

How to Report Jobs for Exchange Program Tax Credit Developments

The American Recovery and Reinvestment Act (ARRA) of 2009 includes funding sources specifically for Low-Income Housing Tax Credit (LIHTC) developments, including the Section 1602 Exchange Program (Exchange).

The ARRA requires the Authority to report the number of jobs created or retained for each tax credit development that receives Exchange funds. Each award recipient (owner/developer) must estimate the number of jobs created or retained for each development and report it to the Authority. The owner may request the contractor to supply the estimate, or may generate the estimate in-house. The Authority will then consolidate the jobs information received from all awardees and report it to Treasury.

The Treasury's Exchange program regulations require each owner/developer to provide the best estimate of the jobs created or retained for each development in two categories:

- **Number of construction jobs to be created or retained** – estimated number of full-time equivalent (FTE) jobs directly involved in constructing or rehabilitating the development. Direct jobs are those created or retained in the project, not suppliers who make the materials used in the project.
- **Number of non-construction jobs to be created or retained** – estimated number of full-time equivalent (FTE) jobs directly involved in operating the housing. Direct jobs are those created or retained in the project, not suppliers who make the materials used in the project.

Specifically excluded from both job categories above are all positions for consultants, legal advisors, and similar persons, such as independent accountants and CPAs. Do not include any of these positions in the FTE job totals for any Exchange development.

The jobs estimate must be submitted only once for each Exchange development. The jobs estimate is due to the Authority **no later than the 5th day** of the month after the close of the quarter in which the development begins construction. If construction begins between October 1 and December 31, 2009, the jobs estimate is due to the Authority by January 5, 2010. **Failure to submit the report by the due date will result in a fine of five thousand dollars (\$5,000) per development.** Along with the jobs estimate by category, include the following statement certifying the information being submitted is complete and correct, and email the report to Jeff Maddox at jeff.maddox@schousing.com:

“I declare that I have examined this jobs estimate report and, to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to submit this jobs estimate report on behalf of the Exchange Program awardee.”

Please contact Jeff Maddox at 803-896-9197 or jeff.maddox@schousing.com with any questions about this process.