NORTH DAKOTA housing FINANCE AGENCY

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November 8, 2016

Compliance Memorandum – Tenant Data Collection Requirements Updated

Owners and Managers of LIHTC Developments,

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.

Each state housing finance agency is required to develop a plan to collect and submit the necessary data. In order to facilitate data collection, NDHFA has adopted an updated tenant income certification form and developed the household demographics form. Both documents can be found on our website at https://www.ndhfa.org/RentalAssistance/ComplianceForms.html under mandatory forms. The detailed tenant data required includes the name, social security number, race, ethnicity, disability status, date of birth and student designation of **ALL** household members. In addition, income and asset information must be captured by the source and amount of income and the type and amount of assets for **EACH** household member.

Beginning **January 1, 2017** owners and managers will need to collect and utilize the updated tenant income certification form for any new applicants or recertifications completed. If the application document used by your organization does not collect detailed demographic information such as race, ethnicity and disability status we recommend utilization of the household demographics form. Household demographics are self-reported and the applicants must provide the information. Owners and managers who utilize the tax credit program provided by NDHFA will see updated fields to allow for this collection. Details of the software upgrade will be provided prior to January 1.

Additionally the Housing Credit Summary report provided in the annual desk review package should include tenant demographic information including race, ethnicity, and disability status of **each** household member. Organizations that utilize the tax credit software provided by NDHFA should provide the summary generated. NDHFA staff will be able to pull a supplementary report from the software that provides the additional information required. Organizations that have their own software must ensure the summary report provides all the pertinent information required.

If you have questions regarding this memo please contact Tania Reiker, Compliance Specialist at 701-328-8059 or treiker@nd.gov.

Regards,

Jennifer Henderson, Director
Planning and Housing Development

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