

October 18, 2010

Owners and Managers,

In July 2008, Congress passed the Housing and Economic Recovery Act (HERA), which directed state housing finance agencies to collect and submit to the U.S. Department of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in Low Income Housing Tax Credit properties.

In order for MHDC to collect this additional data, it will be necessary that all Certification On Line (COL) submissions be provided in the "detail" format. Most properties are currently being submitted in the "summary" format, which only collects basic information on the head of household.

Additional information required in the "detail" format will include name, social security number, race and ethnicity, disability status, date of birth and student designation of ALL household members. In addition, income and asset information will no longer be submitted as a total amount, but must be captured by the source and amount of income and the type and amount of assets for each household member. The rent will continue to be broken down by the amount of tenant-paid rent, amount of any subsidy and the utility allowance. [Please note that the program Tenant Income Certification (TIC) on the MHDC website is required – the COL-generated TIC cannot be used.]

There is a manual containing instructions for submitting in the "detail" format located on our website. An updated version will be available shortly.

[http://www.mhdc.com/program\\_compliance/LIHTC/COL-form-docs.htm](http://www.mhdc.com/program_compliance/LIHTC/COL-form-docs.htm)

If you have any questions, please contact Margaret Morse of the asset management department by email at [mmorse@mhdc.com](mailto:mmorse@mhdc.com).