



## CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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Director of Finance

**EXECUTIVE DIRECTOR**  
Mark Stivers

DATE: January 26, 2016  
TO: Low Income Housing Tax Credit Project Management Companies  
FROM: Rose Guerrero, Compliance Section Chief  
RE: Annual Owners Certification Package for Reporting Year 2015 – Part I

The California Tax Credit Allocation Committee (CTCAC) is pleased to announce that the Annual Owners Certification (AOC) Package is now available on its Website at: <http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp>.

For the 2015 reporting, the Annual Owners Certification (AOC) package will continue to consist of four reports: the Annual Owners Certification (AOC) form, the Project Ownership Profile (POP) form, the Annual Operating Expense (AOE) form and the Lender Profile (LP) form. One submission of the Annual Owners Certification Package per property is required for properties in the initial federal compliance period, as well as those in the extended-use period. The package will be divided into two parts, with two distinct submission dates, as follows:

The 2015 AOC package Part I - **Due March 21, 2016** includes:

- o AOC form (mail hardcopy, one form per project),
- o POP form (email via *excel*, one project per workbook)

The 2015 AOC package Part II – **Due on May 16, 2016**

- o The AOE and LP forms will be available online on or after March 21<sup>st</sup>, 2016

You have 2 options for submitting Part I of the package (**choose only 1 option**):

- o Part I Submission
  1. Owners with any number of projects:
    - **Mail** AOC's to the attention of Tina Johnson to: 915 Capitol Mall, Room 485, Sacramento, CA 95814 – must include cover letter containing project name(s) and contact information
    - **Email** the completed Excel POP forms to [TCAC@treasurer.ca.gov](mailto:TCAC@treasurer.ca.gov) (companies with more than 20 project no longer have the option to mail in their POP's on a CD, please send all POP's to the email listed above) **or**;
  2. Only those projects with no computer access:
    - Submit a hard copy of the AOC and POP forms via certified mail, return receipt to the attention of Tina Johnson at: 915 Capitol Mall, Room 485, Sacramento, CA 95814.

If you have any questions or problems downloading or submitting the AOC package, please contact Tina Johnson at [TJohnson@treasurer.ca.gov](mailto:TJohnson@treasurer.ca.gov) / (916) 651-0344 or Compliance Program Manager, Elizabeth Gutierrez-Ramos, at [egutierrez@treasurer.ca.gov](mailto:egutierrez@treasurer.ca.gov) / (916) 651-0410.