



## Process Outline for Updating the State HFA LIHTC Data Transfer Standard

The State HFA LIHTC Data Transfer Standard is an open standard developed, maintained and updated by the State HFA LIHTC Data Transfer Standard Work Group, an open-invitation group of industry stakeholders, including representatives from state housing finance agencies, industry trade associations (i.e., the National Affordable Housing Management Association, the National Council of State Housing Agencies), software providers, and property owners and managers. The Work Group conducts its activities primarily via an online YAHOO discussion group. Persons interested in joining the Work Group are welcome; please click on the link “How to Join the State HFA LIHTC Data Transfer Standard Work Group” for details.

### I. How to Submit Recommended Revisions for the Standard

1) **Step 1:** Submit the Revision Recommendation to the State HFA LIHTC Data Transfer Standard Work Group

a) Option 1: Send a detailed written recommendation via email to Michelle Kitchen, director of government affairs at the National Affordable Housing Management Association (NAHMA) by email at [michelle.kitchen@nahma.org](mailto:michelle.kitchen@nahma.org). Michelle will then post the recommendation to the State HFA LIHTC Data Transfer Standard Work Group via its YAHOO discussion forum.

b) Option 2: Join the State HFA LIHTC Data Transfer Standard Work Group and post the written recommendation directly to the Work Group via its YAHOO discussion forum.

2) **Step 2:** Review and Discussion by the State HFA LIHTC Data Transfer Standard Work Group via its YAHOO discussion forum

3) **Step 3:** Conference Call, if needed, by the Work Group to finalize consensus on how to incorporate the recommended revision to the standard. (Simple revisions may be finalized via the online discussion forum only.) Any member of the Work Group may request that a conference call be scheduled; simply email Michelle Kitchen at NAHMA and NAHMA will propose a date for the call and will host it by providing an 800 phone number for dialing in to participate.

## **II. Timeline for Review and Implementation of Recommended Revisions**

- 1) Recommended revisions may be submitted at any time, and the State HFA LIHTC Data Transfer Standard Work Group will review and discuss the recommendations as they are proposed. The average time required to reach consensus on a recommended revision is one or two months, but this is dependent on the complexity of the recommendation.
- 2) Updates to the standard will be made by the State HFA LIHTC Data Transfer Standard Work Group twice a year, and posted to the MITS website on January 15 and July 15 each year.
- 3) Implementation of the updated standard will be accomplished on a six-month schedule as well, with a target implementation deadline of July 15 for updated standards issued on January 15, and a target implementation deadline of January 15 for updated standards issued on July 15.

For example, for an updated standard posted on January 2007, the target implementation deadline would be July 15, 2007. For an updated standard posted on July 15, 2007, the target implementation deadline would be January 15, 2008.

4) The six-month implementation timeframe is needed to allow for software program updates, testing, roll out and training. A more detailed description of the software implementation process is provided on the previous webpage, by clicking on the link: "Article: How Regulatory Changes Impact the Software and Property Management Industries."

5) The LIHTC Data Transfer Standard includes a number of alternative data fields for use for limited exceptions at a number of levels. These fields may provide a quick route for implementing a minor exception rather than a formal proposal to update the standard. For more details on how to use these fields, please contact your software provider or one of the volunteer technology providers on the previous webpage.