to a larger, semi-transparent blue navigation menu overlay. This overlay contains: HFA Portal, Home, LIHTC Data Collection (with a dropdown arrow), Upload Files and Status - Admin, Online Forms (with a dropdown arrow), Properties Online Form, No Longer Monitored Properties Onli..., Extra BIN Online Form, Tabulations (with a red arrow pointing to it from a callout box), and Data Request Letters. The background shows a main content area with a header 'Physical Inspection Alignment and LIHTC Portal' and a welcome message from Jill Rudy.

**Access State/Agency
Tabulation Summaries**



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Access Data Request Letters



Need Access to Portal?

1. Apply for Access to HUD's Secure Systems at

https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp

- You may already have an ID if your agency is a HUD contract administrator.
- SSN or Agency's Tax ID is required.

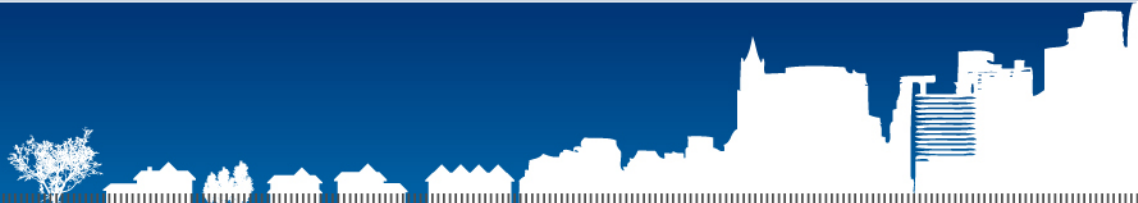
2. Send me your ID and I'll provide access to the HFA Portal.

Need Password Reset?

Call REAC Technical Assistance Center (TAC) at

1-888-245-4860

- Users must log in at least once every 90 days or account is de-activated. To re-activate, must call REAC TAC.



HUD provides documentation files and data forms at

<https://apps.huduser.gov/XMLValidate/>



LIHTC Tenant Data Collection

Submission of 2018 Data (due by September 30, 2019):

The data collection forms approved by OMB on August 1, 2019 are being used to collect the 2018 data, which is due to HUD by September 30, 2019. Please note that the collection forms have changed. See the documentation files for details of the changes. The updated spreadsheet and forms tools are expected to be available by August 9, 2019.

Instructions:

- Upload only XML file.
- Do not change the XML File tags.
- Follow the Instructions for data format and mandatory fields.
- See Tenant and Project Data PDF Forms for definitions of requested data.
- Please submit all files as Final by **September 31, 2019**.

Documentation Files:

- [Changes to HUD's LIHTC Data Collection Forms for 2019 Data Collection](#)
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HUD's collection of LIHTC tenant and property data has migrated to a new portal within HUD's Secure Systems Single Sign-On, which is accessed at https://hudapps.hud.gov/HUD_Systems/. This new upload site is the same portal that is used for the Physical Inspection Alignment Initiative and is also by HUD's PIH programs. Many HFA staff already have access to this site. If you already have access to the site through your agency's participation in the physical inspection alignment, no further action is needed. If you have access to the Secure Systems Single Sign-On for other programs, please send your ID to Michael.K.Hollar@hud.gov. Otherwise, please register on HUD's Single Sign-on System (https://hudapps.hud.gov/HUD_Systems/). About 24 hours after registering, you will receive an ID (starting with the letter I and followed by 5 digits). Please send this ID to Michael.K.Hollar@hud.gov to obtain access to the HFA Portal within this system. Detailed instructions for registering and logging in are provided in the document linked below.

[Accessing the New LIHTC Data Collection Portal \(PDF\)](#)



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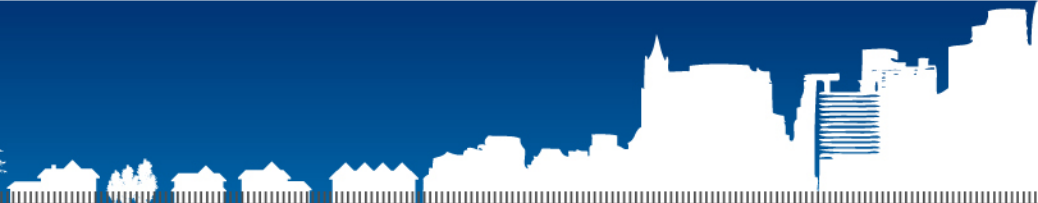
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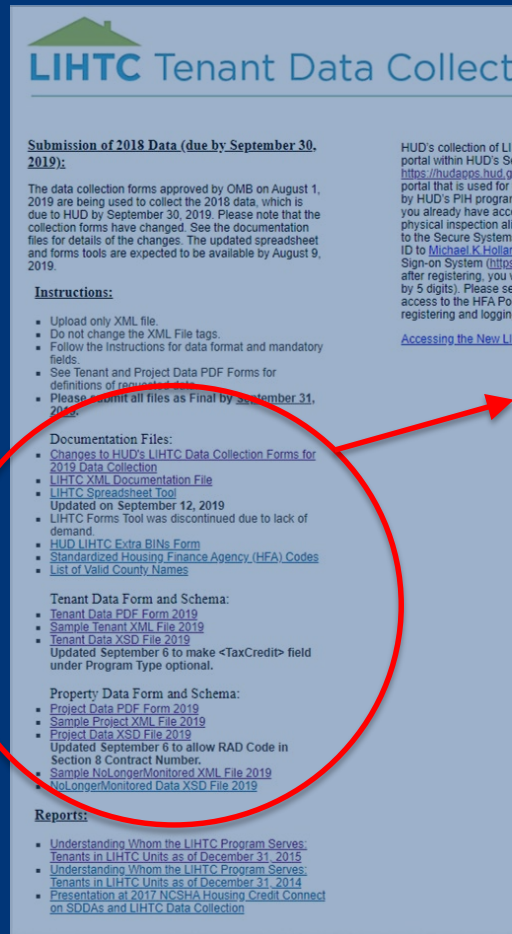
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Last Year's Changes to HUD's LIHTC Data Collection Forms

Tenant Form:

1. County Name: Name of the county in which the LIHTC unit is located. Enter the name without "County" or "Parrish".
2. Household Meets LIHTC Income/Rent Restriction at: Responses expanded for income-averaging option.
3. Part VIII: Program Type: Revised to 9 categories of programs. Removed Income Limit as percentage of AMGI.

Part VIII: Program Type	
Identify the program(s) for which this household's unit will be counted toward the property's occupancy requirements.	
Select one of the following.	Select all that apply.
<input type="checkbox"/> 9% Allocated Federal Housing Tax Credit (including TCEP)	<input type="checkbox"/> HOME (including TCAP)
<input type="checkbox"/> 4% Allocated Federal Housing Tax Credit (including TCEP)	<input type="checkbox"/> CDBG
<input type="checkbox"/> Tax-Exempt Bond	<input type="checkbox"/> Other HUD, including 202, 811, and 236
	<input type="checkbox"/> National Housing Trust Fund
	<input type="checkbox"/> USDA Rural Housing Service, including 514, 515, and 538
	<input type="checkbox"/> Other state or local housing programs

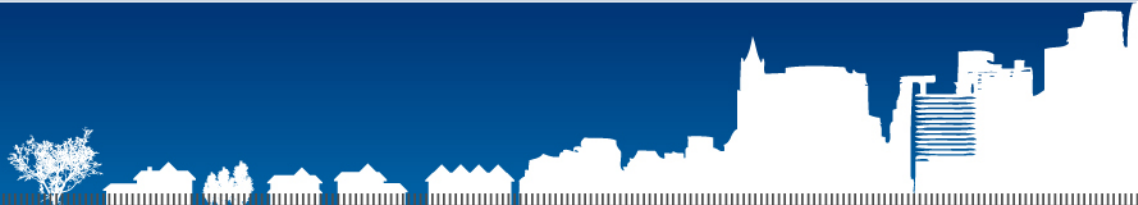


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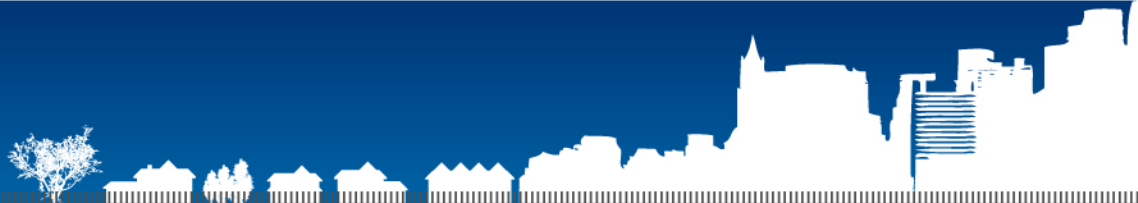
1. Is property receiving a re-allocation of tax credits?
 - If so, provide the previous PIN.
2. Is property a scattered-site property.
3. Does property have an affordability period longer than the LIHTC minimum of 30 years? If yes, how long?
4. Does property have National Housing Trust Fund (HTF) funds?
5. Does property participate in RAD?
6. Does property have Qualified Opportunity Zone investment funds?
7. For properties no longer monitored for LIHTC compliance: Why is this property no longer monitored for LIHTC compliance?

** Information for new data fields are only required for newly submitted records.*



Data Quality

- Many addresses in tenant data are not complete or unit-specific, which prevents geocoding.
 - Examples: Missing street number
 - Incomplete Address (e.g. only “Building 6”; missing “Street”)
 - Multiple street numbers (e.g. 410 and 412 First St)
 - Includes other information (e.g. property name; “07A07F 775 South Church Street”)
- Avoid “New line” and special characters.
- Submit as UTF-8, not UTF-8 BOM.
- In order to report income as percent of AMGI, HUD needs:
 1. Household Income
 2. Income Limit (\$)
 3. Income Restriction (%)



Data Reporting

- Property Data available at LIHTC.HUDUser.gov
- Data can be queried online, or
- Full database is available for download.

The screenshot shows a web browser window with the URL lihtc.huduser.gov. The page is titled "LIHTC Database Access" and contains the following content:

Select the variables you want to extract from the database.
You do not need to select here the variables you will use to refine your selection of projects.

Project Identification

- HUD ID Number
- Project Name and Address
 - Include Multiple Address Information
- State ID
- Project Contact Information

Geocoding Information

- Latitude and Longitude
- Metropolitan Area Code
- 2000 Complete Census Tract Code
- 2000 State FIPS Code
- 2000 County FIPS Code
- 2000 Census Tract Number
- 2000 Census Place Code
- 2010 Complete Census Tract Code
- 2010 State FIPS Code
- 2010 County FIPS Code
- 2010 Census Tract Number

Select a single State or multiple States.
If you want to make a nationwide query, select "All States" under "Select Multiple States." If you want a complete list of projects for the entire U.S., click [here](#) to download a ZIP archive of the entire LIHTC Database in dBase format.

Select a Single State to Select Cities or Counties within the State

Select Single State ▼

- All States
- Alabama
- Alaska
- Arizona
- Arkansas

Or, Select Multiple States

LIHTC Database Access

This system allows selective access to data from HUD's Low-Income Housing Tax Credit Database. Data output is in either easy-to-read HTML tables, or a comma-delimited text file suitable for further analysis with spreadsheet, database, or statistical software. **Data are now available for projects placed in service through 2017.**

If you are looking for affordable housing in which to live this site may be used to locate rental housing supported by the LIHTC and having the applicable program rent and income restrictions. You may also benefit from the assistance of a HUD-approved Housing Counseling Agency. A list of HUD-approved Housing Counseling Agencies is available from <http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm> or by calling toll-free 1-888-995-HOPE (4673).

Income limit information for LIHTC projects is available at <https://www.huduser.gov/portal/datasets/il.html>. Information on how to compute LIHTC maximum rents from HUD's Very Low Income Limits is available at https://www.huduser.gov/portal/datasets/il/i119/FAQs_19.pdf (see question 13 on page 5).

To extract LIHTC project information, begin by selecting the variables you want extracted in the upper left frame. Then, select either a single State (if you want to narrow your search to a particular city or group of cities), or multiple States in the lower right. Finally, narrow your search criteria, choose an output format, and extract your data.

Click [here](#) to download the complete LIHTC Database file in dBase format as a ZIP archive.

[| HUD User Home](#) | [HUD User Data Sets](#) | [LIHTC Data Set Home](#) |

Problems or questions? Contact Michael.K.Hollar@hud.gov.



Data Reporting

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The screenshot shows the LIHTC Database Access page. On the left, there is a sidebar with various selection options under 'Select the variables you want to extract from the database.' and 'Select a single State or multiple States.' A red circle highlights the 'here' link in the 'Select a single State or multiple States' section. A red arrow points from a box labeled 'Link to Download Full Database' to this link. Another red circle highlights the 'Click here to download the complete LIHTC Database file in dBase format as a ZIP archive.' link in the main content area. A red arrow points from the 'Link to Download Full Database' box to this link as well.

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[HUD User Home](#) | [HUD Mission](#) | [HUD Site](#) | [LIHTC Data Set Home](#)

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- 2010 Complete Census Tract Code
- 2010 State FIPS Code
- 2010 County FIPS Code
- 2010 Census Tract Number

Select a single State or multiple States.
If you want to make a nationwide search, select "All States" under "Select Multiple States." If you want a complete list of projects for the entire U.S., click [here](#) to download a ZIP archive of the entire LIHTC Database in dBase format.

Select a Single State to Select Multiple States within the State

Select Single State ▾

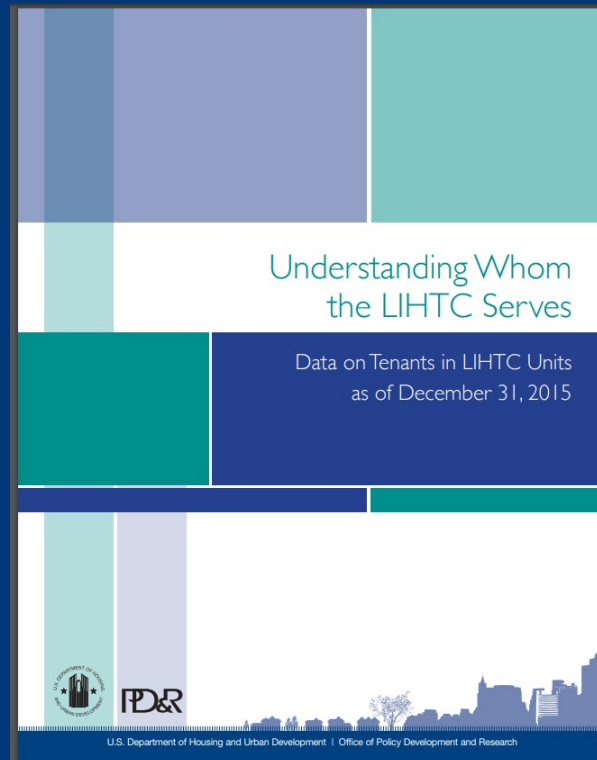
- All States
- Alabama
- Alaska
- Arizona
- Arkansas

Or, Select Multiple States



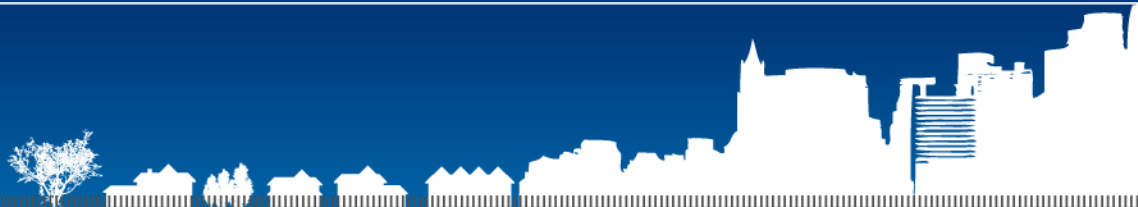
What does HUD do with the collected data?

- Tenant data is tabulated and published in annual report available on HUDUser.gov



Submission Timeline

1. Data summaries of 2018 data expected to be posted in February/March.
 - Feedback/questions welcomed!
2. All 2019 data due no later than September 30, 2020
 - Can begin upload anytime after June 1, 2020.
 - Current version of Excel tool is valid for 2019 data.
 - Staggered due dates to ease congestion in portal.
 - Week of August 31: States beginning with A - H
 - September 7: States beginning with I - M
 - September 14: States beginning with N – P
 - September 21: States beginning with R - W



Other HUD Information

1. QCT and DDAs

- No changes to methodology for 2021.
- Expected release of 2021 QCTs and DDAs in late September 2020.

2. Income Limits

- Expected Publication in March with Effective Date of April 1.
- Income Limits for averaging option expected about 2 weeks after final guidance from IRS.

