CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

901 P Street, Suite 213A
Sacramento, CA 95814
p (916) 654-6340
f (916) 654-6033
www.treasurer.ca.gov/ctcac

DATE: October 2, 2025

TO: Low-Income Housing Tax Credit Project Owners and Management Companies

FROM: California Tax Credit Allocation Committee – Compliance Section

RE: 2023/2024 HUD Tenant Demographic Data Collection

2023/2024 Tenant Demographic Data Collection

To comply with California's Tenant Demographic Data Collection requirements in 2025, the California Tax Credit Allocation Committee (CTCAC) continues to contract with Spectrum Enterprises.

The 2023/2024 CTCAC HUD Tenant Demographic and Income data collection cycle start date is August 18, 2025, with a final submission date of October 31, 2025. We will be collecting data for both the 2023 and 2024 collection cycles at the same time. If you have already submitted 2023 data, you do not need to submit again. If you are submitting both years you should submit them at the same time after you have completed entering the data into our software.

While Spectrum has started work on transitioning their End Of Year (EOY) software to a web-based application, it will not be completed in time for the 2023/2024 collection cycle. We have added several features to the current software that will help with our technical support efforts. Some of these features include automatic download of updated CTCAC property database every time the EOY software is started as well as a new Tech Support portal embedded in the EOY software. This new portal replaces the one currently on our website. If you have used the portal on the Spectrum website, you will need to re-request support through the new embedded portal.

If you currently have the Spectrum software installed, the updated version 8.0 will be automatically downloaded and installed on your computer on August 18, 2025 when you open the Spectrum software. If you do not have the Spectrum software installed, you will need to download it in the

normal manner from the Spectrum website at the link below:

https://spectrumlihtc.com/wp-content/uploads/Spectrum_TCAC_Installer6.0.0.zip

It is essential that project owners and management company staff submit the data using the correct Building Identification Number (BIN) formatting. CTCAC requires the BINs in the following format:

Consistent with the IRS, the BINs are designated by CTCAC as CA-YY-PPPNN where the YY represents the last 2 digits of the allocation year, the PPP represents the CTCAC project application ID and the NN represents the building number within the project (01, 02, 03, etc.).

Example: CA-22-30301 (2022 allocation year, 303 application ID, and 01 building number)

Please refer to Spectrum's website at: http://www.spectrumlihtc.com/states/california/ for more information regarding the 2023/2024 tenant demographic data collection. If you have any additional questions regarding support, accessing your previous year's files, or if this is the first time you will be installing the Spectrum software, please contact Spectrum staff Paul Perpich by phone at (517) 277-0120 or by email at HUDHelp@SpectrumLIHTC.com.

For all other questions, please contact following CTCAC Compliance Section staff by phone at 916-654-6340 or by email as shown below:

Pheng Moua, Program Analyst
pheng.moua@treasurer.ca.gov

Elizabeth Gutierrez-Ramos, Section Chief
egutierrez@treasurer.ca.gov

Mayra Lozano, Section Chief
mlozano@treasurer.ca.gov