

Welcome To...

# IHCDA Online Owner Certification Training

Indiana Housing Online Management System

How-to Guide

Adding Units & Utility Allowances

Entering Tenant Events and Finalizing the Annual Owner  
Certification

December 12, 2023

# Thank you for joining us today!

In this presentation, you will learn how to navigate the IHCDA online system.

You will also learn how to:

- Create units
- Create utility allowances
- Create tenant events
- Complete/Submit an AOC
- How to resolve AOC issues
- Average Income Test \* new \*

# Topics and Order of Discussion



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# ANNUAL OWNER CERTIFICATION TRAINING GUIDE



# WEBSITE

[HTTPS://ONLINE.IHCDA.IN.GOV/](https://online.ihcda.in.gov/)

TO GET TO THE SIGN IN PAGE, CLICK THE **AUTHORITY ONLINE** BUTTON.



## Compatible Browsers

- *Internet Explorer 10.0*
- *Internet Explorer 9.0*
- *Firefox 17*
- *Firefox 18*

# HOW TO LOG IN

Owners must grant access to their authorized users. Once the property owner has granted access to you:

- Log in using your username and password.

**OR**

If you are a new user, click on

**New User? Register Here** to get started

**AND** email Meagan Simpson at [MSimpson1@ihcda.IN.gov](mailto:MSimpson1@ihcda.IN.gov) to let her know you registered as a new user.

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov).

Username:  [New User? Register Here](#)

Password:

[Forgot Your Password?](#)

*Only continue if you are using a supported browser. The current supported browsers are:*

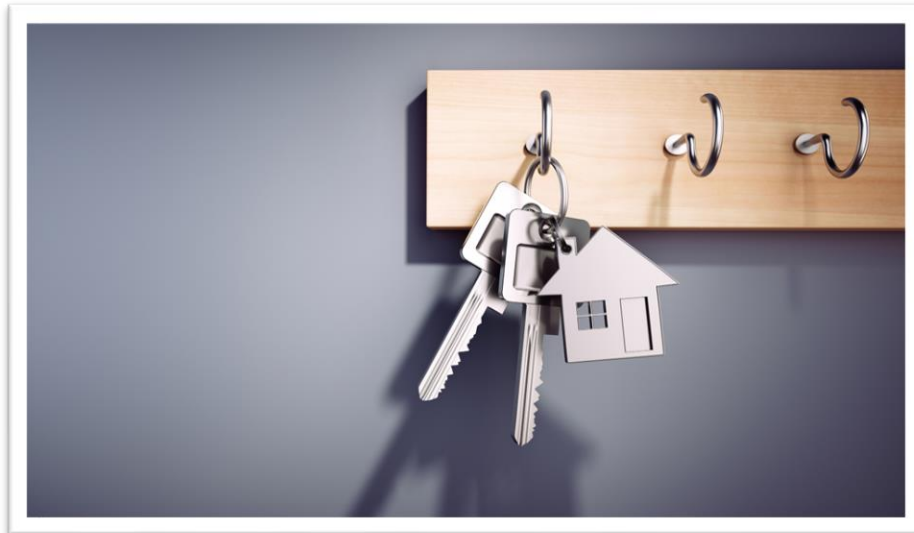
- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHEDA website.

# IN THIS SECTION

- We will Walk-through an Annual Owner Certification from start to finish
- Remember, you must have all your tenant events in for the year before starting this process



# GETTING STARTED

Before you can complete your Annual Owner Certification you must set up your units and utility allowances and have all your tenant events in for the year.

Tenant events should be updated EVERY 30 DAYS throughout the year.

Normally, creating a new unit is done when you sit down to do your AOC, but we are going to cover this topics now, as it is a common sources of questions and concerns at AOC time.

## READY TO GO?

You can skip to slide 68 to start the AOC walk-through



# GETTING STARTED

Once you have signed in, click **Owner Certification**.  
This will take you to your properties listing page:

Programs	
<a href="#">Owner Certification</a>	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.
<a href="#">Progress Report</a>	This will allow the owner or developer to enter the Semi-Annual 8609 progress report.
<a href="#">My Profile</a>	Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.

# YOUR LISTING PAGE

## This is a partial Properties Listing page

- Column 1 is a list of your properties
- Column 2 is Annual Certification  
Clicking on this will take you straight into submitting the AOC
- Column 3 is the effective year
- Column 4 is the status of your tenant events
- Column 5 is the status of your Annual Owner Certification  
Click the name of the project you need. Be sure to select the correct year

### Properties Listing

IHCDA 317-232-7777  
30 S. Meridian Street  
Indianapolis IN 46204-3565  
 Show All Owner Certificates

**Properties Assigned to you:**  
For Annual Tenant Certifications, click on the property name, for Annual Owner Certification, click on the 'Annual Cert' button

<a href="#">Training Project</a>	<b>Annual Cert</b>	2019	Active	Active
<a href="#">Training Project</a>	<b>Annual Cert</b>	2020	Active	Active

# CREATING A NEW UNIT



- 1) **CLICK ON THE BUILDING YOU WOULD LIKE TO ADD A UNIT TO.**
  - This will bring up the screen shown in the picture to the left.

- 2) **CLICK ON ADD NEW UNIT.**
  - This will bring up the screen shown in the picture to the right.

The screenshot shows the 'Building Details' page in the Indiana Housing Online Management System. The page includes a navigation menu on the left with 'Building 1' selected. The main content area displays building information: Building 1, 1234 Main Street, Indianapolis, IN 46204, Marion County. It also shows BIN 3178918888, Unit Count 9, Actual Unit Count 8, and Applicable Fraction 0.00. There is a 'Placed In Service Date' field, an 'Owner Pays Utilities' checkbox, and a 'Notes' section. At the bottom, there is an 'Update' button and a table of units.

Unit Name	Num Bedrooms	Sq Footage	AMI Percent	Unit Status
001	1 Bedroom	900	60%	Occupied
002	2 Bedroom	1200	80%	Occupied
003	1 Bedroom	1000	60%	Occupied
004	2 Bedroom	1200	40%	Occupied
005	1 Bedroom	900	60%	Occupied
006	2 Bedroom	1200	50%	Occupied
007	1 Bedroom	900	40%	Occupied
008	3 Bedroom	1300	60%	Occupied
009	3 Bedroom	1300	60%	Occupied

At the bottom of the page, there is an 'Add New Unit' button and a copyright notice: Copyright © 2020, Authority DMS. All rights reserved.

The screenshot shows the 'Unit Information' form. It includes the following fields and options:

- Unit Name:
- Number Of Bedrooms: Studio (dropdown)
- Square Footage:
- AMI Percentage: 20% (dropdown)
- Unit Identity: Program Unit (dropdown)
- Status Date:
- Status:

At the bottom of the form, there are two buttons: 'Add Funding' and 'Update'.

- 3) Complete the required information (End Date is not required).
- Once filled in, select **Update**.

Return to Property Listing  
Manage Users  
View Documents  
[-] Ryan Test  
[-] **Building 1**  
  + 001  
  + 002  
  + 003  
  + 004  
  + 005  
  + 006  
  + 007  
  + 008  
  + 009

### Unit Information

Unit Name

Number Of Bedrooms

Square Footage

AMI Percentage

Unit Identity

Status Date

Status

**Add Funding**

Funding Program	Start Date	End Date
<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="RHTC"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value=""/>

**Update**

# CONGRATULATIONS

You created a new unit! ★



# CREATING UTILITY ALLOWANCES



Indiana Housing & Community Development Authority

# BEFORE WE START

If owner pays all utilities, DO NOT enter a Utility Allowance!

Follow the instructions on this slide, then skip to slide 19.



da  
Indiana Housing & Community Development Authority

Welcome Ganee Natschke  
IHCD  
Ryan Test

### Indiana Housing Online Management System

Property Listing  
Users  
Documents  
Test  
Building 1  
001  
002  
003  
004  
005  
006  
007  
008  
009

#### Building Details

Building 1	BIN	3178918888	
1234 Main Street	Unit Count	9	
Indianapolis	Actual Unit Count	8	
IN	46204	Applicable Fraction	0.00
County	MARION		
Placed In Service Date			

Owner Pays Utilities

Notes:

Update



Click the **Owner Pays Utilities** box.

Do this for each building.

Click **Update**



# CREATING A UTILITY ALLOWANCE

- Click on the project name
  - This will bring up the screen pictured below
- Click on **Utility Allowances**
  - You now have 2 options
    - Add New
    - Copy

The screenshot displays the IHEDA Indiana Housing Online Management System interface. The header includes the IHEDA logo, user information (Welcome Ganee Natschke, Ryan Test), and system title (Indiana Housing Online Management System). The left sidebar contains navigation options like 'Return to Property Listing', 'Manage Users', and 'View Documents'. The main content area shows 'Property Details' for 'Ryan Test', including 'IHEDA', 'Scattered Site: No', 'Restriction Type: N/A', 'Rental Assistance', and 'Owner Certification Year: 2020'. A 'Utility Allowances' button is highlighted in the top right of the main content area. Below the property details, there are input fields for 'Owner Entity Information', 'Name', 'Address', 'Tax ID Number', and 'Primary Owner Contact'.

PLEASE NOTE: *Utility allowances expire yearly and **MUST** be updated every calendar year. Even if the UA amounts are the same, a new UA must be entered into the Utility Allowances section. If the information is the same, you can COPY the information but you will need to change the year and/or identifying information for the new UA.*

# ADD NEW:

[Return to Utility Allowance Listing](#)

### Utility Allowance Entry

Property Name: Ryan Test Bin: 3178918888  
Description:   
Effective Date:    
Bedrooms: Studio  
Allowance Type: Utility Company Estimate

Utility Type	Source	Amount	Paid By	Allowance Type
Unit Heat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Heating	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cooking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Electric	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash Removal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RD or Section 8 Approved Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Air Conditioning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (Requires Description)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tenant-Paid Total: \$0.00

P.S.

This is the **ONLY** way to create UAs for new projects

Enter a description: We suggest using the effective date of the UA and the type (i.e. 01/01/23 PHA)

**The description is the only thing that tells you what UA you are choosing when entering tenant events. Make sure you will be able to differentiate between UAs in the future!** There is no need to label the UA with the bedroom size in the descriptions box; that is later in a drop down.

If using different types of UAs like HUD and PHA, labeling them with the date and UA type will be useful in selecting the correct UA for each unit.

# COMPLETED ADD NEW

[Return to Utility Allowance Listing](#)

## Utility Allowance Entry

Property Name: Ryan Test  
Description: 01/01/23 PHA  
Effective Date: 1/1/2020  
Bedrooms: 1 Bedroom  
Allowance Type: HUD Schedule Approval

Utility Type	Source	Amount	Paid By	Allowance Type
Unit Heat	Gas	30.00	Tenant Paid	HUD Schedule Approval
Water Heating	Gas	5.00	Tenant Paid	HUD Schedule Approval
Cooking	Gas	8.00	Tenant Paid	HUD Schedule Approval
Unit Electric	Electric	20.00	Tenant Paid	HUD Schedule Approval
Water Service				
Sewer				
Trash Removal				
RD or Section 8 Approved Allowance				
Air Conditioning	Electric	10.00	Tenant Paid	HUD Schedule Approval
Other (Requires Description)				

Tenant-Paid Total: \$73.00

Bin: 317891888

Enter your Utility Type info next

Complete this top part first

This must be checked!



Before you click **SAVE!** You will need to click on the **BIN/Award Numbers** the UA pertains to. If you click save before assigning the UA to a BIN, your UA will not save!

# THE COPY OPTION

Choose **Copy** and update the entry if needed. If the UA amounts **have not** changed, all you do is change the description and the effective date and select **SAVE**.

Utility Allowances

	Description	Allowance Type	Unit Type	Effective Date	Cert Year	
Show BINs	<a href="#">PHA 12/01/22</a>	PHA	1 Bedroom	12/1/2022	2022	<b>Copy</b>
Show BINs	<a href="#">PHA 12/01/2022</a>	PHA	2 Bedroom	12/1/2022	2022	<b>Copy</b>
Show BINs	<a href="#">HUSM 09/01/2022</a>	HUD Schedule Approval	1 Bedroom	9/1/2022	2022	<b>Copy</b>
Show BINs	<a href="#">HUSM 09/01/2022</a>	HUD Schedule Approval	2 Bedroom	9/1/2022	2022	<b>Copy</b>

**Add New**

# MORE THAN ONE UA TYPE?

Remember!



If using different types of UAs, like HUD and PHA, labeling them with the date and UA type will be useful in selecting the correct UA for each unit.

This will prevent many common UA issues during compliance checks!

## Utility Allowances

	Description	Allowance Type	Unit Type	Effective Date	Cert Year	
Show BINs	<a href="#">01/01/2020 HUD</a>	HUD Schedule Approval	3 Bedroom	1/1/2020	2020	Copy
Show BINs	<a href="#">01/01/2020 PHA</a>	HUD Schedule Approval	1 Bedroom	1/1/2020	2020	Copy
Show BINs	<a href="#">01/01/2020 HUD</a>	HUD Schedule Approval	2 Bedroom	1/1/2020	2020	Copy
Show BINs	<a href="#">01/01/2020 PHA</a>	PHA	2 Bedroom	1/1/2020	2020	Copy
Show BINs	<a href="#">01/01/2020 PHA</a>	PHA	3 Bedroom	1/1/2020	2020	Copy
Show BINs	<a href="#">01/01/2020 PHA</a>	PHA	1 Bedroom	1/1/2020	2020	Copy
Show BINs	<a href="#">01/01/2019 HUD</a>	HUD Schedule Approval	3 Bedroom	1/1/2019	2019	Copy
Show BINs	<a href="#">01/01/2019 HUD</a>	HUD Schedule Approval	1 Bedroom	1/1/2019	2019	Copy
Show BINs	<a href="#">01/01/2019 HUD</a>	HUD Schedule Approval	2 Bedroom	1/1/2019	2019	Copy
Show BINs	<a href="#">01/01/2019 PHA</a>	PHA	3 Bedroom	1/1/2019	2019	Copy
Show BINs	<a href="#">01/01/2019 PHA</a>	PHA	2 Bedroom	1/1/2019	2019	Copy
Show BINs	<a href="#">01/01/2019 PHA</a>	PHA	1 Bedroom	1/1/2019	2019	Copy

Add New

THIS IS WHAT YOU WILL SEE

# CREATING TENANT EVENTS

# TENANT EVENT TYPES

We will start with  
Move-In.



**Move-In**

**Recertify**

**Transfer  
In/Out**

There are 4 sections in each tenant event

The first 2 are **REQUIRED**

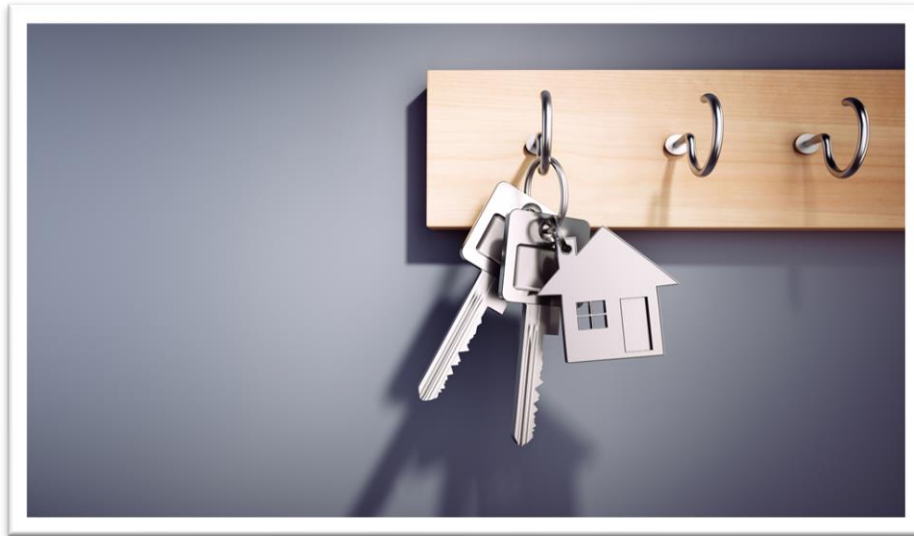
The last 2 only need to be completed IF you plan to utilize IHCDA online for your TIC

- 📄 **Event Details**
- 📄 **Add Member**
- 📄 **Add Non-Asset Income**
- 📄 **Add Asset Income**



# IN THIS SECTION

- We will cover Move-In, Recertify and Transfer In/Out events in detail.
- We will briefly cover Non-Asset Income and Asset Income entries.



# SELECT PROGRAM AND PROPERTY

## Programs



### [Owner Certification](#)

This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.

### [Progress Report](#)

This will allow the owner or developer to enter the Semi-Annual 8609 progress report.


### [My Profile](#)

Manage your profile including your password, contact information, your organization information, and other information about your organization.

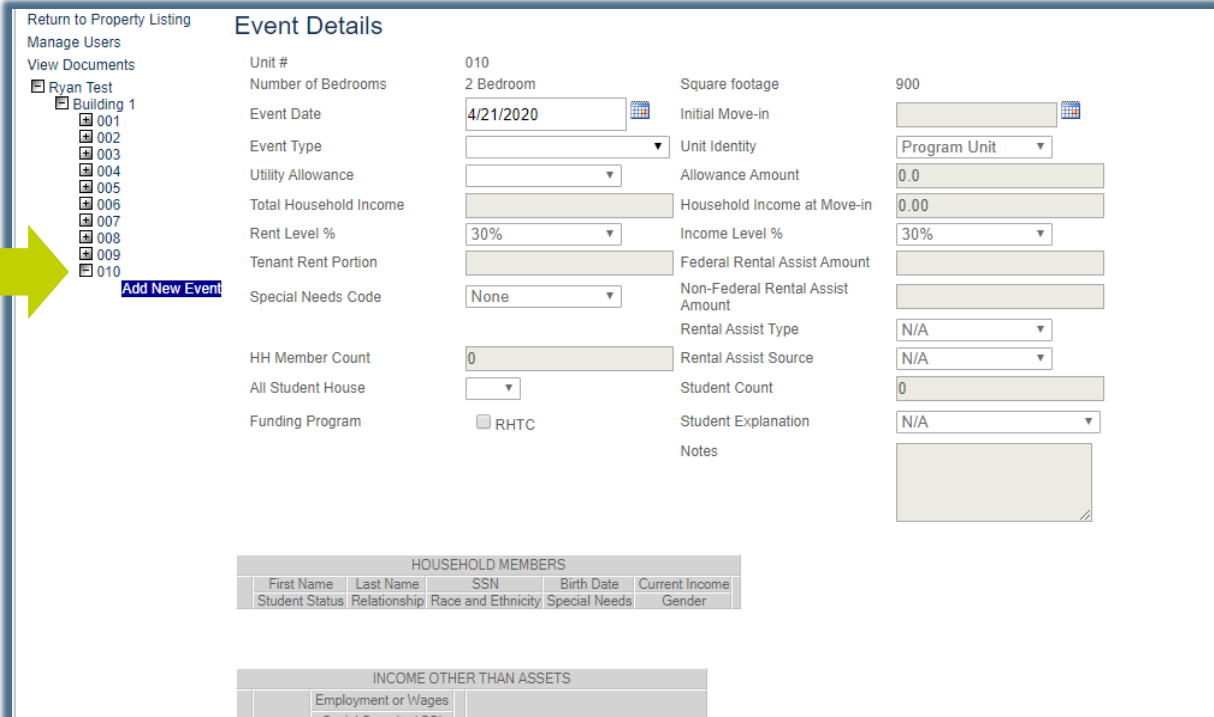
You will see only the properties in your portfolio. Be sure to select the correct year to enter the AOC which is 2023. 2022 AOC should be the status Completed

Property Name	Annual Certification	Eff Date	Status	Annual Cert Sta
<a href="#">1010 Central Apartments</a>	Annual Cert	2022	Completed	Submitted
<a href="#">1010 Central Apartments</a>	Annual Cert	2023	Active	
<a href="#">102 N. 9th St.</a>	Annual Cert	2023	Active	
<a href="#">16 Park</a>	Annual Cert	2022	Completed	Submitted
<a href="#">16 Park</a>	Annual Cert	2023	Active	Active
<a href="#">1733 Meridian Apartments</a>	Annual Cert	2022	Completed	Submitted
<a href="#">1733 Meridian Apartments</a>	Annual Cert	2023	Active	Active

# MOVE IN

First, click on the  to open the unit

Second, click on **Add New Event** 



**Event Details**

Unit #: 010  
Number of Bedrooms: 2 Bedroom  
Square footage: 900

Event Date: 4/21/2020  
Initial Move-in:

Event Type:   
Unit Identity: Program Unit

Utility Allowance:   
Allowance Amount: 0.0

Total Household Income:   
Household Income at Move-in: 0.00

Rent Level %: 30%  
Income Level %: 30%

Tenant Rent Portion:   
Federal Rental Assist Amount:

Special Needs Code: None  
Non-Federal Rental Assist Amount:

HH Member Count: 0  
Rental Assist Type: N/A

All Student House:   
Rental Assist Source: N/A

Funding Program:  RHTC  
Student Count: 0

Student Explanation: N/A  
Notes:

HOUSEHOLD MEMBERS				
First Name	Last Name	SSN	Birth Date	Current Income
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender

INCOME OTHER THAN ASSETS	
Employment or Wages	Other Income
<input type="text"/>	<input type="text"/>

## Move-In Section 1

# EVENT DETAILS

Enter the move-in date.

To the right of the Event Date field is the Initial Move-in field which SHOULD autofill.

If it does not autofill enter that date!

For Move-In Events, the Event Date and the Initial Move-In date should always be the same. (Unless it was a late eligibility verification for acquisition)

Return to Property Listing  
Manage Users  
View Documents  
Ryan Test  
Building 1  
001  
002  
003  
004  
005  
006  
007  
008  
009  
010  
Add New Event

### Event Details

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	0.0
Utility Allowance		Household Income at Move-in	0.00
Total Household Income		Income Level %	30%
Rent Level %	30%	Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	
Special Needs Code	None	Rental Assist Type	N/A

Return to Property Listing  
Manage Users  
View Documents  
Ryan Test  
Building 1  
001  
002  
003  
004  
005  
006  
007  
008  
009  
010  
Add New Event

### Event Details

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	0.0
Utility Allowance		Household Income at Move-in	0.00
Total Household Income		Income Level %	30%
Rent Level %		Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	
Special Needs Code		Rental Assist Type	N/A
HH Member Count		Rental Assist Source	N/A
All Student House		Student Count	0
Funding Program		Student Explanation	N/A
		Notes	

HOUSEHOLD MEMBERS

First Name	Last Name	SSN	Birth Date	Current Income
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender

Next, select the Event Type. For this part of our course, we are going to select Move-In...

- Unit Identity should have been chosen when the unit was created.
- You do not need to select anything from the dropdown box unless what's currently in there is incorrect.
- The next field is Utility Allowance.
- Once you have selected the current UA, the allowance amount field will self fill.
- For Owner Paid Utilities or Market Rate units you will click on the blank space (highlighted in yellow). The allowance amount will then autofill with 0.

Move In

### Event Details

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	
Utility Allowance		Household Income at Move-in	
Total Household Income		Income Level %	
Rent Level %	30%	Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	
Special Needs Code	None	Rental Assist Type	
HH Member Count	0	Rental Assist Source	
All Student House		Student Count	
Funding Program	<input type="checkbox"/> RHTC	Student Explanation	N/A

### Event Details

Unit #	010
Number of Bedrooms	2 Bedroom
Event Date	3/27/2020
Event Type	Move In
Utility Allowance	01/01/2020 HUD
Total Household Income	
Rent Level %	
Tenant Rent Portion	
Special Needs Code	
HH Member Count	
All Student House	
Funding Program	<input type="checkbox"/> RHTC



Remember when we told you it was important how you name your UAs? This is where it matters (see slides 16 & 19) Current and previous UA's may show up in this dropdown box.

# TOTAL HOUSEHOLD INCOME & HOUSEHOLD INCOME AT MOVE-IN

First, enter the Total Household Income.

Next, enter the Household Income at Move-In

Household Income at Move-In does NOT auto populate in a Move In event! It must be entered manually

**PLEASE REMEMBER!**

If you forget to enter the Household Income at Move-In before saving...

**YOU WILL NOT BE ABLE TO FIX IT YOURSELF.**

You also will not be able to add Household Income at Move-In to any event that comes after.

Move In

Event Details			
Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Total Household Income	
Rent Level %	30%	Household Income at Move-in	
		Income Level %	30%

Event Details			
Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Total Household Income	14400.00
Rent Level %	30%	Household Income at Move-in	
		Income Level %	30%

# RENT AND INCOME LEVELS

The rent and income levels that appear in the dropdown box are the levels that pertain to the project.

Select the appropriate level for each.

**Event Details**

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Household Income at Move-in	14400
Total Household Income	14400	Income Level %	30%
Rent Level %	30%	Federal Rental Assist Amount	
Tenant Rent Portion	30%	Non-Federal Rental Assist Amount	
Special Needs Code	40%	Rental Assist Type	N/A
HH Member Count	50%	Rental Assist Source	N/A
All Student House	60%	Student Count	0
Funding Program	<input type="checkbox"/> RHTC	Student Explanation	N/A
		Notes	

**Event Details**

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Household Income at Move-in	14400
Total Household Income	14400	Income Level %	30%
Rent Level %	40%	Federal Rental Assist Amount	30%
Tenant Rent Portion		Non-Federal Rental Assist Amount	40%
Special Needs Code	None	Rental Assist Type	50%
HH Member Count	0	Rental Assist Source	60%
All Student House		Student Count	
Funding Program	<input type="checkbox"/> RHTC	Student Explanation	N/A
		Notes	

# TENANT RENT PORTION

The Tenant Rent Portion and rental assistance should be kept separated on the TIC, too

**Tenant Rent Portion =**

The portion of rent the tenant pays

It **DOES NOT** include the UA or any rental assistance the tenant may be receiving



Move  
In



## Federal Rental Assistance

If the tenant receives ANY Federal Rental Assistance like Section 8, Project Based Section 8 or Public Housing, the amount received on behalf of the tenant goes in the Federal Rental Assist Amount. If there is no Federal Rental Assistance for the household, please enter 0.

## Non-Federal Rental Assistance

If the tenant receives ANY Non-Federal Rental Assistance (i.e. funds from a state homeless prevention program, a program administered by the Division of Mental Health, a post foster care program, etc.) the amount received on behalf of the tenant goes in the Non-Federal Rental Assist Amount. If there is no Non-Federal Rental Assistance for the household, please enter 0.

Move  
In

Event Details			
Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Household Income at Move-in	14400.00
Total Household Income	14400.00	Income Level %	60%
Rent Level %	40%	Federal Rental Assist Amount	500
Tenant Rent Portion	119.00	Non-Federal Rental Assist Amount	0
Special Needs Code	None	Rental Assist Type	Tenant Based
HH Member Count	0	Rental Assist Source	Section 8 Tenant f

Event Details			
Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Household Income at Move-in	14400.00
Total Household Income	14400.00	Income Level %	60%
Rent Level %	40%	Federal Rental Assist Amount	0
Tenant Rent Portion	119.00	Non-Federal Rental Assist Amount	500
Special Needs Code	Homeless	Rental Assist Type	Owner Provided
HH Member Count	0	Rental Assist Source	Operating Subsidy

# SPECIAL NEEDS CODE

You will enter this twice, once in the Event Details and again when you are entering the Member Details (see slide 38).  
- All Special Needs Codes must be captured here for each member

If there are no special needs for the household, select none.

### Event Details

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	3/27/2020
Event Date	3/27/2020	Unit Identity	Program Unit
Event Type	Move In	Allowance Amount	92.00
Utility Allowance	01/01/2020 HUD	Household Income at Move-in	14400
Total Household Income	14400	Income Level %	60%
Rent Level %	40%	Federal Rental Assist Amount	500
Tenant Rent Portion	119	Non-Federal Rental Assist Amount	0
Special Needs Code	None	Rental Assist Type	N/A
HH Member Count		Rental Assist Source	N/A
All Student House		Student Count	0
Funding Program		Student Explanation	N/A
		Notes	

**Add Member**

HOUSEHOLD MEMBER			
First Name	Last Name	Relationship	Race
Abu			
Che			

**Add Non-Asset Income** Inputting this information is OPTIONAL. Information must be input if you want to generate a T

INCOME OTHER THAN ASSETS

# RENTAL ASSIST TYPE AND RENTAL ASSIST SOURCE

If the tenant receives rental assistance  
you MUST select:

Property Based · Tenant Based · Owner  
Provided

Then select the source of the assistance:

RD · Section 8 Project · Section 8 Tenant ·  
HOME · Operating Subsidy · Other



If you are going left to right, HH  
Member Count is between these two  
items, but we will cover that in the next  
slide.

Rental Assist Type	→	N/A
Rental Assist Source		N/A
Student Count		Property Based
Student Explanation		Tenant Based
Notes		Owner Provided

Rental Assist Source	→	Section 8 Tenant I
Student Count		N/A
Student Explanation		Rural
Notes		Section 8 Project Based
		HOME
		Other
		Operating Subsidy
		Section 8 Tenant Based

# HH MEMBER COUNT & ALL STUDENT HH/STUDENT COUNT

HH Member Count - Enter the number of people in the household. This number would include an unborn child (*if disclosed*)...

All Student House - If every person in the Household is in school, select Yes. If at least one person in the Household is not in school, select No.

Student Count - Enter the number of people in the Household that are students. If there are no students in the household, enter 0.

HH Member Count	<input type="text" value="1"/>	Rental Assist Source	Section 8 Tenant I ▾
All Student House	<input type="button" value="▼"/>	Student Count	<input type="text" value="0"/>
Funding Program	<input type="button" value="No"/> <input type="button" value="Yes"/>	Student Explanation	<input type="text" value="N/A"/>
		Notes	<input type="text"/>

# ALMOST DONE!

These are the last entries in the Event Details part of the Tenant Event

Funding Program – Select the type of Funding Program(s). In our sample, the only option is RHTC. You may have others! Make sure you are selecting all that apply.

Student explanation applies if you have an all-student household. If the household consists of one person not attending school, select N/A. Otherwise, you will need to select the exception for the household from the dropdown box.

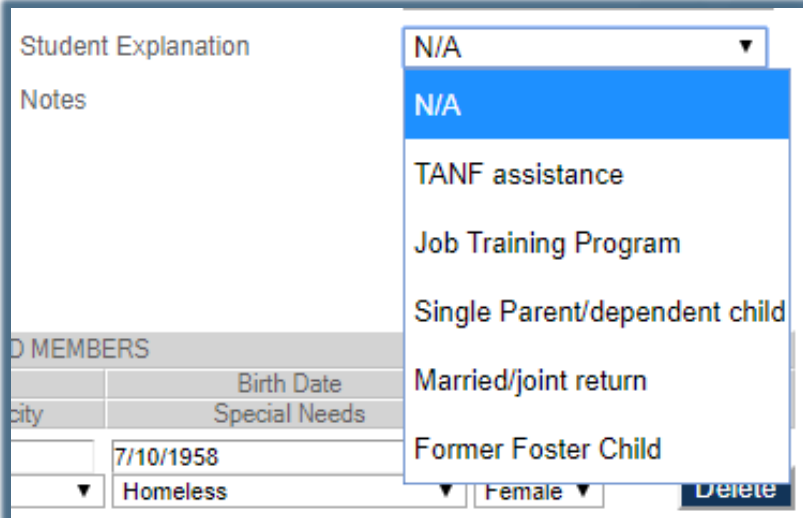
Move In

All Student House

No ▼

Funding Program

  RHTC



Student Explanation

Notes

MEMBERS

City	Birth Date	Special Needs
	7/10/1958	
	Homeless	Female

▼

Female

Delete

Move-In Section 2

# ADD MEMBER

Click on **Add Member**

Fill in the required fields: First Name, Last Name, Birth Date, Current Income, Student Status, Relationship, Special Needs and Gender.

**Add Member**

HOUSEHOLD MEMBERS					
First Name	Last Name	SSN	Birth Date	Current Income	
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender	
N/A	None of the above	D - Not disclosed	4/22/2020	0.00	
		<input type="checkbox"/> Hispanic Or Latino			<b>Delete</b>

**Add Non-Asset Income** *Inputting this information is OPTIONAL. Information must be input if you want to generate a TIC.*

INCOME OTHER THAN ASSETS

Race and Ethnicity is not a required field

If they choose to disclose fill in, including the Hispanic or Latino box



Social Security number is no longer a required field and should **NOT** be filled in!

# CURRENT INCOME

After filling in First Name, Last Name and Birth Date, fill in Current Income.

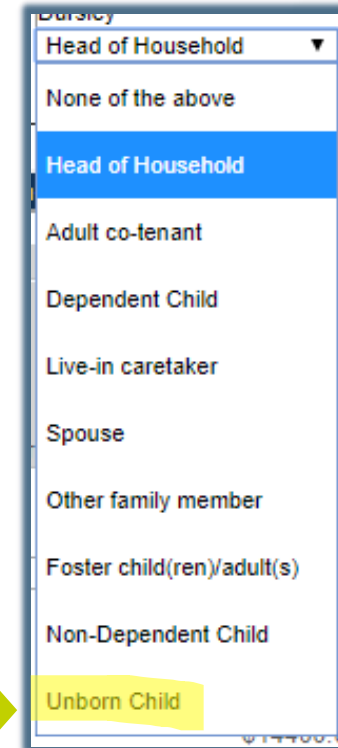
- Current Income should be filled in for **each individual** that has income. When all HH members' Current Income are added together, it should equal the Total Household Income that was entered in the Event Details Section.

HOUSEHOLD MEMBERS					
First Name	Last Name	SSN	Birth Date	Current Income	
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender	
Adam	Smith		10/29/1980	28140.00	
Non-Student ▼	Head of Household ▼	D - Not disclosed ▼	None ▼	Male ▼	Delete
<input type="checkbox"/> Hispanic Or Latino					
Anneisen	Smith		12/12/1981	29050.00	
Non-Student ▼	Adult co-tenant ▼	D - Not disclosed ▼	None ▼	Female ▼	Delete
<input type="checkbox"/> Hispanic Or Latino					

Total Household Income	56190.00	Household Income at Move-in	55177.00
Rent Level %	60% ▼	Income Level %	60% ▼

# RELATIONSHIP, STUDENT STATUS, AND GENDER

- **Student Status**
  - This field is required
  - The options are Student, Non-Student or N/A
- **Gender**
  - This field is required
  - At this time there are only 3 options in our system
    - N/A, Female or Male
- **Relationship**
  - This field is required
  - Pictured right are the selections
    - Notice that there is a selection for unborn child.
    - An unborn child is considered a Household Member and must be included (*if disclosed*).

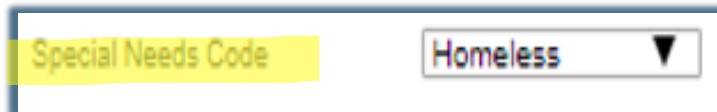




# SPECIAL NEEDS, RACE AND ETHNICITY

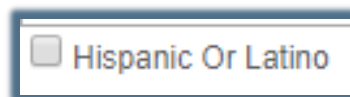
## Special Needs

- This field is required
- If there are no special needs, please select “none”
- **This MUST match the Special Needs Code selected in the Event Details Section!**  
(see slide 31)

A screenshot of a form field. On the left, the text "Special Needs Code" is displayed in a yellow highlighted box. To the right is a dropdown menu with the word "Homeless" selected and a downward-pointing arrow.

## Race and Ethnicity

- This field is NOT required
- If HH member CHOOSES to disclose complete this field
- Check the Hispanic or Latino box (if applicable)

A screenshot of a form field containing a checkbox and the text "Hispanic Or Latino". The checkbox is currently unchecked.

# A COMPLETED HOUSEHOLD ENTRY

Here is an example of a completed Household entry.

- Complete one entry for EACH household member, ***including*** Unborn Child (*if disclosed*).

**Add Member**

HOUSEHOLD MEMBERS					
First Name	Last Name	SSN	Birth Date	Current Income	
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender	
Petunia	Dursley		7/10/1958	14400.00	
Non-Student ▼	Head of Household ▼	D - Not disclosed ▼	Homeless ▼	Female ▼	<b>Delete</b>
		<input type="checkbox"/> Hispanic Or Latino			

Those were the required parts of your Add Member tenant event. If you don't plan to use IHEDA online for the TIC, you are now DONE!



Select *Update* at the bottom of the page to the left to finish!

# NON-ASSET INCOME

## Add Non-Asset Income

- This is only filled out if you want to use IHcDA Online to generate a TIC
- Click on **Add Non-Asset Income**
  - Add Employment, Social Security, Pension, Etc.
- Click on the dropdown box to choose the HH member's income to be entered.
  - Choose the appropriate income source and enter the income
- To add income for multiple people, click on Add Non-Asset Income for all applicable HH members

**Add Non-Asset Income** *Inputting this information is OPTIONAL. Information must be input if you want to generate a TIC.*

Member	INCOME OTHER THAN ASSETS			Gross Annual Income other than Assets
	Employment or Wages			
	Social Security / SSI			
	Pensions			
	Public Assistance			
	Other Income			
		0.00	Delete	
		14400.00		
Petunia Dursley		0.00		
Petunia Dursley		0.00		
		0.00		
		\$0.00		\$14400.00
		\$14400.00		
Totals:		\$0.00		
		\$0.00		
		\$0.00		

# ASSET INCOME

## Add Asset Income

- This is one of the two sections we told you we would not be covering in detail, but we will touch on this just briefly now
- **Again, this is only filled out if you want to use DMS to generate a TIC**

### DIRECTIONS:

1. Click on Add Asset Income
  2. Click on the dropdown box to select the Household members with assets to enter
  3. Enter in the Type of Assets: checking, savings, retirement, life insurance, CD, etc. In the case below, we are entering a checking account as the asset source
  4. Choose if the asset is current or imputed
  5. Enter the Cash Value of Assets and Annual Income from Assets
  6. Once everything is entered click on *Calculate Total Household Income & Member Income*
- This completes the optional Asset Section of the tenant event.

**Add Asset Income** Inputting this information is OPTIONAL. Information must be input if you want to generate a TIC.

INCOME FROM ASSETS (USE ANNUAL AMOUNTS)							
Member	Type of Assets	Current / Imputed	Cash Value of Assets	Annual Income from Assets		Total Imputed Income from Assets if Cash Value of Assets is over \$5,000	Income from Assets
Petunia Dursley	Checking	Imputed	100.00	0.00	Delete		
Totals:			\$100.00	\$0.00		Passbook Rate is 0.0600% \$0.00	\$0.00

**Calculate Total Household Income & Member Income**

Update TIC Delete This Event

# FINISH YOUR MOVE-IN EVENT

**Step 1:**  
Complete the Move-In Tenant Event by selecting the **Update** button at the bottom of the page.

**Event Details**

Unit # 010  
 Number of Bedrooms 2 Bedroom  
 Square footage 900  
 Event Date 3/27/2020  
 Initial Move-in 3/27/2020  
 Event Type Move In  
 Unit Identity Program Unit  
 Utility Allowance 01/01/2020 HU  
 Allowance Amount 92.00  
 Total Household Income 14400.00  
 Household Income at Move-in 14400.00  
 Rent Level % 40%  
 Income Level % 80%  
 Tenant Rent Portion 119.00  
 Federal Rental Assist Amount 500.00  
 Non-Federal Rental Assist Amount 0.00  
 Special Needs Code Homeless  
 Rental Assist Type Tenant Based  
 Rental Assist Source Section 8 Tenar  
 HH Member Count 1  
 Student Count 0  
 All Student House No  
 Student Explanation N/A  
 Funding Program  RHTC  
 Notes

**Add Member**

First Name	Last Name	SSN	Birth Date	Current Income
Petunia	Dursley	D - Not disclosed	7/10/1958	14400.00
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender
Non-Student	Head of Household	Hispanic Or Latino	Homeless	Female

**Add Non-Asset Income** *Inputting this information is OPTIONAL. Information must be input if you want to generate a TIC.*

Member	Employment or Wages	Social Security / SSI	Pensions	Public Assistance	Other Income	Gross Annual Income other than Assets
Petunia Dursley						\$14400.00
Totals:						\$14400.00

**Add Asset Income** *Inputting this information is OPTIONAL. Information must be input if you want to generate a TIC.*

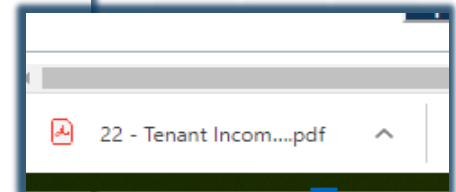
Member	Type of Assets	Current / Imputed	Cash Value of Assets	Annual Income from Assets	Total Imputed Income from Assets if Cash Value of Assets is over \$5,000	Income from Assets
Petunia Dursley	Checking	Imputed	\$00.00	\$0.00		
Totals:			\$100.00	\$0.00		\$0.00

**Calculate Total Household Income & Member Income**

**TIC** **Delete This Event**

**Step 2:**  
Need a TIC?  
Click the TIC button at the bottom right.

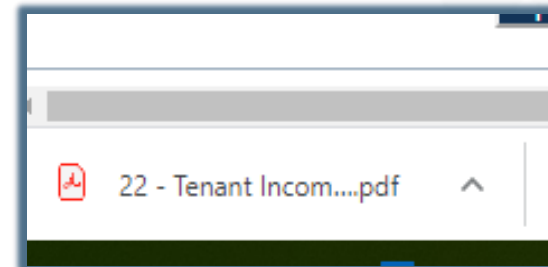
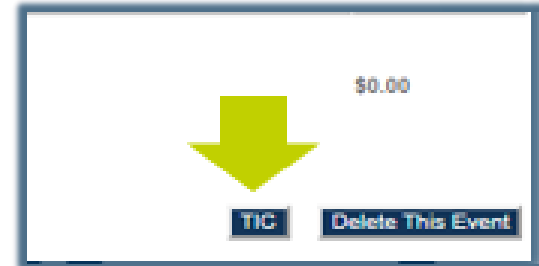
**Step 3:**  
Then click on the tenant income pdf tab that appears at the bottom of the webpage.



If the TIC box is missing, the UA needs updated (slide 14)

# THE TENANT INCOME PDF

- The pdf is fillable, so non-optional charges can be entered as needed.
- Select the Yes or No square for Household Income Exceeds 140% at recertification.
  - It should always be **NO** for a move in certification.



On to the next event!

# REMEMBER THE TENANT EVENT TYPES?

Time to Learn About  
the Recertification  
of Events



Move In




DONE

Recertify

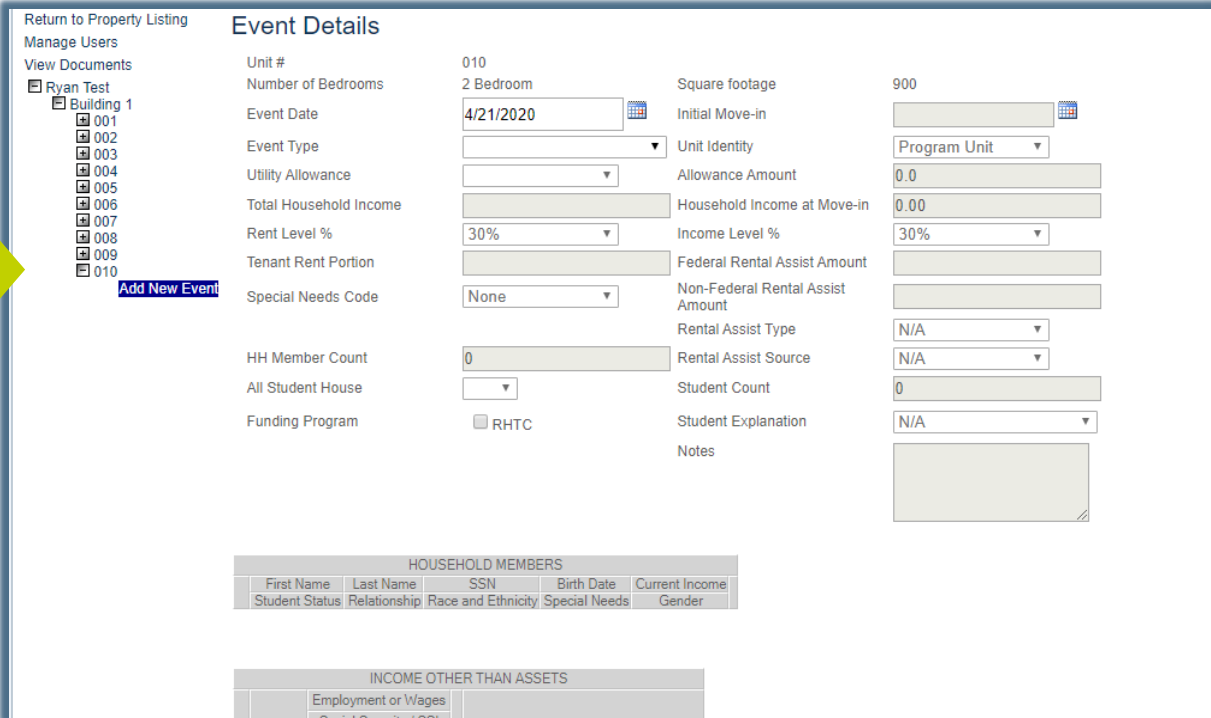
NEXT UP!

Transfer  
In/Out

# RECERTIFY

First, click on the  to open the unit

Second, click on **Add New Event** 



Return to Property Listing  
Manage Users  
View Documents  
Ryan Test  
Building 1  
001  
002  
003  
004  
005  
006  
007  
008  
009  
010  
**Add New Event**

### Event Details

Unit #	010	Square footage	900
Number of Bedrooms	2 Bedroom	Initial Move-in	
Event Date	4/21/2020	Unit Identity	Program Unit
Event Type		Allowance Amount	0.0
Utility Allowance		Household Income at Move-in	0.00
Total Household Income		Income Level %	30%
Rent Level %	30%	Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	
Special Needs Code	None	Rental Assist Type	N/A
HH Member Count	0	Rental Assist Source	N/A
All Student House		Student Count	0
Funding Program	<input type="checkbox"/> RHTC	Student Explanation	N/A
		Notes	

HOUSEHOLD MEMBERS				
First Name	Last Name	SSN	Birth Date	Current Income
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender

INCOME OTHER THAN ASSETS	
Employment or Wages	





## Recertify Section 1:

# EVENT DETAILS

Enter the Recertification date into the Event Date field.

For Tax Credit projects, this should be the anniversary of the move in date.

Select the Event Type. In this part of our course, we are going to select Recertify.

**Event Details**

Unit #	009	Square footage	1300
Number of Bedrooms	3 Bedroom	Initial Move-in	1/8/2018
Event Date	1/8/2020	Event Type	Program Unit
Utility Allowance		Utility Allowance	155.00
Total Household Income		Total Household Income at Move-in	55177.00
Rent Level %		Rent Level %	30%
Tenant Rent Portion		Tenant Assist Amount	0.00
Special Needs Code		General Rental Assist	0.00
HH Member Count	2	Rental Assist Type	N/A
All Student House	No	Rental Assist Source	N/A
Funding Program	<input checked="" type="checkbox"/> RHTC	Student Count	0
		Student Explanation	N/A
		Notes	

**Event Details**

Unit #	009	Special Needs Code	
Number of Bedrooms	3 Bedroom	Initial Move-in	
Event Date	1/8/2020	Event Type	Move In
Utility Allowance		Event Type	Move Out
Total Household Income		Event Type	<b>Recertify</b>
Rent Level %		Event Type	
Tenant Rent Portion		Event Type	
Special Needs Code		Event Type	



- Once you select Recertify, the system will open up the fields that need to be completed.
- The next field is Utility Allowance. Select the current UA, the allowance amount field will autofill.
- For Owner Paid Utilities or Market Rate units click on the blank space (highlighted in yellow). The allowance amount will autofill with 0.

### Event Details

Unit #	009	Square footage	1300
Number of Bedrooms	3 Bedroom	Initial Move-in	1/8/2018
Event Date	1/8/2020	Unit Identity	Program Unit
Event Type	Recertify	Allowance Amount	155.00
Utility Allowance		Household Income at Move-in	55177.00
Total Household Income		Income Level %	
Rent Level %		Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	
Special Needs Code		Rental Assist Type	
HH Member Count		Rental Assist Source	
All Student House		Student Count	
Funding Program	<input checked="" type="checkbox"/> RHTC	Student Explanation Notes	

### Event Details

Unit #	010
Number of Bedrooms	2 Bedroom
Event Date	3/27/2020
Event Type	Move In
Utility Allowance	01/01/2020 HUD
Total Household Income	
Rent Level %	
Tenant Rent Portion	
Special Needs Code	
HH Member Count	
All Student House	
Funding Program	<input type="checkbox"/> RHTC



Remember when we told you it was important how you name your UAs? This is where it matters ((see slides 16 & 19) Current and previous UA's may show up in this dropdown box.



# TOTAL HOUSEHOLD INCOME, RENT LEVEL % AND INCOME LEVEL %

Enter the Total Household Income.

Select the correct Rent and Income Levels from the drop-down box.

Event Details			
Unit #	009	Square footage	1300
Number of Bedrooms	3 Bedroom	Initial Move-in	1/8/2018
Event Date	1/8/2020	Unit Identity	Program Unit
Event Type	Recertify	Allowance Amount	110.00
Utility Allowance	01/01/2020 HUD	Household Income at Move-in	55177.00
Total Household Income	37740.52	Income Level %	60%
Rent Level %	60%	Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	30%
Special Needs Code		Rental Assist Type	40%
HH Member Count		Rental Assist Source	50%
All Student House		Student Count	60%
Funding Program	<input checked="" type="checkbox"/> RHTC	Student Explanation	
		Notes	



# TENANT RENT PORTION

**Tenant Rent Portion =**  
The portion of rent the  
tenant pays

It DOES NOT include the  
UA or any rental assistance  
the tenant may be receiving



## Federal Rental Assistance

If the tenant receives ANY Federal Rental Assistance like Section 8, Project Based Section 8 or Public Housing, the amount received on behalf of the tenant goes in the Federal Rental Assist Amount. If there is no Federal Rental Assistance for the household, please enter 0.

## Non-Federal Rental Assistance

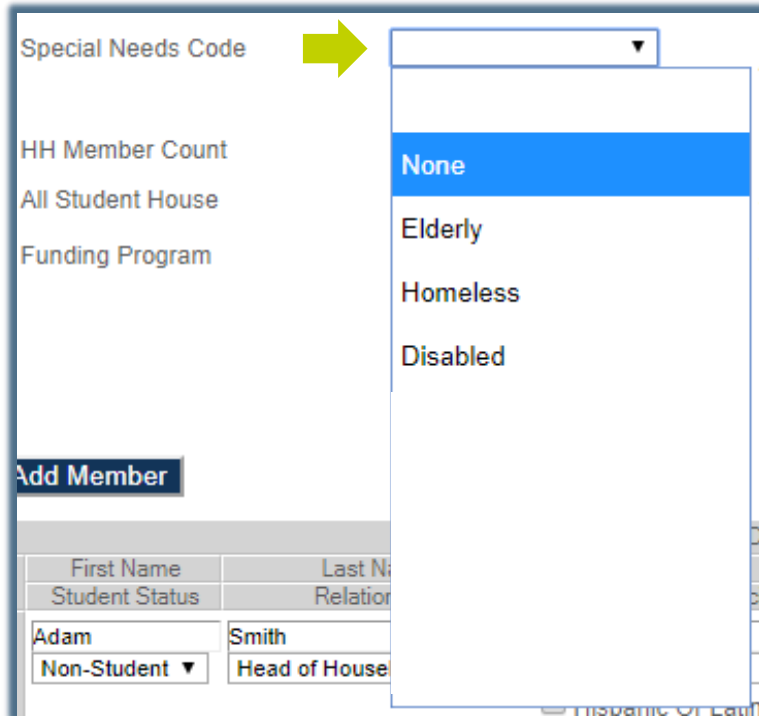
If the tenant receives ANY Non-Federal Rental Assistance (i.e. funds from a state homeless prevention program, a program administered by the Division of Mental Health, a post foster care program, etc.) the amount received on behalf of the tenant goes in the Non-Federal Rental Assist Amount. If there is no Non-Federal Rental Assistance for the household, please enter 0.

### Event Details

Unit #	009		
Number of Bedrooms	3 Bedroom	Square footage	1300
Event Date	1/8/2020	Initial Move-in	1/8/2018
Event Type	Recertify	Unit Identity	Program Unit
Utility Allowance	01/01/2020 HUD	Allowance Amount	110.00
Total Household Income	37740.52	Household Income at Move-in	55177.00
Rent Level %	60%	Income Level %	60%
Tenant Rent Portion	775	Federal Rental Assist Amount	0
Special Needs Code		Non-Federal Rental Assist Amount	0



# SPECIAL NEEDS CODE



Special Needs Code

HH Member Count

All Student House

Funding Program

Add Member

First Name	Last Name
Adam	Smith
Non-Student	Head of House

You will enter this twice, once in the Event Details and again when you are entering the Member Details (see slide 38).

If there are no special needs for the household, select none.



# RENTAL ASSIST TYPE AND RENTAL ASSIST SOURCE

If the tenant receives rental assistance  
you must select:

Property Based · Tenant Based · Owner  
Provided

Then select the source of the assistance:

RD · Section 8 Project · Section 8 Tenant ·  
HOME · Operating Subsidy · Other

Rental Assist Type	N/A
Rental Assist Source	N/A
Student Count	Property Based
Student Explanation	Tenant Based
Notes	Owner Provided

Rental Assist Source	Section 8 Tenant I
Student Count	N/A
Student Explanation	Rural
Notes	Section 8 Project Based
	HOME
	Other
	Operating Subsidy
	Section 8 Tenant Based



Do many of these slides look familiar?

Good eye! Many of these steps are the  
same ones we went through to enter a  
Move-In event.



# HOUSEHOLD (HH) MEMBER COUNT & ALL STUDENT HOUSE/STUDENT COUNT

HH Member Count - Enter the number of people in the household. This number would include an unborn child (*if disclosed*)...

All Student House - If every person in the Household is in school, select Yes. If at least one person in the Household is not in school, select No.

Student Count - Enter the number of people in the Household that are students. If there are no students in the household, enter 0.

HH Member Count	→	<input type="text" value="1"/>	Rental Assist Source	<input type="text" value="Section 8 Tenant I ▼"/>	
All Student House	→	<input type="button" value="▼"/>	Student Count	→	<input type="text" value="0"/>
Funding Program		<input type="button" value="No"/>	Student Explanation	<input type="text" value="N/A ▼"/>	
		<input type="button" value="Yes"/>	Notes	<input type="text"/>	





# ALMOST DONE!

These are the last entries in the Event Details part of the Tenant Event

Funding Program – Select the type of Funding Program(s). In our sample, the only option is RHTC. You may have others! Make sure you are selecting all that apply.

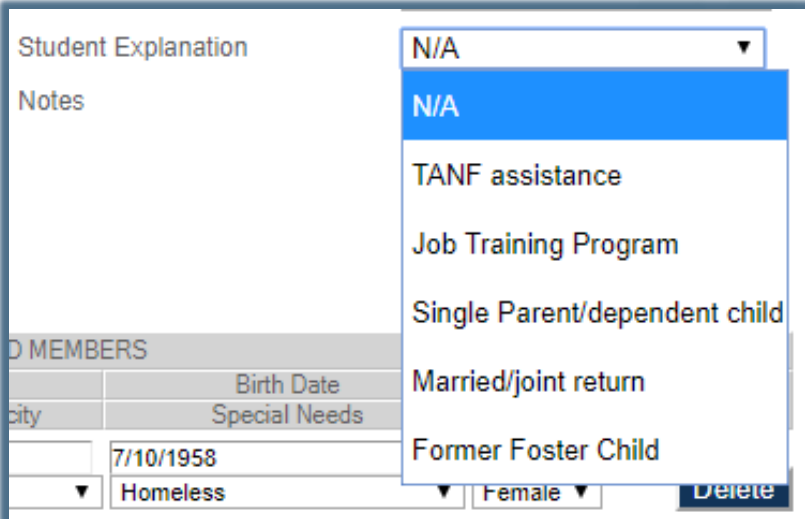
Student explanation applies if you have an all-student household. If the household consists of one person not attending school, select N/A. Otherwise, you will need to select the exception for the household from the dropdown box.

All Student House

No ▼

Funding Program

  RHTC



Student Explanation

Notes

MEMBERS

City	Birth Date	Special Needs
	7/10/1958	

▼ Homeless ▼ Female ▼ [Delete](#)



Recertify Section 2:

# HH MEMBER DETAILS

During a Recertification, update anything that has changed including the Current Income for each household member.

When each HH members' Income is added up, it should equal the Total Household Income that was entered in the Event Details section.

**Add Member**

HOUSEHOLD MEMBERS					
First Name	Last Name	SSN	Birth Date	Current Income	
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender	
N/A	None of the above	D - Not disclosed	4/22/2020 None	0.00 N/A	<b>Delete</b>
		<input type="checkbox"/> Hispanic Or Latino			

**Add Non-Asset Income** *Inputting this information is OPTIONAL. Information must be input if you want to generate a TIC.*

INCOME OTHER THAN ASSETS

Update the Current Income for each HH member



Total Household Income  
Rent Level %

56190.00  
60%

Household Income at Move-in  
Income Level %

55177.00  
60%



# SUCCESS



You have completed the required parts of the Recertify Tenant Event. If you don't plan to use IHCDCA online for the TIC, you are now DONE!

Select *Update* at the bottom left of the page to finish!



# OUR FINAL EVENT TYPE!

Let's Finish Up Our  
Course Today with  
Transfer Events



Move In



DONE

Recertify




DONE

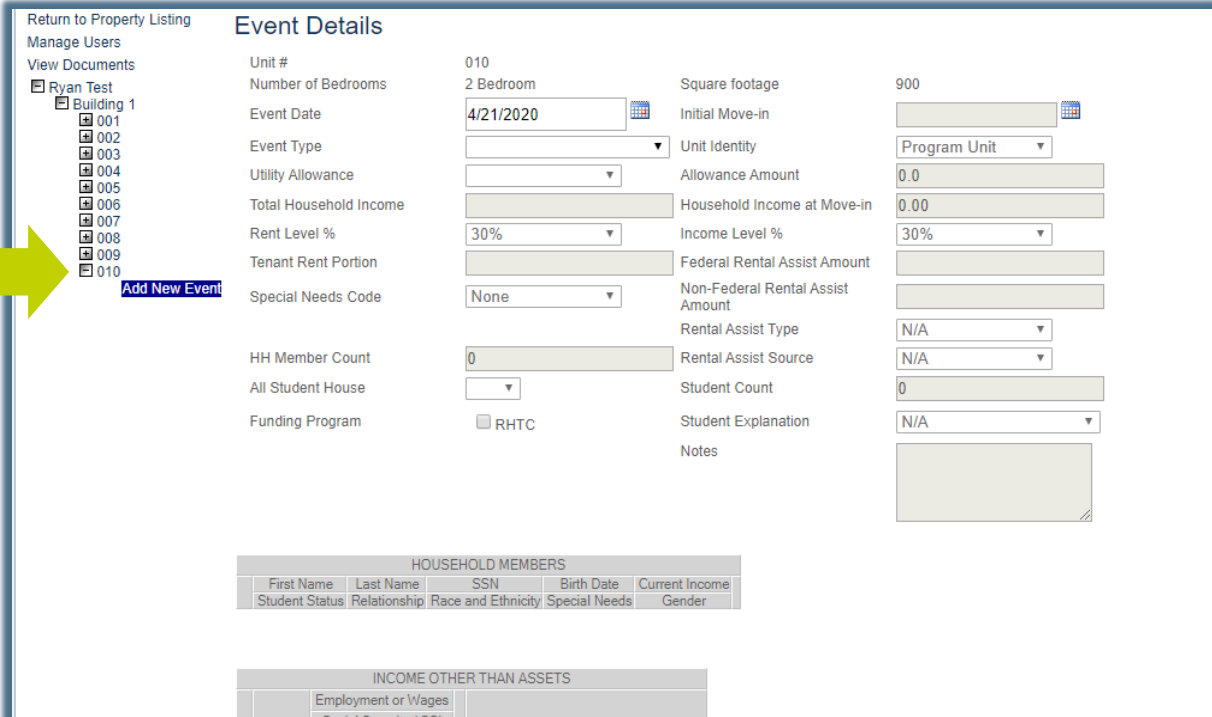
Transfer  
In/Out

NEXT UP

# TRANSFER IN/OUT

First, click on the  to open the unit

Second, click on **Add New Event** 



**Event Details**

Unit # 010  
Number of Bedrooms 2 Bedroom  
Event Date 4/21/2020  
Event Type  
Utility Allowance  
Total Household Income  
Rent Level % 30%  
Tenant Rent Portion  
Special Needs Code None  
HH Member Count 0  
All Student House  
Funding Program  RHTC

Square footage 900  
Initial Move-in  
Unit Identity Program Unit  
Allowance Amount 0.0  
Household Income at Move-in 0.00  
Income Level % 30%  
Federal Rental Assist Amount  
Non-Federal Rental Assist Amount  
Rental Assist Type N/A  
Rental Assist Source N/A  
Student Count 0  
Student Explanation N/A  
Notes

**HOUSEHOLD MEMBERS**

First Name	Last Name	SSN	Birth Date	Current Income
Student Status	Relationship	Race and Ethnicity	Special Needs	Gender

**INCOME OTHER THAN ASSETS**

Employment or Wages
---------------------



## Transfer In/Out Section 1: **EVENT DETAILS**

Enter the Transfer date into the Event Date field.

Select the Event Type. We are going to start with a Transfer Out.

Event Details			
Unit #	007	Square footage	900
Number of Bedrooms	1 Bedroom	Initial Move-in	6/20/2018
Event Date	5/1/2020	Unit Identity	Program Unit
Event Type	<ul style="list-style-type: none"><li>Move In</li><li>Move Out</li><li>Recertify</li><li>Transfer Out</li><li>Composition Update</li><li>Rent Update</li><li>Student Update</li></ul>	Allowance Amount	120.00
Utility Allowance		Household Income at Move-in	9800.00
Total Household Income		Income Level %	30%
Rent Level %		Federal Rental Assist Amount	
Tenant Rent Portion		Non-Federal Rental Assist Amount	
Special Needs Code		Rental Assist Type	

There is not a **Transfer In** event type in the dropdown box. That is because a Transfer Out Event auto creates a Transfer In Event.

# TRANSFER TO BUILDING / UNIT

Once you have selected Transfer Out, two new fields will populate

- Transfer to Building
- Unit

Event Details			
Unit #	007		
Number of Bedrooms	1 Bedroom	Square footage	900
Event Date	<input type="text" value="5/1/2020"/>	Initial Move-in	<input type="text" value="6/20/2018"/>
Event Type	<input type="text" value="Transfer Out"/>	Unit Identity	<input type="text" value="Program Unit"/>
Transfer to Building	<input type="text"/>	Unit	<input type="text"/>



The unit the HH is transferring to **must not be currently occupied in the online system**. If the unit has been occupied, a move out event will have to have been entered before the transfer event can be started.

# THE FINAL STEPS

The Transfer to Building drop-down box has a list of all the buildings that have a vacant unit available.

The Unit drop-down box has a list of all vacant units.

Event Type	Transfer Out
Transfer to Building	Building 1
Utility Allowance	
Total Household Income	9890.00
Rent Level %	30%

Unit Identity	Program Unit
Unit	002
Allowance Amount	
Household Income at Move-in	9800.00
Income Level %	30%

Select **Update** at the bottom left of the page to finish.





# TRANSFER IN EVENT

Here is what it looks like when you complete a Transfer Out Event

- Highlighted is the Transfer In Event that has been auto-created by the Transfer Out Event

Return to Property Listing  
Manage Users  
View Documents  
Training Project  
Building 1  
001  
002  
Add New Event  
Transfer In - 05/01/2020  
Move Out - 04/28/2020  
003  
004  
005  
006  
007  
Add New Event  
Transfer Out - 05/01/2020  
008  
009  
010

### Event Details

Unit #	007	Square footage	900
Number of Bedrooms	1 Bedroom	Initial Move-in	6/20/2018
Event Date	5/1/2020	Unit Identity	Program Unit
Event Type	Transfer Out	Unit	002
Transfer to Building	Building 1	Allowance Amount	120.00
Utility Allowance	6/1/2018 1 bdrm	Household Income at Move-in	9800.00
Total Household Income	9890.00	Income Level %	30%
Rent Level %	30%	Federal Rental Assist Amount	0.00
Tenant Rent Portion	1.00	Non-Federal Rental Assist Amount	0.00
Special Needs Code	Elderly	Rental Assist Type	N/A
HH Member Count	1	Rental Assist Source	N/A
All Student House	No	Student Count	0

Click on the **Transfer In** event. You will then need to go in and complete the remaining fields. This is the last step!

# TRANSFER IN EVENT DETAILS

Once you click on your newly created Transfer In Event...

- Be sure to update the information that transferred over.
  - The transferred information comes from the unit the HH transferred out of
  - The Rent and Income levels may be different as well as any of the other fields

### Event Details

• Warning: Tenant rent portion is zero.

Unit #	002	Square footage	1200
Number of Bedrooms	2 Bedroom	Initial Move-in	6/20/2018
Event Date	5/1/2020	Unit Identity	Program Unit
Event Type	Transfer In	Allowance Amount	0
Utility Allowance		Household Income at Move-in	9890.00
Total Household Income	9890.00	Income Level %	30%
Rent Level %	30%	Federal Rental Assist Amount	0.00
Tenant Rent Portion	0.00	Non-Federal Rental Assist Amount	0.00
Special Needs Code	Elderly	Rental Assist Type	N/A
HH Member Count	1	Rental Assist Source	N/A
All Student House	No	Student Count	0
Funding Program	<input checked="" type="checkbox"/> RHTC	Student Explanation	N/A
		Notes	



Once all fields are updated, click on the **Submit** button to save your event.



**YOU ARE DONE!**

Transfers

# OTHER EVENT TYPES

- Composition Update, Rent Update or Student Status Update are similar to Recertify. Once you select the event type, certain fields will open. Once you have completed the necessary fields, select the update button to save your event.
- For the Move Out Event - you will only be able to select first the event date, then the event type. Once you have entered these 2, select update to save your Move Out event.

# ANNUAL OWNER CERTIFICATION REPORT



# CONTINUE WITH ANNUAL CERTIFICATION

Clicking on the correct year's **Annual Cert** will pull up this page.

The screenshot shows a web application interface. At the top, there is a dark blue header bar with the text "Test Development" on the left and "19:48" on the right. Below the header, on the left side, there is a sidebar with a "Documents" link, which is circled in blue. The main content area has a white background and contains the following text: "You are now beginning your annual owner certification questions. Please make sure you finalize all tenant events online and mail in annual monitoring fees for a complete annual submission requirement." Below this text are two buttons: "Continue with Annual Certification" and "Return to Property Page". The "Continue with Annual Certification" button is circled in blue. A yellow arrow points from a yellow box below the buttons up to the "Continue with Annual Certification" button. The yellow box contains the text "Click to move forward." At the bottom of the page, there is a small copyright notice: "Copyright © 2023, Authority DMS. All rights reserved."

# COMPLETE THE QUESTIONS AND UPLOAD DOCUMENTS

- First year certs must upload completed 8609 Part II
- For PSH projects, the MOU must be uploaded
- Any additional documents must also be uploaded here

Questions

Is this the first Annual Owner Certification submission for this property? No ▾

Please upload the following documents along with any other required forms.  
Copy of the completed and signed IRS form 8609 for each building (if applicable)  
Authorized signatory form

Documents

There are no documents to display

Browse... No file selected.

Submit Document

Back Save Next

# PROPERTY GENERAL INFORMATION

Project Name	Test Development														
Address	100 N Shadow Creek Rd.														
City	Indianapolis														
Zip	46240														
Project information is up to date:	--Please Select-- v														
Building's Gross Rent Floor Date															
<table border="1"><thead><tr><th>Building Name</th><th>Gross Rent Floor Date</th></tr></thead><tbody><tr><td>(All)</td><td></td></tr><tr><td>Building One</td><td></td></tr><tr><td>Building Three</td><td></td></tr><tr><td>Building Two</td><td></td></tr><tr><td>New Building 13</td><td></td></tr></tbody></table>	Building Name	Gross Rent Floor Date	(All)		Building One		Building Three		Building Two		New Building 13				
Building Name	Gross Rent Floor Date														
(All)															
Building One															
Building Three															
Building Two															
New Building 13															
<b>Management</b>															
<b>Project Manager - Entity</b>	Manager Cont														
Address	30 S. Meridian Street Suite														
City	Indianapolis														
Zip	46204														
Phone Number	(317) 233-9564														
Email Address	MRayburn@ihcda.in.gov														
	On-site Ma	Name													
		Phone													
		Email													
Management information is up to date:	--Please Select-- v														
Has the Management Entity changed?	--Please Select-- v														
<b>Owner</b>															
<b>Project Owner - Entity</b>	Manwell Professional Hou:														
Address															
City															
Zip															
Phone Number															
Federal ID Number															
Owner information is up to date:	--Please Select-- v														
Has the Project Owner Entity changed?	--Please Select-- v														
<b>Signatory</b>															
<b>Signatories</b>	No Signatories found!														
Signatory Information is up to date?	--Please Select-- v														
Has the Signatory Information changed?	--Please Select-- v														

## Utility Information

Does the property pay for all utilities (Heat, Water, Sewer and Trash)?

--Please Select-- v

If no, please select the source of utility allowances used for the property and upload documentation.

## Extended Use

Project is in post 15 year compliance and approved for extended use policy?

--Please Select-- v

## Documents

[Back](#) [Save](#) [Next](#)

# SELECTING CERTIFICATION TYPE

- After confirming the property details are up to date, select the appropriate Annual Certification type that is being completed.
- Property management companies may need to consult with the owner or review the LURA and/or award documentation to ensure the proper Certification Type is selected.

Welcome Carol Farzetta Logout  
IHCDA Indiana Housing Online Management System Help  
Test Development 19:16

### Annual Certification

Select the applicable certification using the drop down below.  
a.'RHTC' must be submitted for projects financed with only tax credits  
b.'Combined RHTC and Federal Programs' must be submitted for projects financed with RHTC and HOME/CDBG/NSP  
c.'Federal Programs Only' must be submitted for projects financed with HOME, CDBG, NSP, or DF only.

Click Load. The certification questions should appear.  
a.If a certification type is not selected, click Save for answered questions, then click on Reset and select the required certification(s). Select Load. The missing questions should appear.

Certification Type

(i) The undersigned has received an annual income certification form from each tenant occupying a RHTC, HOME-assisted, and/or HOME-eligible, CDBG, CDBG-D, NSP, or Development Fund unit in the development and sufficient documentation to support that certification; and/or  
(ii) Each RHTC, HOME-assisted and/or HOME-eligible, CDBG, CDBG-D, NSP, or development fund unit in the development was restricted as provided under the Code and/or Act.  
(iii) The development is in continuing compliance with all promises, covenants, set-asides and agreed upon restrictions as set forth in the application for credits, HOME, CDBG, CDBG-D, NSP, or Development Fund funds for the development  
(iv) All units in the development are for use by the general public and are used on a non-transient basis (except for units located in a building whose primary purpose is transitional housing for homeless as allowed for in the code or applicable program regulations and requirements.)  
(v) The owner has not refused to lease a unit in the development to a Section 8 applicant solely because the application holds a Section 8 voucher or certification. The Owner has complied with the non-discrimination requirements of the Fair Housing Act, The Equal Access to Housing in HUD Programs regardless of Sexual Orientation of Gender Identity rule, and the Violence Against Women Reauthorization Act of 2013.



# AOC STEPS

**Property Details**  
There are 11 errors for this property. Click to display.

**Test Development** IHCDA

100 N Shadow Creek Rd.  
Indianapolis IN, 46240

Scattered Site: No

Restriction Type: **Rent** Floating Units: **False**  
Rental Assistance: **N/A** Extended Use Dates: 10/15/2014  
Owner Certification Year: 2022

**Utility Allowances**  
**Export Events**  
**Finalize Year**  
**Annual Certification**  
**Remove Property**

**Owner Entity Information**

Name: **Manwell Professional Hou:** Tax ID Number  
Address: **6303 N South Street.** Primary Owner Contact  
City: **Indianapolis** Name: **Irwin Underhill**  
State: **IN** Email: **irwin.underhill@mpha.org**  
Zip: **46219** Phone:  
Fax:

**Management Company**

Name: Primary Management Contact  
Address: Name: **Matt Rayburn**  
City: Email: **MRayburn@ihcda.in.gov**  
State: Phone: **(317) 233-9564**  
Zip: Fax:  
On-Site Property Manager: On-Site Phone:

Please note, IHCDA is not responsible for the accuracy of the information shown above. It is the Owner and the Management's responsibility to check the Unit Rent and Income AMI level information here against the Final Application and the Recorded Lien. If there are any discrepancies, Owner and/or the Management should contact IHCDA Compliance Department to correct such information.

Program	Award Number	Award Date	Buildings	Units
CHDO HOME	CH-008-101	7/25/2008	2	6

AMI Level	Units	Percentage	Rent Level	Units	Percentage
20%	0	0	20%	0	0
30%	0	0	30%	0	0
40%	0	0	40%	0	0
50%	0	0	50%	0	0
60%	0	0	60%	0	0
70%	0	0	70%	0	0
80%	0	0	80%	0	0
M	0	0	M	0	0
CRBP 120%	0	0	CRBP 120%	0	0

- Select Property
- Review information on landing page
- Select Annual Certification

# FAQ'S OC QUESTIONS

- Certification year will be the last calendar year
- If findings of discrimination were noted, documentation must be submitted in question 2.
- Reasonable accommodations must be noted if requested in the past 12 months with questions 3.1-3.3 answered
- If Federally funded with 5 or more HOME, CDBG, CDGB-D or NSP, Affirmative Fair marketing question needs answered.
- Question 7 with supporting documentation needs to be answered if there were vacant units for more than 90 days.
- Ensure that question 13 matches 8609 II and select the appropriate election.
- Unless the project is CDBG, Exhibit D must be included with AOC- Asset Management form.
- Questions 19-27 must be answered for all properties. These are reviewed by another department within IHCDA.

# UPLOADING DOCUMENTATION

If you need to upload supporting documentation, select **Browse** and the document source. This will place the document in the appropriate boxes if required.

DO NOT upload blank papers to avoid this step.

Please upload all required documentation required from your answers to your Owner Certification questions here. Once all forms are uploaded you may submit your annual certification. If your development has RHTC but has not submitted the completed and signed IRS form 8609 for each building, please upload the 8609 below.

Existing Certification Documents

There are no documents to display

Missing Certification Documents

There are no missing documents.

Upload a document.  No file selected.

# SUBMITTING THE AOC

LIHTC properties must pay their AOC fees via the Online Payment Portal. Link found on the IHCD RED Compliance website-How to Make an Online Payment to IHCD  
-Federal programs do not owe an AOC fee

**Submit Annual Certification**

The current answer to question 13 does NOT match the Federal Set Aside.

I certify that this development is in compliance with section 42 of the IRS code, including any Treasury Regulations, the U.S. Department of Housing and Urban Development regulations, as applicable and all other applicable laws, rules, and regulations. The undersigned hereby represents, certifies and warrants to IHCD that the undersigned is an authorized agent of the Owner of the development and/or the company listed below, and the company is active and in good standing under the laws of the state of Indiana, and any and all information provided herein is true and accurate and complete as of the date hereof. I understand that any information, documentation, etc., submitted by me is related to the programs that are funded with deferral and state funding sources, and any false claims, statements, information, documents, falsifications, or concealment of material fact(s) may subject me to prosecution under applicable federal and state laws for perjury or fraud, or may result in criminal and/or civil penalties or subject me to repayment of assistance or recapture of tax credits as applicable.

Name

Title


Company

Email Address

Direct Telephone Number

Completing the Name, Title, Company, Email Address, and Direct Telephone Number fields serves as an electronic signature confirming the Certification is being submitted by a person with authority to act on behalf of the owner.

Any questions or concerns regarding uploading documents or answering any OC questions should be directed to the Real Estate Department Systems and Data Specialist.  
\* The Certification cannot be modified once submitted. If a Certification is submitted in error, contact the Real Estate Dept. Systems and Data Specialist for assistance.  
\* To return to a previous screen click "Return to Property Details" link, click on Annual Certification, and navigate to the correct page and follow the steps above. Provided answers were saved, re-entering information should not be necessary.

 [online.ihcda.in.gov](https://online.ihcda.in.gov)

Thank you for submitting your Annual Owner Certification Forms. You are required to finalize tenant events online and mail in your annual monitoring fees to complete the Annual Owner Certification submission. A check made payable to IHCD must be mailed to IHCD, Attn: System and Data Specialist, 30 S. Meridian Street, Suite 900, Indianapolis, IN 46204. Payment not received and/or tenant events not finalized by 1/31 of that year will be subject to late fees and corresponding penalties

Your certification was submitted on 1/17/2023 12:43:49 PM

# ERRORS

Test Development 19:08

### Event Details

- The selected event is invalid, it may not be immediately preceded by the Move In event. (Failing Event: Move In , Failing Event Date: 4/1/2022 )

Unit # 001

Number of Bedrooms 2 Bedroom Square footage 858

Event Date 1/17/2023 Initial Move-in 01/17/2023

Event Type Move In Unit Identity Market

Utility Allowance Allowance Amount 0

Total Household Income 0.00 Household Income at Move-in 0.00

Rent Level % M Income Level % M

Tenant Rent Portion 200.00 Federal Rental Assist Amount 0.00

Special Needs Code None Non-Federal Rental Assist Amount 0.00

Rental Assist Type N/A

HH Member Count 1 Rental Assist Source N/A

All Student House No Student Count 0

Funding Program  RHTC  HOME  CDBG

Student Status Exemption N/A

Notes

Add Member

Red errors, like the one pictured left, should pop up as you enter errant data.

If the error color is **RED**, it must be corrected before the system will allow you to proceed.

Student Status Exemption N/A

Notes

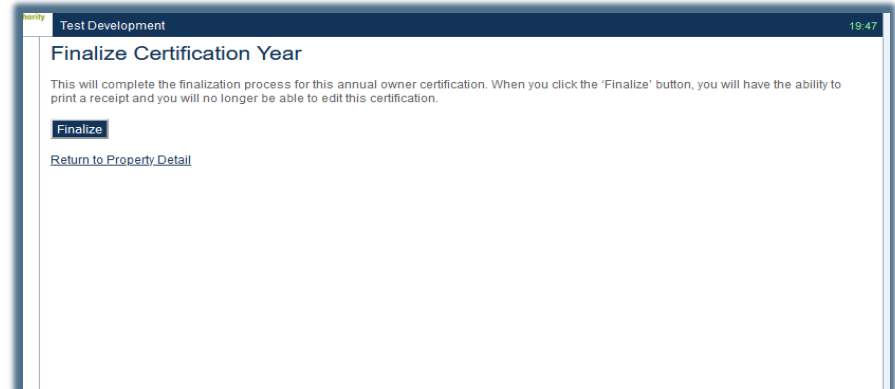
HOUSEHOLD MEMBERS

SSN	Birth Date	Current Income
Race and Ethnicity	Special Needs	Gender

Orange and other errors will show up on an error list after you click Submit. Left is an Orange error that can be resolved by adding clarification in the Notes section in the event details.

# FINALIZED ERRORS

- Once all RED and Orange Errors are addressed for each item on the error list, proceed to finalize



### Finalize Errors

[Refresh Error List](#)

Building	Unit	Description	Severity	Event
Building One	001	Allowable Rent Exceeded		<a href="#">Move In - 04/01/2022</a>
Building One	001	Total Household Income Is Zero		<a href="#">Move In - 04/01/2022</a>
Building One	001	Rent Level Is Not Valid for the Funding Program		<a href="#">Move In - 04/01/2022</a>
Building One	001	Income Level Is Not Valid for the Funding Program		<a href="#">Move In - 04/01/2022</a>
Building One	002	Income Exceeds County AMI Income Schedule		<a href="#">Recertify - 10/04/2022</a>
Building One	002	Income Exceeds 140% Rule		<a href="#">Recertify - 10/04/2022</a>
Building One	003	Tenant Rent Portion Is Zero and Rental Assist Portion Is Zero		<a href="#">Transfer In - 03/18/2022</a>
Building Two	003	Allowable Rent Exceeded		<a href="#">Rent Update - 04/01/2022</a>
Building Two	004	Income Exceeds County AMI Income Schedule		<a href="#">Recertify - 03/17/2022</a>
Building Two	004	Utility Allowance Is Required.		<a href="#">Recertify - 03/17/2022</a>
Building Two	004	Income Exceeds 140% Rule		<a href="#">Recertify - 03/17/2022</a>

[Proceed to Finalize](#)

# AOC ISSUES LETTER RESPONSE

How do I resolve AOC issues?

1. Log on to IHCDA Online
2. Once you find the property,
  - Ensure you select the correct year
  - Ensure the year shows Active
  - If property doesn't show Active, email the auditor that sent you the issues letter requesting to change the status to Active so you can make the necessary updates
  - Once you have resolved the issues, Submit updates (slide 76)
3. Review the issue letter and the recommendations on how to resolve the issue
4. If the issue is not fixable, i.e. vacancies, please provide a response as to why the unit(s) is vacant and the marketing efforts
5. The issue letter response is emailed to the auditor that sent the issue letter. The response can be on your company letterhead or in the body of the email.

# COMMON AOC ERRORS

1. Utility allowances not entered for the reporting year
2. Utility allowances not entered correctly
3. If the tenant has no income, enter 0.00 not \$1.00
4. Tenant events not entered= 90 day vacancies/365 day vacancies
5. Set asides do not match the final application
6. Type of Funds not selected (RHTC, HOME, CDBG)
7. Annual Owner Certification report not completed
8. LIHTC AOC fee not paid by EOD January 31



# AVERAGE INCOME TEST

# AVERAGE INCOME TEST- UPCOMING

The screenshot displays the IHCD Online Management System interface. At the top, a dark blue header contains the IHCD logo, the user name 'Welcome Jocelyn Pleckocki', and links for 'Logout' and 'Help'. Below the header, the page title is 'Indiana Housing Online Management System' and the current page is 'Test Development'. On the left, a navigation menu includes 'Return to Property Listing', 'Manage Users', 'View Documents', and a tree view for 'Test Development' with sub-items 'Building One', 'Building Three', 'Building Two', and 'New Building 13'. The main content area is titled 'Property Details' and shows information for 'Test Development' at '100 N Shadow Creek Rd., Indianapolis IN, 46240'. It lists 'Scattered Site: No', 'Restriction Type: Rent', 'Floating Units: False', 'Rental Assistance: N/A', 'Extended Use Dates:', and 'Owner Certification Year: 2022'. On the right side of the property details, there is a vertical menu with buttons for 'Utility Allowances', 'Export Events', 'Receipt', 'Annual Certification', and 'Remove Property'. A green arrow points to the 'Annual Certification' button.

Step 1:

Once you've selected the property, selected the Annual Certification button

# MINIMUM SET-ASIDE UNITS

Only properties that selected AIT on the 8609 will see this screen

Properties using the Income Averaging set-aside must specify which program units are included in the group for the minimum set-aside. After selecting the units, you can perform the check and the system will inform you whether the group meets the Income Averaging requirements. If you configured this group in the prior certification year, you can begin by loading those units as your starting point.

Select the units for your group from the list below:

Building	Unit	Income Limit	Rent Limit	Include in Group
Building 1	101	30%	30%	<input checked="" type="checkbox"/>
Building 1	102	40%	40%	<input checked="" type="checkbox"/>
Building 1	103	50%	50%	<input checked="" type="checkbox"/>
Building 1	104	60%	60%	<input checked="" type="checkbox"/>
Building 1	105	60%	60%	<input checked="" type="checkbox"/>
Building 1	106	40%	40%	<input type="checkbox"/>
Building 2	201	30%	30%	<input checked="" type="checkbox"/>
Building 2	203	50%	50%	<input checked="" type="checkbox"/>
Building 2	204	60%	60%	<input type="checkbox"/>
Building 2	208	70%	70%	<input type="checkbox"/>
Building 2	209	80%	80%	<input type="checkbox"/>

The qualified group of units has passed the validation tests.

[Previous](#) [Save](#) [Perform Check](#) [Next](#)

Step 2:

Under *Include in Group* column, Select the building(s) that are designated on 8609 as AIT

Step 3:

Click *Perform Check*

If the selection is correct, the statement in yellow will populate: The qualified group of units has passed the validation tests.

# APPLICABLE FRACTION UNITS

## Applicable Fraction Qualified Group of Units

Properties using the Income Averaging set-aside must specify which program units are included in the group for the minimum set-aside. After selecting the units, you can perform the check and the system will inform you whether the group meets the Income Averaging requirements. If you configured this group in the prior certification year, you can begin by loading those units as your starting point.

Select the units for your group from the list below.

Building	Unit	Income Limit	Rent Limit	Include in Group
Building B	d	50%	50%	<input checked="" type="checkbox"/>
Building B	e	60%	60%	<input checked="" type="checkbox"/>
Building B	f	70%	70%	<input checked="" type="checkbox"/>
Building A	a	20%	20%	<input checked="" type="checkbox"/>
Building A	b	30%	30%	<input checked="" type="checkbox"/>
Building A	c	40%	40%	<input checked="" type="checkbox"/>
Building C	g	80%	80%	<input checked="" type="checkbox"/>
Building C	h	20%	20%	<input checked="" type="checkbox"/>
Building C	i	30%	30%	<input checked="" type="checkbox"/>

The qualified group of units has passed the validation tests.

[Previous](#) [Save](#) [Perform Check](#) [Next](#)

### Step 4:

This step calculates the applicable fraction. The units from the previous step will already be selected. Select additional units as appropriate.

### Step 5:

Click *Perform Check*

If the selection is correct, the statement in yellow will populate:  
The qualified group of units has passed the validation tests.

Step 6: Click Next to move to Finalize screen

# AIT NEW GRID VIEW

Walkthrough Commons

- Building 1
  - 101
    - Add New Event
    - Move In - 01/07/2022
  - 102
  - 103
  - 104
  - 105
  - 106
  - 107
- Building 2

Number Of Bedrooms: 1 Bedroom

Square Footage: 500

AMI Percentage: 30%

Unit Identity: Program Unit

Status Date: 01/07/2022

Status: Occupied

Add Funding

Funding Program	Start Date	End Date
RHTC	01/01/2022	

Update

Certification Year	Minimum Set-Aside Unit	Applicable Fraction Unit
2023	Not Yet Designated	Not Yet Designated
2022	Not Yet Designated	Not Yet Designated
2021	Not Yet Designated	Not Yet Designated

In the tenant event, this grid will show only when it's an AIT unit.

The grid provides the history and current minimum set-aside and the selected applicable fraction.

# OUR RESOURCES PAGE



# INSTRUCTIONS AND RESOURCES

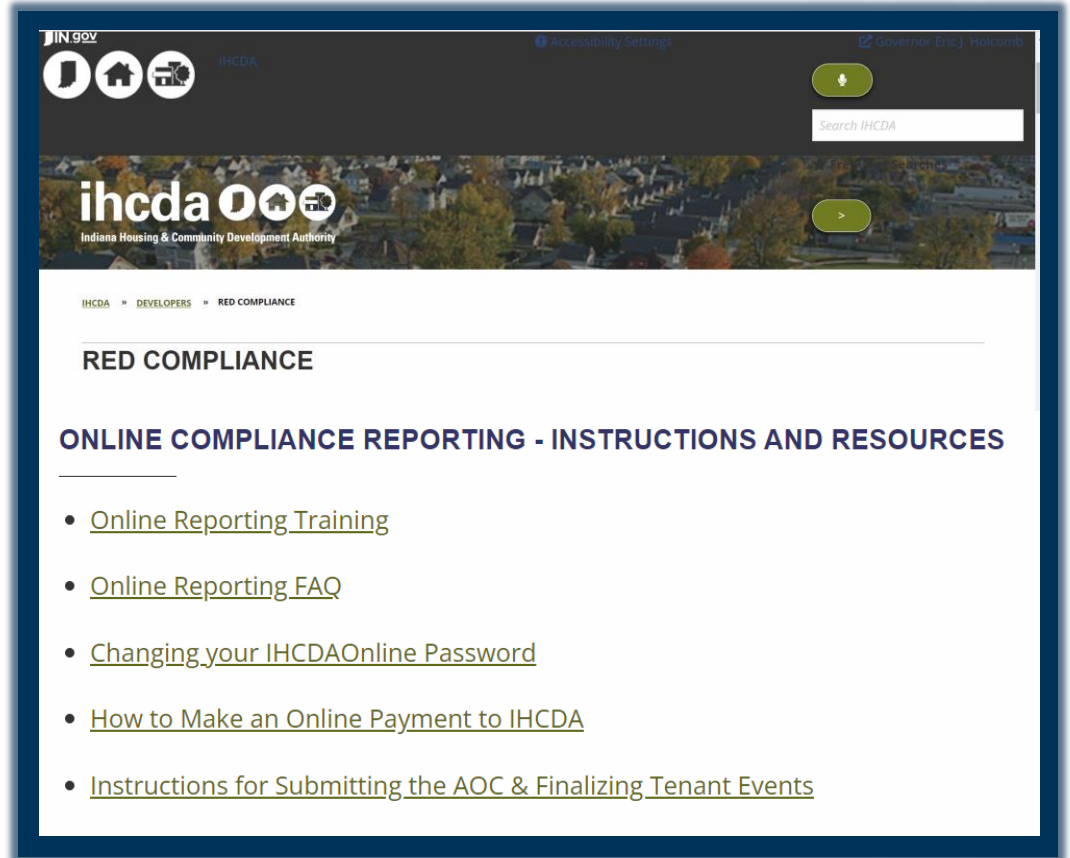
What If I forget everything I just learned?

Don't fear!

You can visit our website:

<https://www.in.gov/ihcda/developers/red-compliance/>

Our RED Compliance page has a wealth of resources and instruction materials including this presentation!



The screenshot displays the IHCD A website interface. At the top, there is a navigation bar with the 'IN.gov' logo, three circular icons (Indiana state, house, and building), and the text 'IHCD A'. To the right of the navigation bar are links for 'Accessibility Settings' and 'Download E&A Materials', along with a search bar labeled 'Search IHCD A'. Below the navigation bar is a large banner image of a residential neighborhood with the 'ihcda' logo and the text 'Indiana Housing & Community Development Authority'. Underneath the banner, there is a breadcrumb trail: 'IHCD A > DEVELOPERS > RED COMPLIANCE'. The main heading is 'RED COMPLIANCE', followed by a sub-heading 'ONLINE COMPLIANCE REPORTING - INSTRUCTIONS AND RESOURCES'. A list of five links is provided: 'Online Reporting Training', 'Online Reporting FAQ', 'Changing your IHCD A Online Password', 'How to Make an Online Payment to IHCD A', and 'Instructions for Submitting the AOC & Finalizing Tenant Events'.

This concludes the How To Guide for:  
Creating Units, Utility Allowances and  
Tenant Events



**THANK YOU FOR JOINING US!**