

## EXHIBIT A: DATA REQUEST LETTER

Dear **NAME OF AGENCY DIRECTOR**

As you know, the Low Income Housing Tax Credit (LIHTC) is the principal mechanism for supporting the production of low-income rental housing today. Given the importance of the LIHTC, the U.S. Department of Housing and Urban Development (HUD) is updating its National LIHTC Database to include information on projects that were placed in service through 2006. **NAME OF CONTRACTOR** is under contract to HUD to collect this information.

Last year, all allocating agencies in the United States provided us with information on projects placed in service in 2005. Thank you for helping to make the LIHTC Database project a success. As promised, for your convenience, we are sending a CD of data on Low Income Housing Tax Credit properties placed in service in your state from 1987 to 2005. The enclosed CD contains your state's data in Access and Excel formats, a dbf copy of the national database, along with a Data Dictionary in PDF format. You can also access the national database on the web at [www.huduser.org/datasets/lihtc.html](http://www.huduser.org/datasets/lihtc.html) and create user-selected database extracts at <http://lihtc.huduser.org/>, which will be updated soon to include LIHTC properties placed in service in 2005. This website should minimize requests for LIHTC data that your agency receives.

**In order to continue our update of the database, we are now in the process of collecting data on all LIHTC projects placed in service in 2006. This letter and the attached data collection form comprise our formal information request.** Please note that the LIHTC Data Form instructions ask for all building addresses or address ranges, and not just a representative address, for the database. With OMB's approval, HUD has modified the data collection form from past years. The changes include:

- A question to list the annual amount of low-income housing tax credits that may be claimed by the project owners;
- A section to indicate the rent levels and income ceiling for the tax credit units;
- Questions to indicate the amounts financed through HOME, CDBG, and HOPE VI; and
- A section to indicate the FHA multifamily loan insurance ID number, if applicable.

Once again, to minimize the burden on your agency, we are prepared to work closely with your staff regarding the specific format in which the data are provided. Acceptable data formats include:

- A completed LIHTC Data Form (see attached) for each project; or
- Electronic files that contain the information requested on the attached Data Form; or
- Copies of printouts or other documents from which we could enter the required data for each project.

As in past years, please review the information in the current database that were received from your agency covering projects placed in service through 2005. Please let us know 1) if there are any errors or inaccuracies in those data, and 2) if data that were missing are now available.

As you review the data on projects placed in service through 2005, we are also interested in:

- Identifying projects that are no longer active in the LIHTC program, whether due to expiring use or other reasons;
- Collecting data on financing sources (HOME, CDBG, FHA multifamily loan insurance, and HOPE VI), tenant targeting, and building addresses. These data were first requested for projects that were placed in service in 2003; and
- Collecting data on the annual amount of tax credits allocated, rent levels and income ceilings, financing amounts (HOME, CDBG, and HOPE VI), and FHA multifamily loan insurance ID number. These data are requested for the first time in this year's Data Form.

We realize that much of the additional data on financing sources, tenant targeting, and building addresses in addition to credit allocations, rent levels and income ceilings, HUD-funded subsidy amounts (HOME, CDBG and HOPE VI), and FHA multifamily loan numbers for the older data are not readily available. However, if your agency's data systems allow access to these information, we would like to include them in this year's update of the National LIHTC Database.

Please send the requested data by mail, fax, or E-mail to:

**CONTACT INFORMATION OF CONTRACTOR**

Thank you again for your assistance. Please send data by March 31, 2008. A member of the **NAME OF CONTRACTOR** staff will be contacting you soon to confirm receipt of this letter and to verify who within the agency will be responsible for assisting us in this data collection activity. In the meantime, if you have any questions or concerns about this request or the LIHTC Database project, please do not hesitate to contact **NAME OF CONTACT** at the phone number above, or myself at **TELEPHONE NUMBER OF CONTRACTOR**.

Sincerely,

Enclosures: Data collection form (LIHTC Form) and instructions for submitting data on properties in service in 2005, data CD with LIHTC projects placed in service through 2005.