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Bruce Rauner, Governor

MANAGEMENT BULLETIN #456

Date May 28, 2015

To Owners/Agents of Tax Credit
Properties Only with No Authority Loans

From Diane Smith, Assistant Director

CC Patricia Williams, AMS Supervisor

Re Required Submission of Tenant Selection Plans
and Affirmative Marketing Plans

The Authority is in the process of updating our files for properties for which tax credits have been awarded but no IHDA financing was involved. Tenant Selection Plans and Affirmative Marketing Plans are required submissions per the Authority's Qualified Allocation Plan ("QAP").

Effective immediately, please submit your development's initial or updated Tenant Selection Plan ("TSP") and Affirmative Marketing Plan ("AMP") to the Authority for review. The Authority has a Model Tenant Selection Plan template on our website that you can customize for your development. Affirmative Marketing Plans must be updated and submitted to the Authority every five years to reflect current outreach sources for marketing to those "least likely to apply" at your development's location.

Please submit new or updated TSP to asset@ihda.org, and new or updated AMP should be mailed with original signature to:

Illinois Housing Development Authority
Attention: Asset Management Services
401 North Michigan Avenue, 7th Floor
Chicago, Illinois 60611

Please contact your **Tax Credit Compliance Officer** with any questions. They will be able to inform you if we currently have either of the Plans on file and their current status.