



HMFA

Lt. Governor Sheila Y. Oliver
Chairman

Charles A. Richman
Executive Director

November 19, 2019

Dear Owner:

RE: 2019 Annual Tax Credit Compliance

The New Jersey Housing and Mortgage Finance Agency (NJHMFA), as the designated administrator of the low-income housing tax credit program for the State of New Jersey, has the obligation under Section 2 of the Internal Revenue Code of 1986, as amended (Code) to monitor the use of low-income tax credits and ensure that such use is in compliance with the provisions of the Code.

To assist NJHMFA in its monitoring obligation, please submit the following items to NJHMFA no later than January 31, 2020. **Failure to submit these items by January 31, 2020 is noncompliance that shall be reported to the Internal Revenue Service on February 1, 2020.**

1. Low Income Housing Tax Credit Check List for Annual Compliance Packages **
2. Owner's Certificate of Continuing Program Compliance signed by the project owner **
3. Owner's Certificate of Continuing Program Compliance During the Extended Use Period signed by the project Owner **
4. Annual tenant information for calendar year 2019 must be transmitted via the Mitas Web Access System:
If your project has not been issued a Mitas password yet, please contact your Tax Credit Analyst.
5. Compliance monitoring fee of \$20 per low income unit payable to NJHMFA for all projects in the Extended Use Period
6. Documentation to support the 2019 Utility Allowance amounts entered in Mitas
7. IRS Form 8609 with Part II completed (if not previously submitted)
8. Year 15 Status Report (if applicable) **
9. **Low Income Housing Tax Credit Check List for Annual Social Services, Special Needs or Supportive Housing Models ****
10. **Annual Certification for Projects with Social Service Models (if applicable) ****
11. **Annual Certification for Projects in the Supportive Housing Cycle or with Set-Aside Special Needs Units (if applicable)****
12. **Special Needs Population Form (if applicable) ****
13. **Frail Elderly Certification (if applicable) ****

****These forms have been revised and must be used****

Items 1-8 above shall be sent to the Tax Credit Analyst assigned to your project. Please note that your Analyst may have changed. **Items 9-13 in red above shall be sent to Maria DiMaggio, Social Services Administrator, in the Tax Credit Division.**

To access forms or the list of Tax Credit Analysts, visit <https://njhousing.gov/dca/hmfa/developers/credits/compliance/>

Failure to submit these items by January 31, 2020 is noncompliance that shall be reported to the IRS.

Thank you in advance for your cooperation. If you have any questions, feel free to contact the Tax Credit Analyst assigned to your property or **Maria DiMaggio regarding social services and supportive housing/ special needs units.** Our staff looks forward to working with you.

Sincerely,

Anne Hamlin
Director, Tax Credit Services

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

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