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

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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 *

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Topics and Order of Discussion

IHCDA Online

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Adding Units

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ANNUAL OWNER CERTIFICATION TRAINING GUIDE

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WEBSITE

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*

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HOW TO LOG IN

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

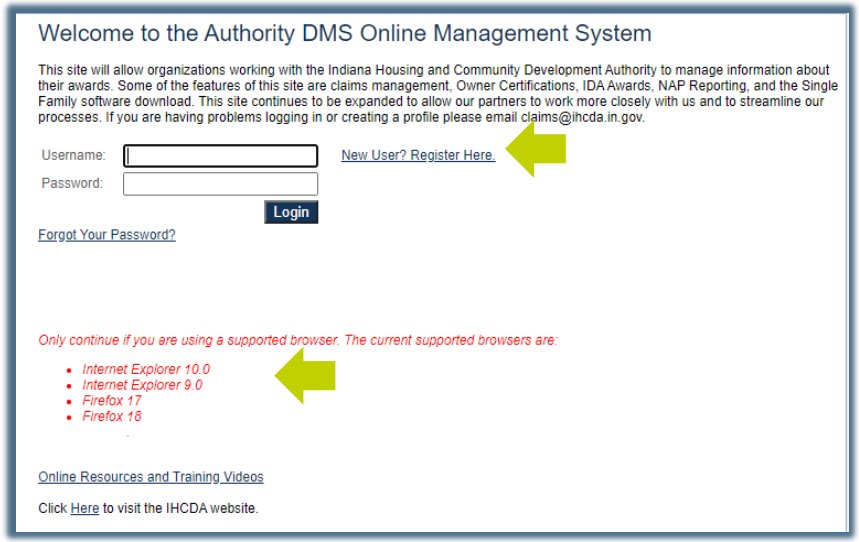
- Log in using your username and password.

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** to let her know you registered as a new user.



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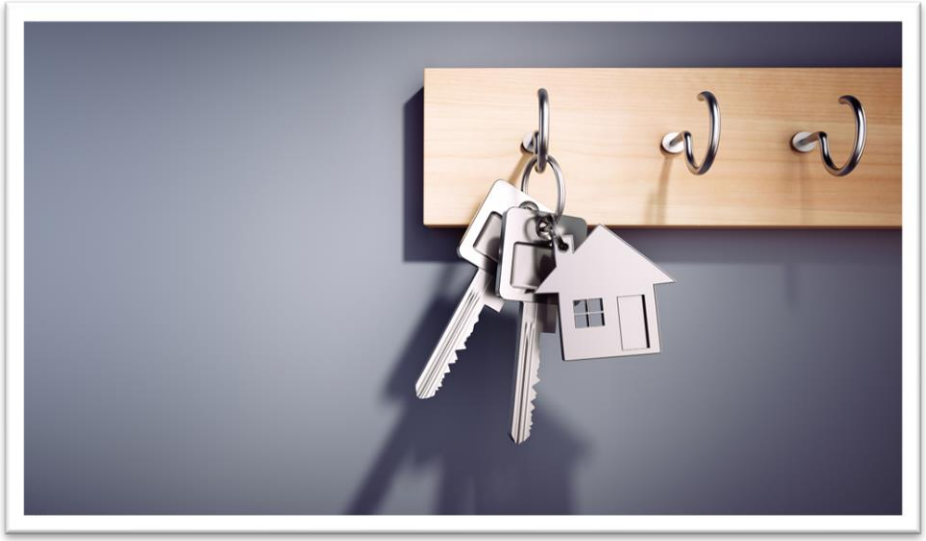
IN THIS SECTION

- 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



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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

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GETTING STARTED

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

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.

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.

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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

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CREATING A NEW UNIT

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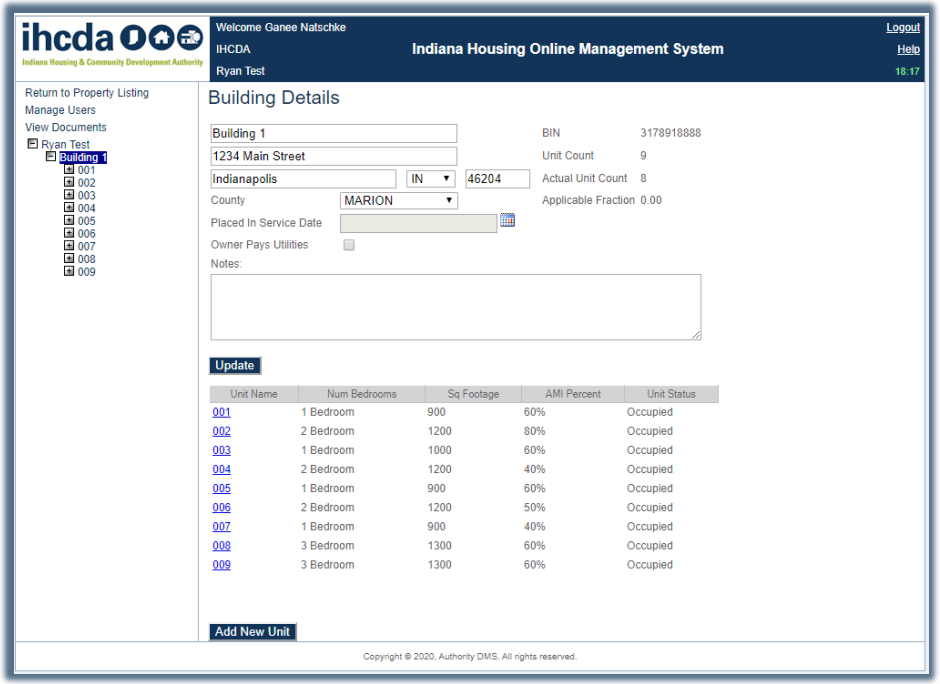
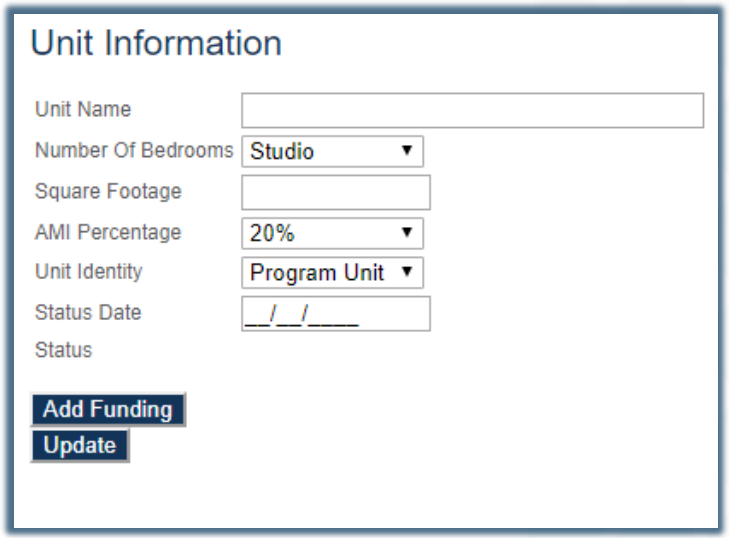
1) CLICK ON THE BUILDING YOU WOULD LIKE TO ADD A UNIT TO.

- 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.





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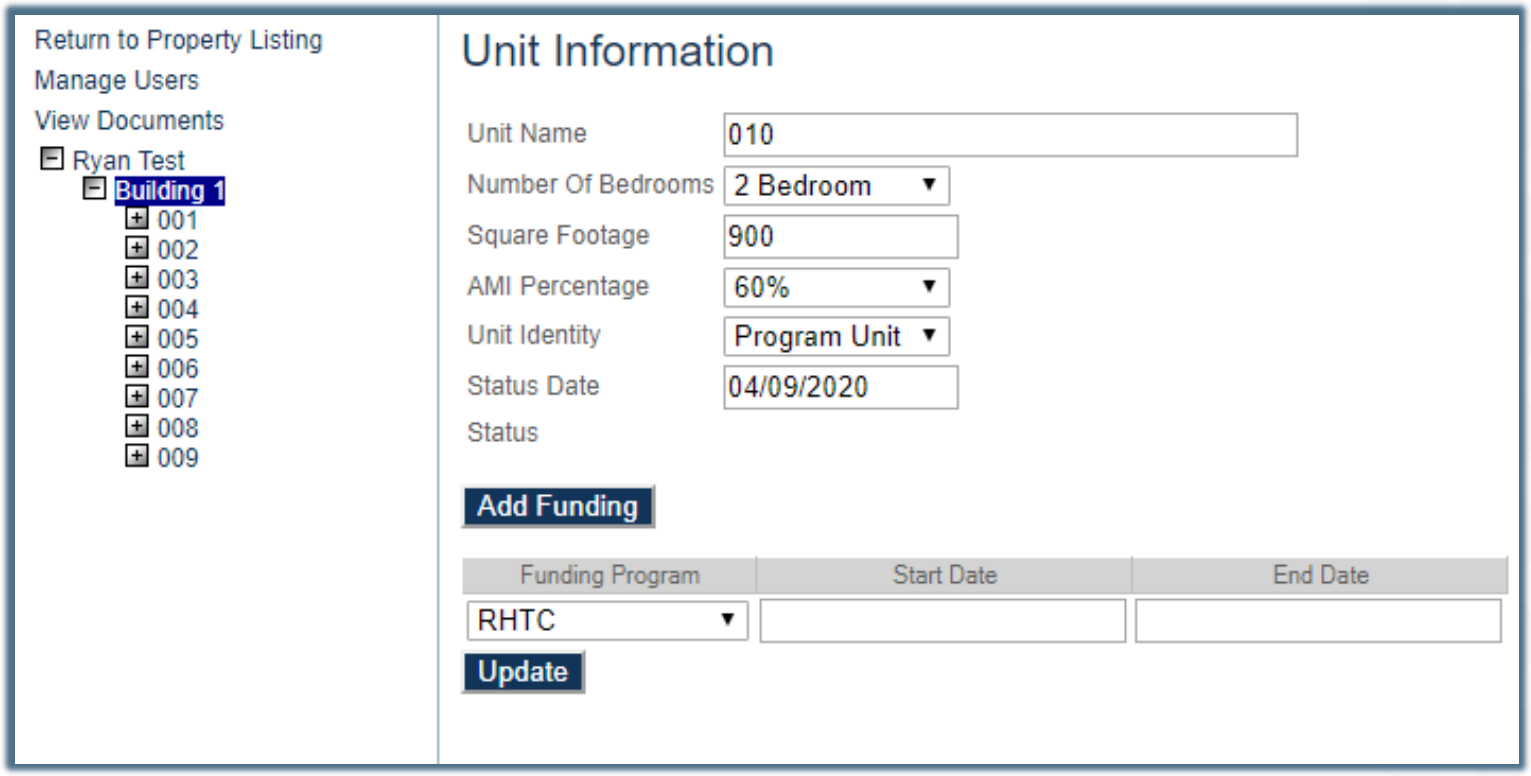
3) Complete the required information (End Date is not required).

- **Once filled in, select Update.**



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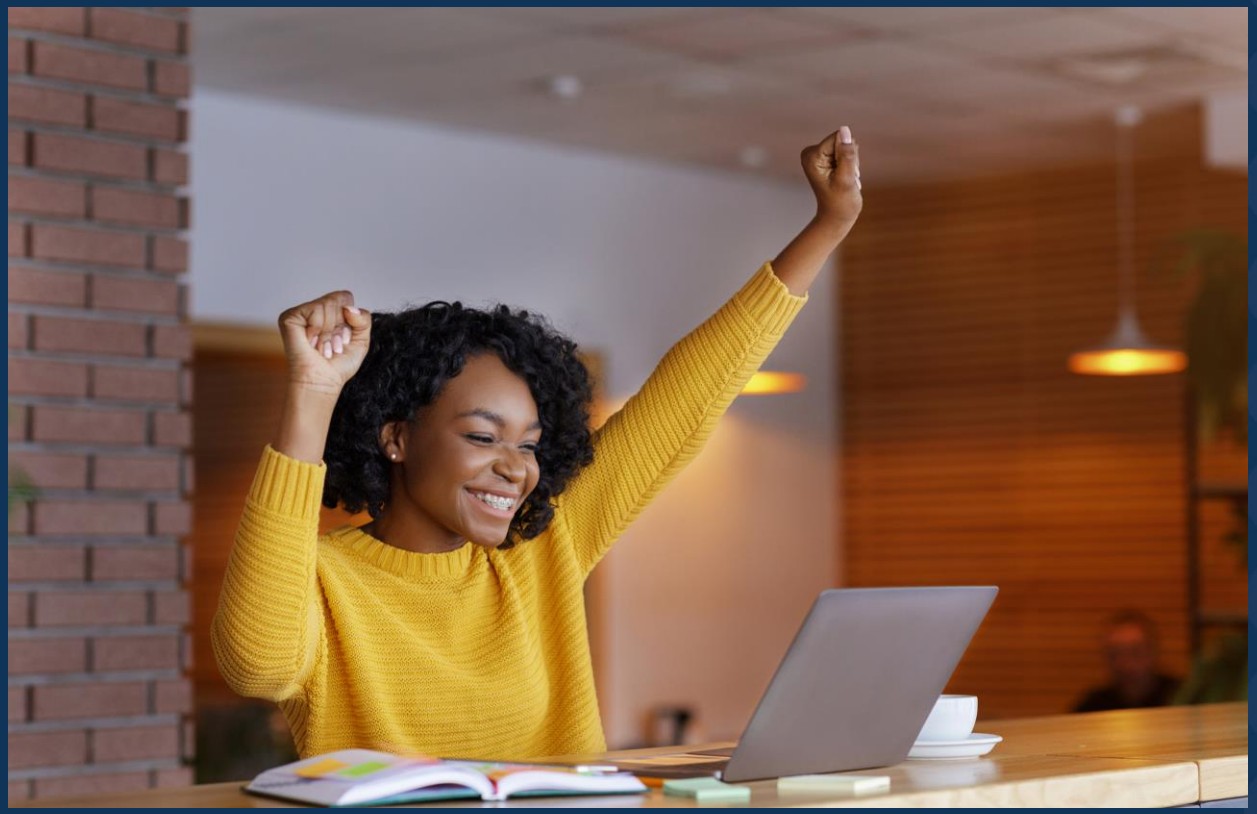
CONGRATULATIONS

You created a new unit!



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CREATING UTILITY ALLOWANCES

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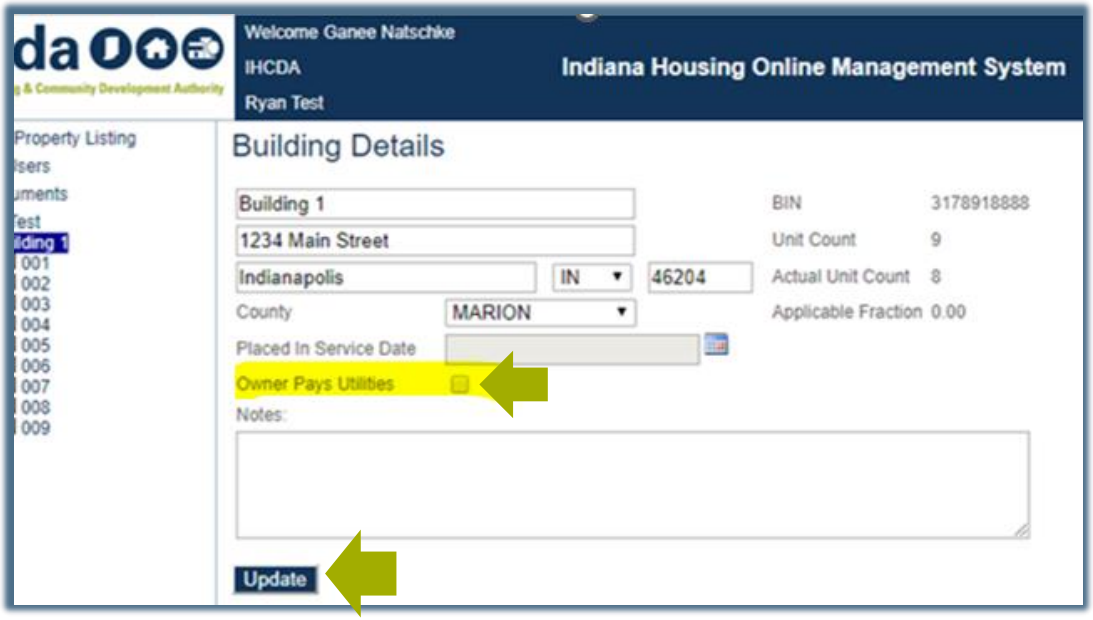
BEFORE WE START

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

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



Click the Owner Pays Utilities box.

Do this for each building.

Click Update

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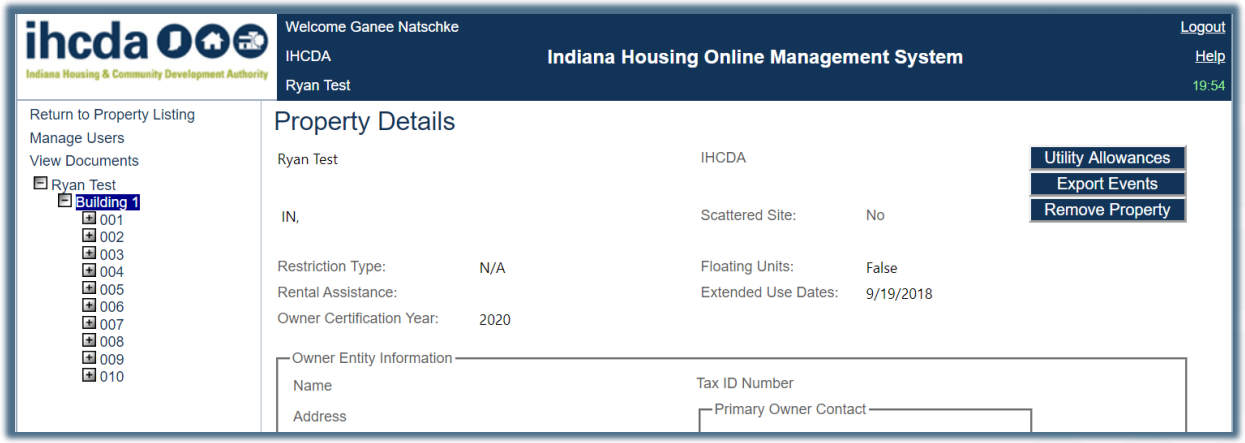
CREATING A UTILITY ALLOWANCE

- **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**



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.*

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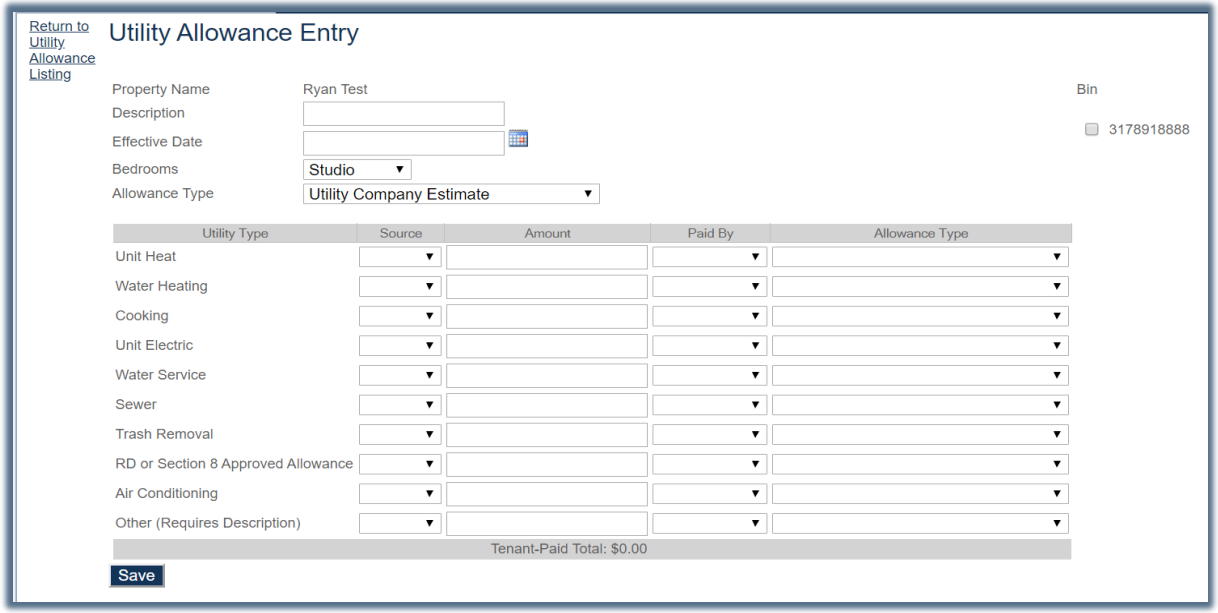
ADD NEW:



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				
Water Heating				
Cooking				
Unit Electric				
Water Service				
Sewer				
Trash Removal				
RD or Section 8 Approved Allowance				
Air Conditioning				
Other (Requires Description)				

Tenant-Paid Total: $0.00

Save

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.

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COMPLETED ADD NEW

This must be checked!

Complete this top part first

Enter your Utility Type info next

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

Bin: 3178918888

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				

Save

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!**

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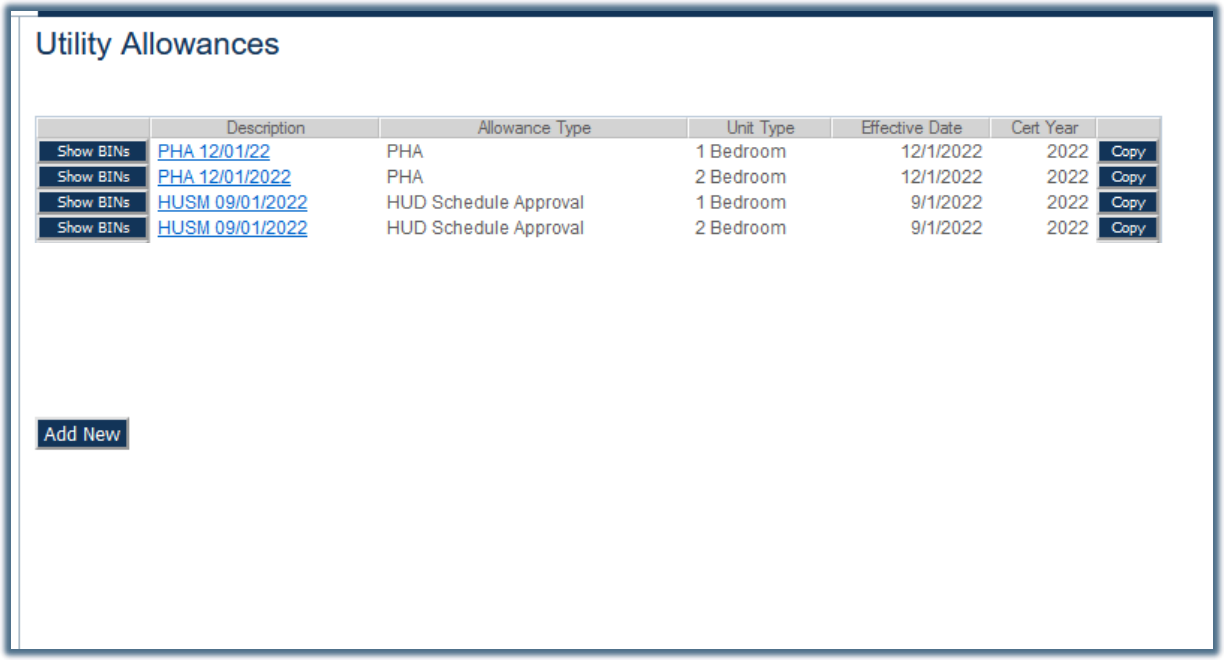
THE COPY OPTION

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	PHA 12/01/22	PHA	1 Bedroom	12/1/2022	2022	Copy
Show BINs	PHA 12/01/2022	PHA	2 Bedroom	12/1/2022	2022	Copy
Show BINs	HUSM 09/01/2022	HUD Schedule Approval	1 Bedroom	9/1/2022	2022	Copy
Show BINs	HUSM 09/01/2022	HUD Schedule Approval	2 Bedroom	9/1/2022	2022	Copy

Add New

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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	01/01/2020 HUD	HUD Schedule Approval	3 Bedroom	1/1/2020	2020	Copy
Show BINs	01/01/2020 PHA	HUD Schedule Approval	1 Bedroom	1/1/2020	2020	Copy
Show BINs	01/01/2020 HUD	HUD Schedule Approval	2 Bedroom	1/1/2020	2020	Copy
Show BINs	01/01/2020 PHA	PHA	2 Bedroom	1/1/2020	2020	Copy
Show BINs	01/01/2020 PHA	PHA	3 Bedroom	1/1/2020	2020	Copy
Show BINs	01/01/2020 PHA	PHA	1 Bedroom	1/1/2020	2020	Copy
Show BINs	01/01/2019 HUD	HUD Schedule Approval	3 Bedroom	1/1/2019	2019	Copy
Show BINs	01/01/2019 HUD	HUD Schedule Approval	1 Bedroom	1/1/2019	2019	Copy
Show BINs	01/01/2019 HUD	HUD Schedule Approval	2 Bedroom	1/1/2019	2019	Copy
Show BINs	01/01/2019 PHA	PHA	3 Bedroom	1/1/2019	2019	Copy
Show BINs	01/01/2019 PHA	PHA	2 Bedroom	1/1/2019	2019	Copy
Show BINs	01/01/2019 PHA	PHA	1 Bedroom	1/1/2019	2019	Copy

Add New

THIS IS WHAT YOU WILL SEE

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CREATING TENANT EVENTS

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TENANT EVENT TYPES

We will start with Move-In.

Move-In

Recertify

Transfer In/Out

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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

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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.

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Move In

Recertify

Transfers

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 she the status Completed

Property Name	Annual Certification	Eff Date	Status	Annual Cert Sta
1010 Central Apartments	Annual Cert	2022	Completed	Submitted
1010 Central Apartments	Annual Cert	2023	Active	
102 N. 9th St.	Annual Cert	2023	Active	
16 Park	Annual Cert	2022	Completed	Submitted
16 Park	Annual Cert	2023	Active	Active
1733 Meridian Apartments	Annual Cert	2022	Completed	Submitted
1733 Meridian Apartments	Annual Cert	2023	Active	Active

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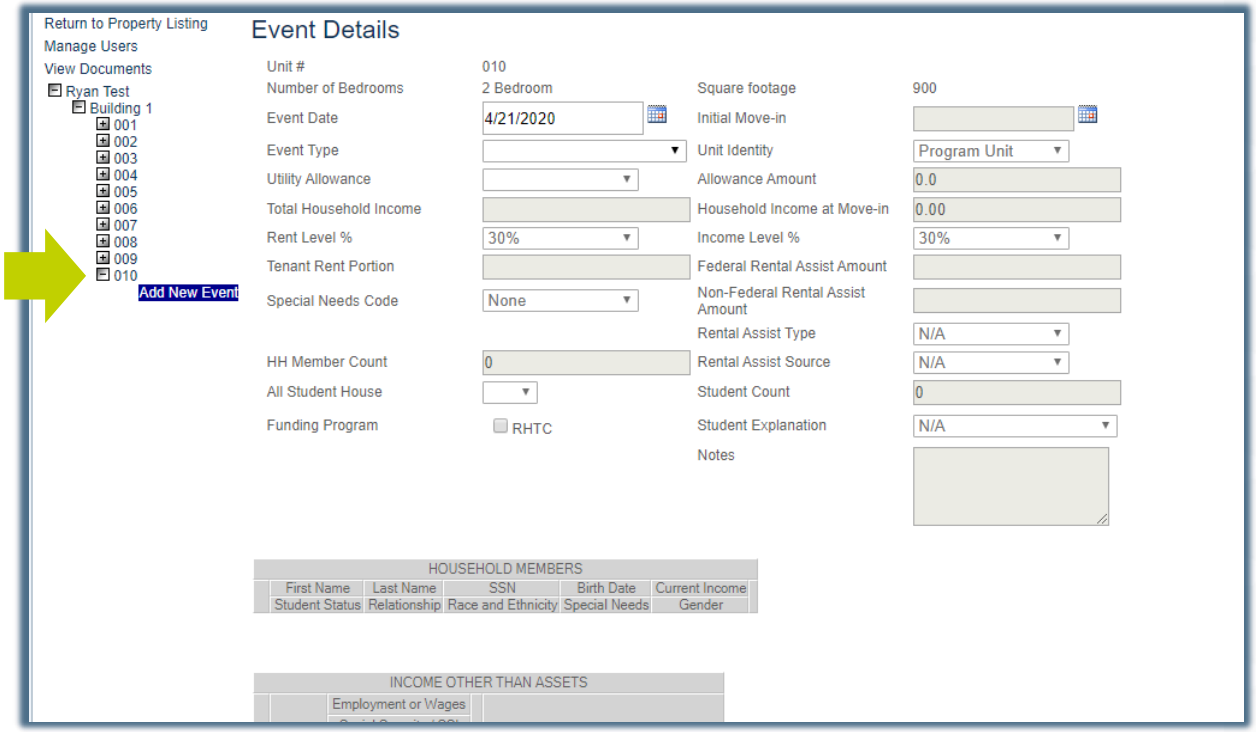
MOVE IN

First, click on the ➕ to open the unit

Second, click on **Add New Event**



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Move In

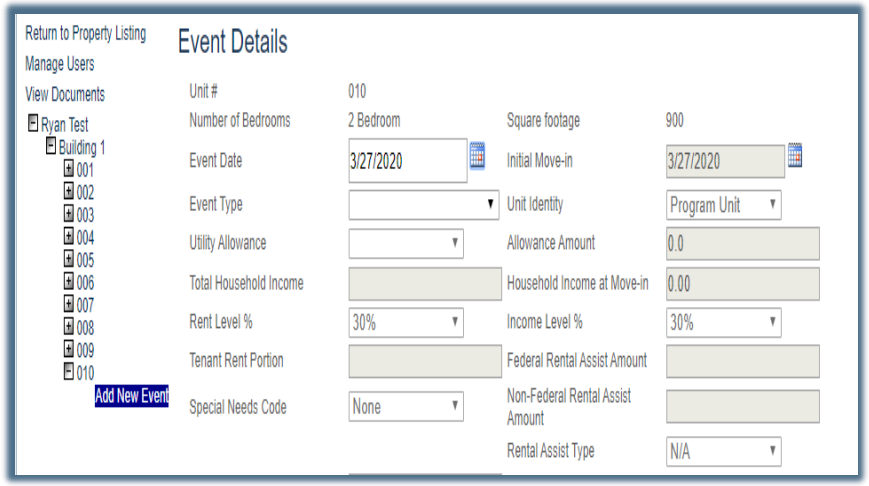
Move-In Section 1

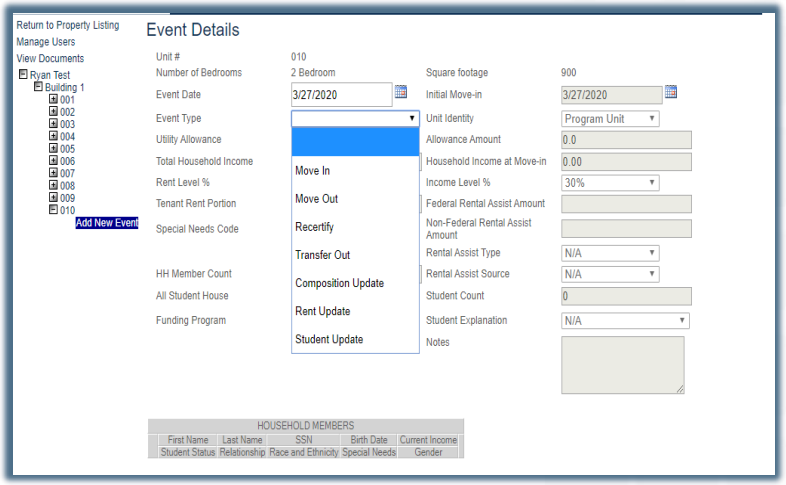
EVENT DETAILS

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)





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

Move In

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- 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.

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		Allowance Amount	
Total Household Income		Household Income at Move-in	
Rent Level %	30%	Income Level %	
Tenant Rent Portion		Federal Rental Assist Amount	
Special Needs Code	None	Non-Federal Rental Assist Amount	
		Rental Assist Type	
HH Member Count	0	Rental Assist Source	
All Student House		Student Count	
Funding Program	RHTC	Student Explanation	N/A

Program Unit
Manager
Maintenance
Model
Security
Market

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	RHTC

01/01/2019 HUD
01/01/2019 PHA
01/01/2020 HUD
01/01/2020 PHA

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.

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Move In

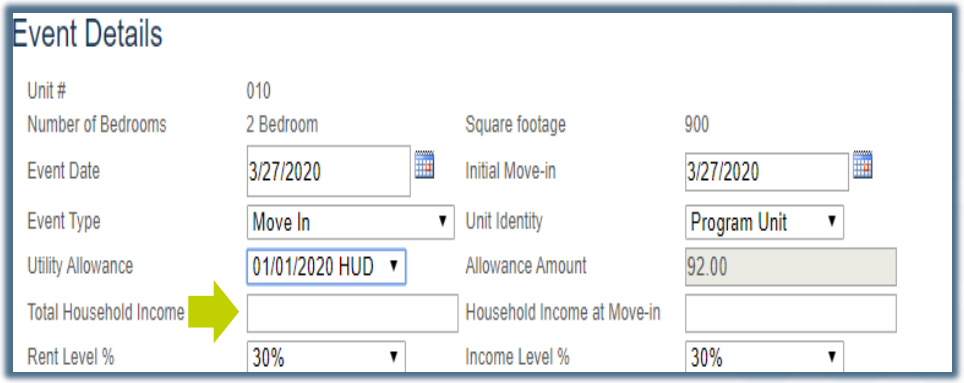
TOTAL HOUSEHOLD INCOME & HOUSEHOLD INCOME AT MOVE-IN

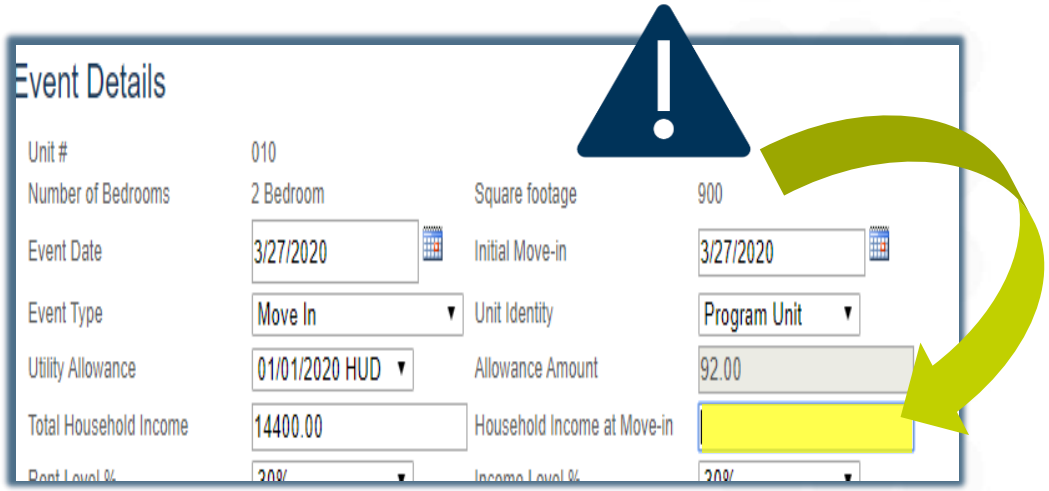
First, enter the Total Household Income.

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

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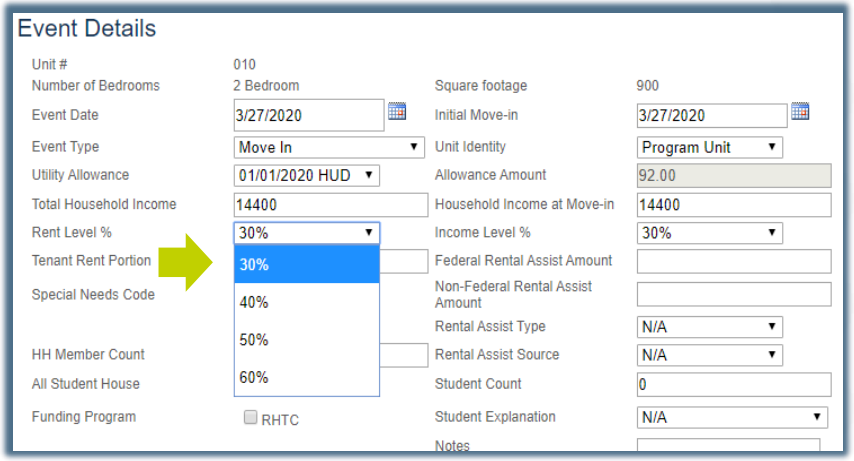
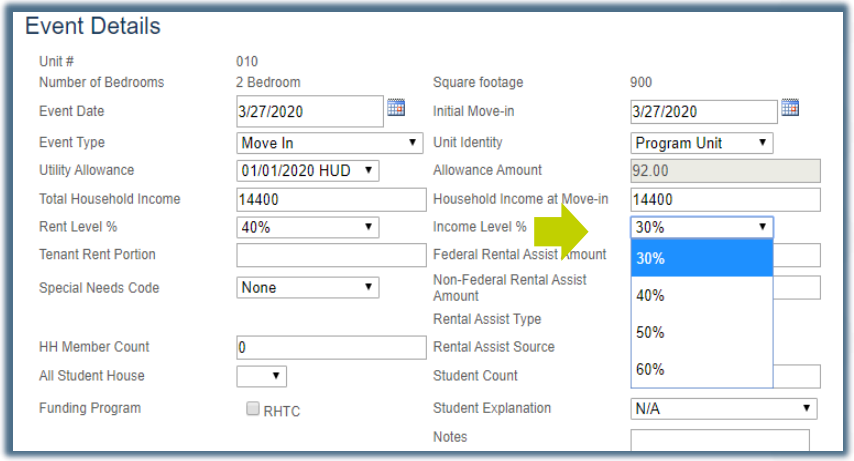
RENT AND INCOME LEVELS

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.





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Move In

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

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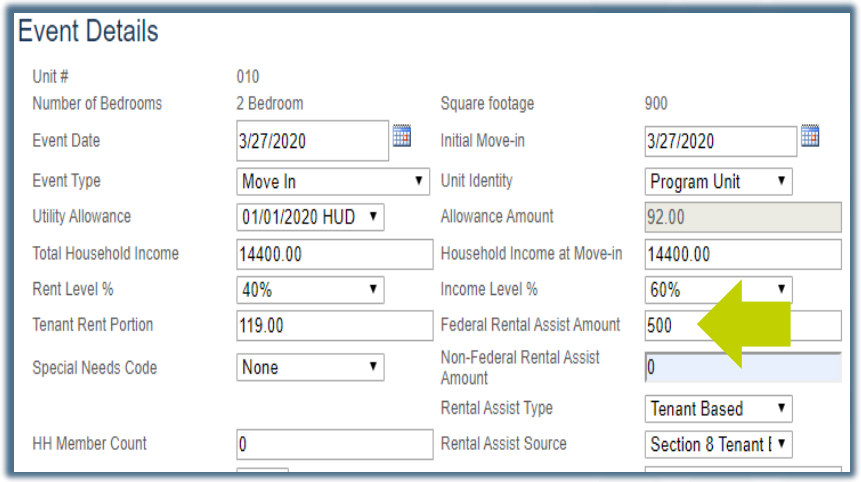
Move In

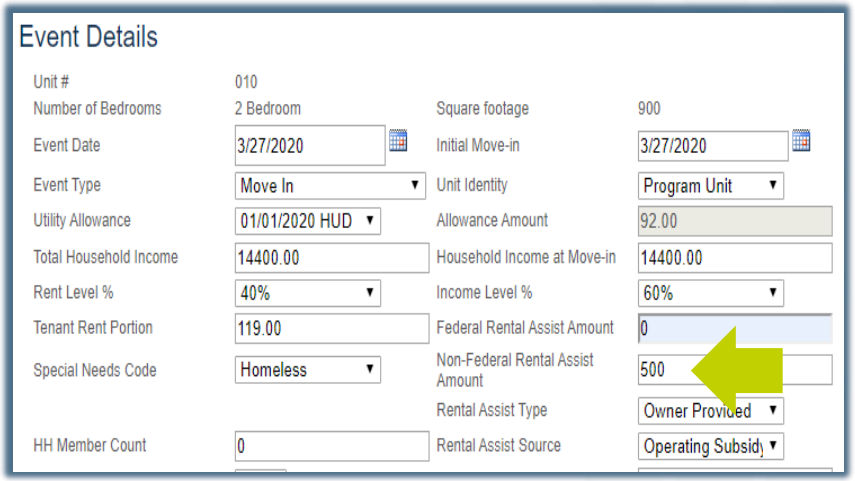
Federal Rental Assistance

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.



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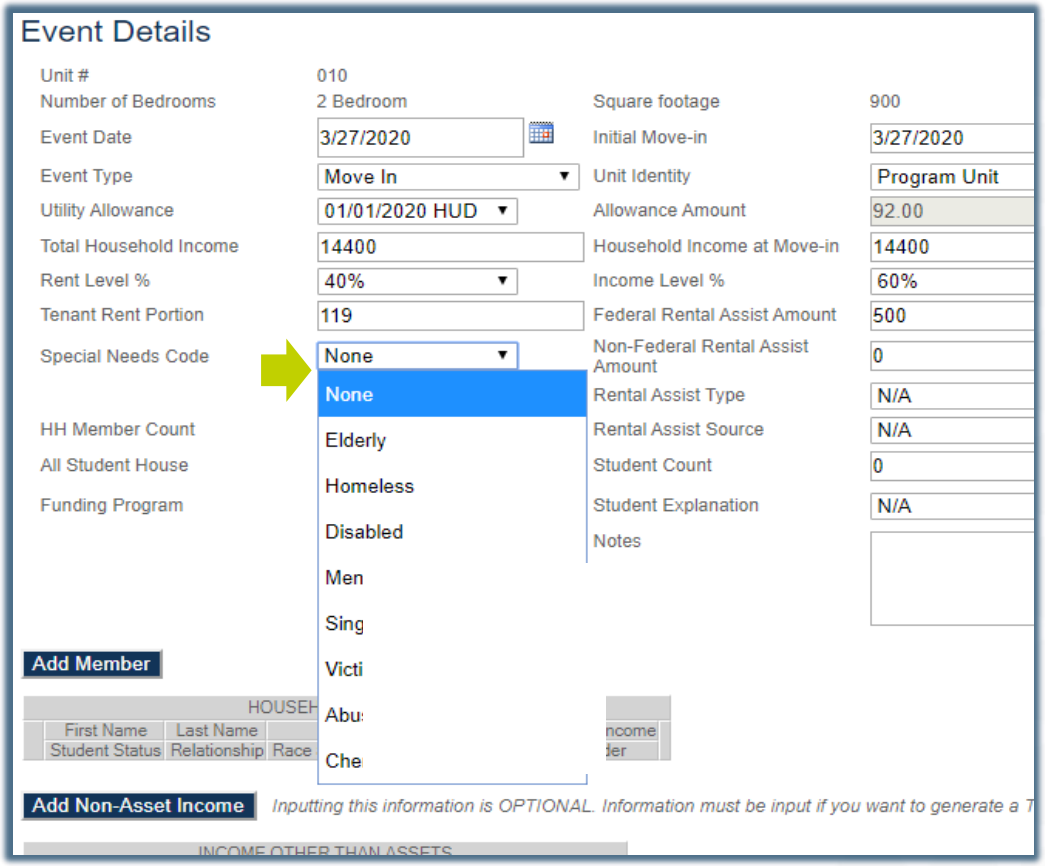
Move In

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.



Move In

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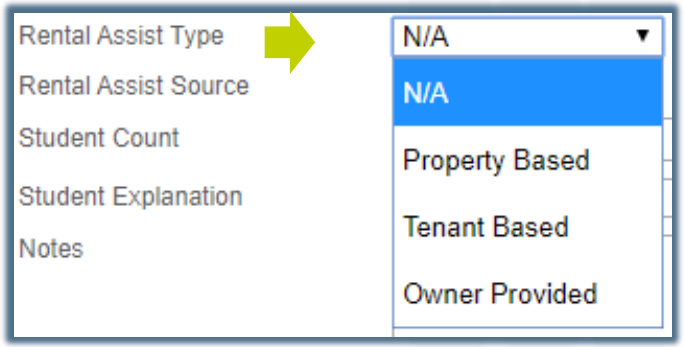
RENTAL ASSIST TYPE AND RENTAL ASSIST SOURCE

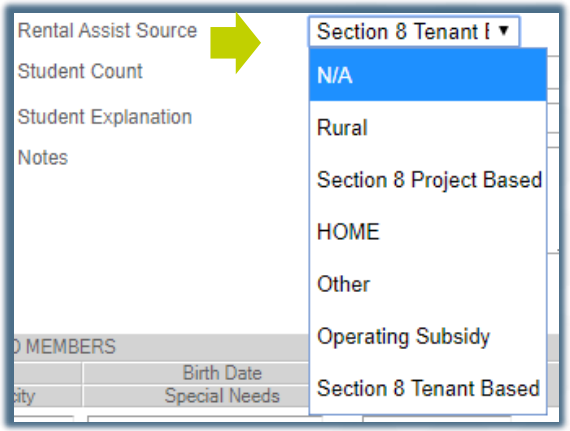
If the tenant receives rental assistance you MUST select:

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.

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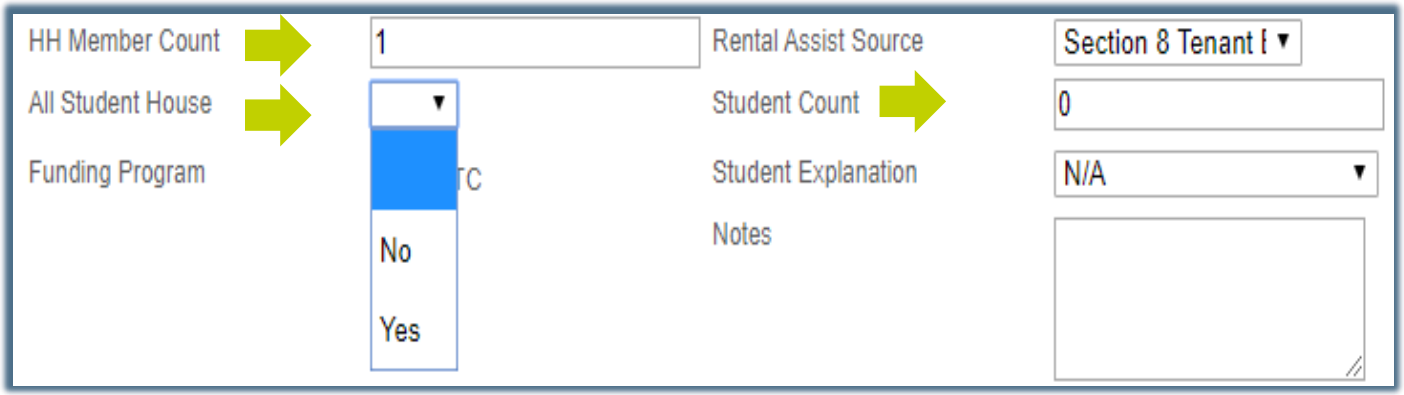
Move In

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.



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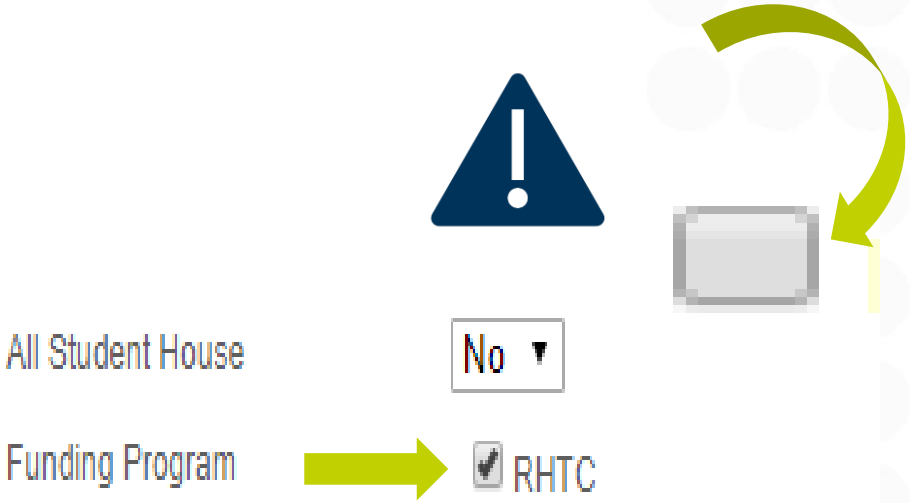
Move In

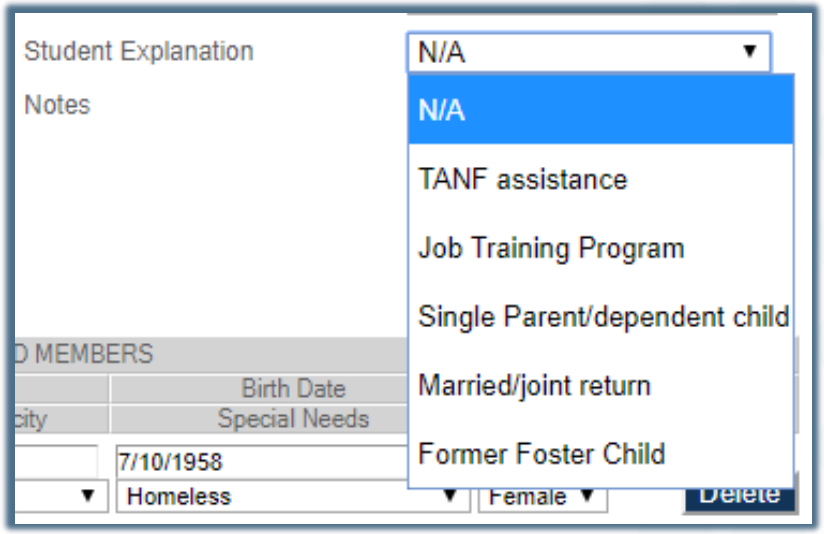
ALMOST DONE!

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.





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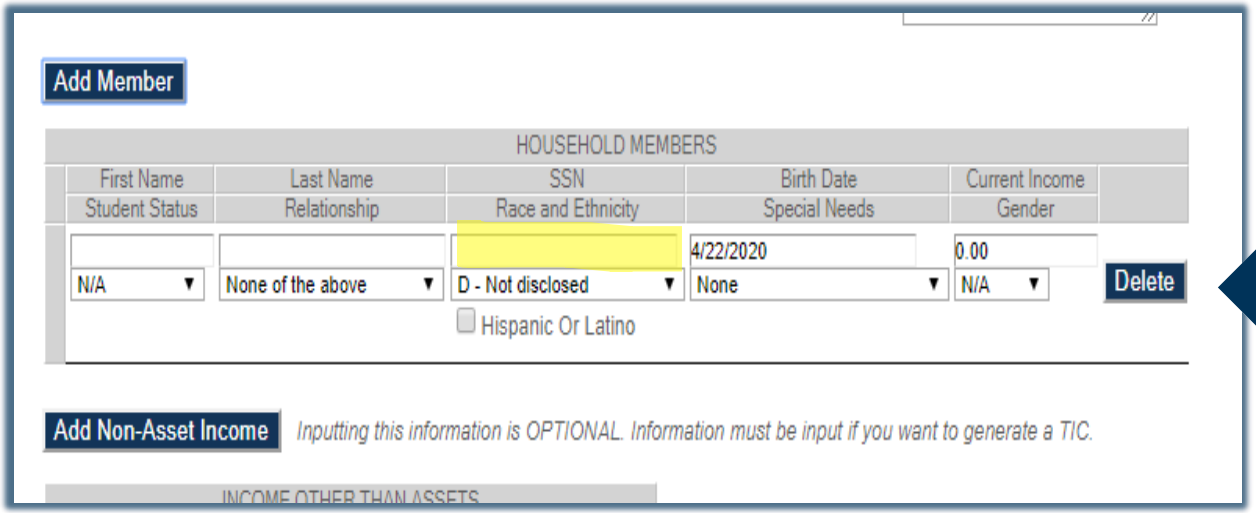
Move In

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.



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!

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Move 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 / Student Status	Last Name / Relationship	SSN / Race and Ethnicity	Birth Date / Special Needs	Current Income / Gender	
Adam Non-Student	Smith Head of Household	D - Not disclosed ☐ Hispanic Or Latino	10/29/1980 None	28140.00 Male	Delete
Annleisen Non-Student	Smith Adult co-tenant	D - Not disclosed ☐ Hispanic Or Latino	12/12/1981 None	29050.00 Female	Delete

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

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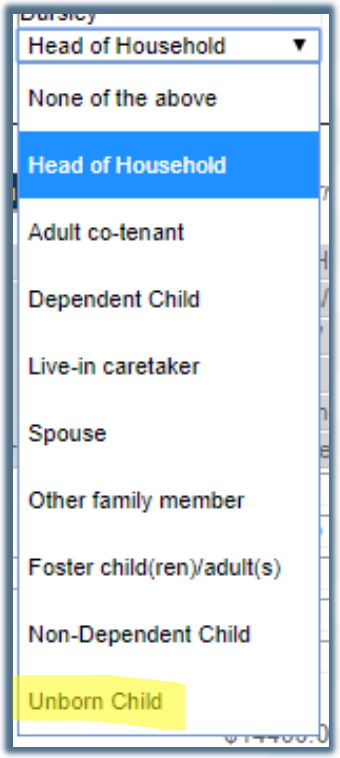
Move In

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).*



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Move In

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)

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)

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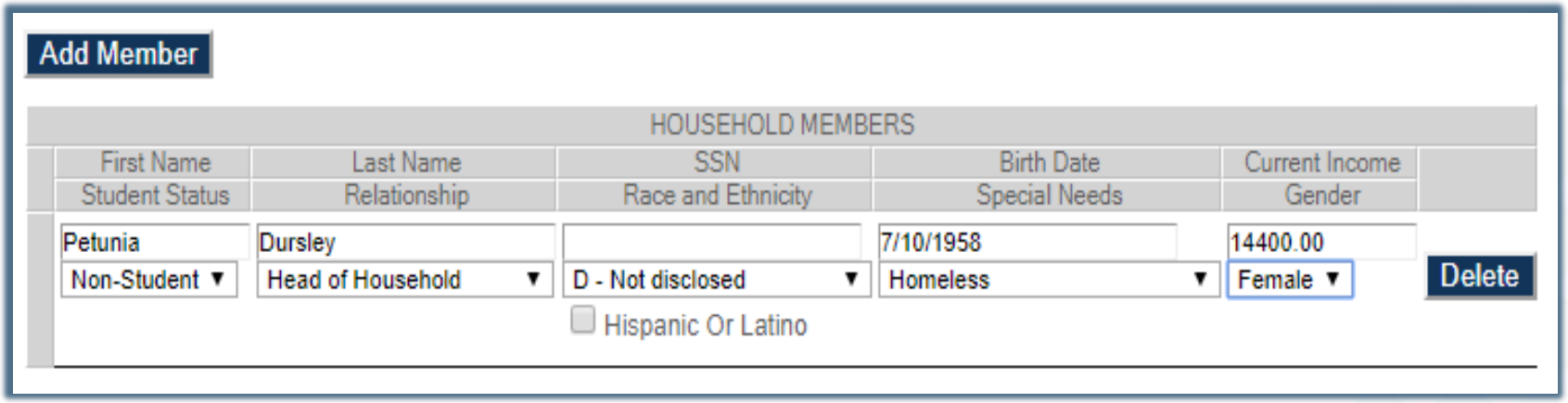
Move In

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).*



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

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

Move In

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NON-ASSET INCOME

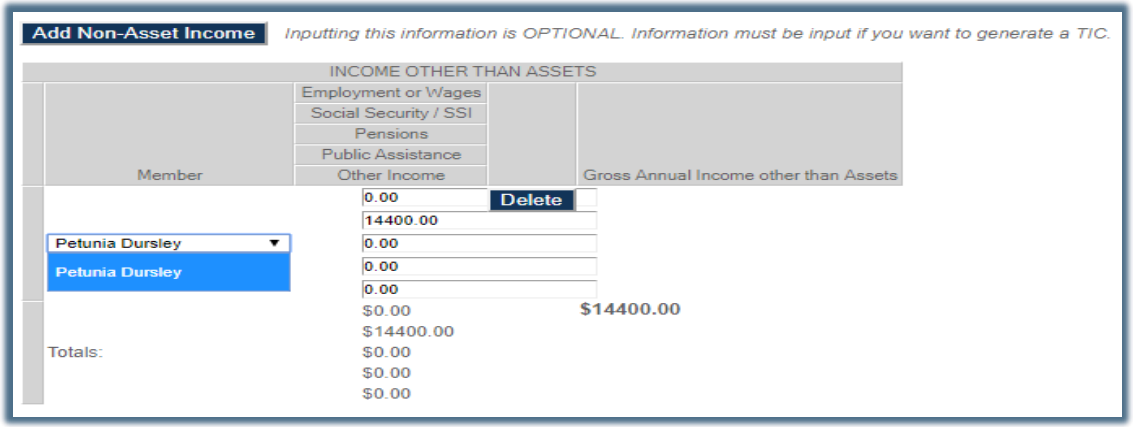
Add Non-Asset Income

- 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



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Move In

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**

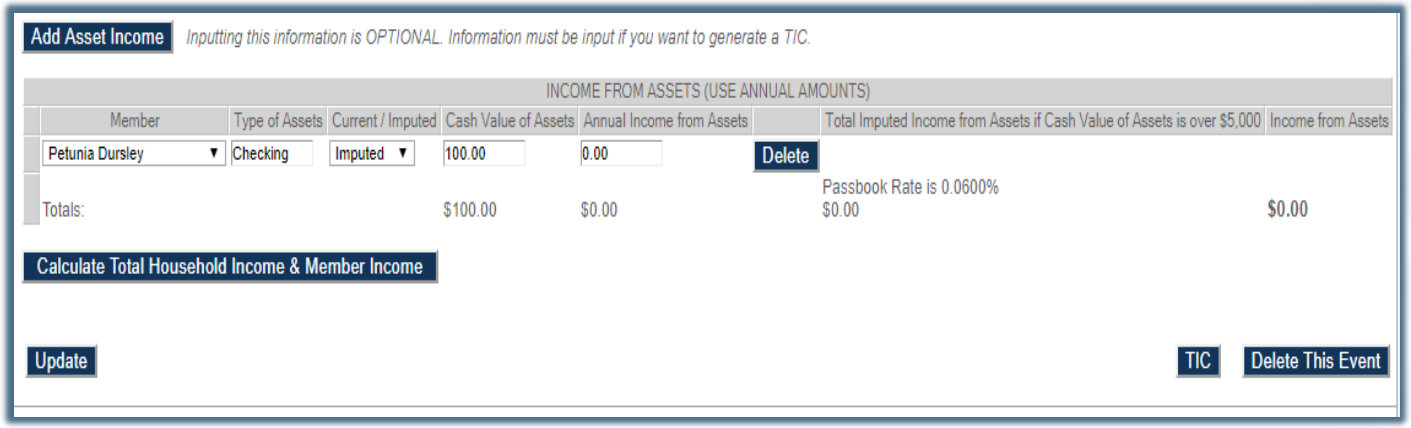
DIRECTIONS:

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.



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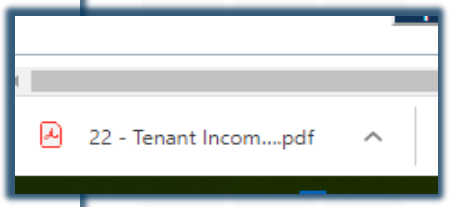
Move In

FINISH YOUR MOVE-IN EVENT

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

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)

Move In

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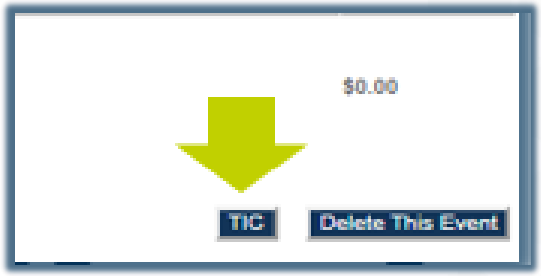
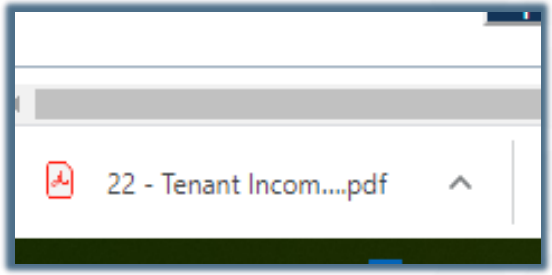
THE TENANT INCOME PDF

- 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!

Move In

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REMEMBER THE TENANT EVENT TYPES?

Time to Learn About the Recertification of Events

Move In ☑ — DONE

Recertify — NEXT UP!

Transfer In/Out

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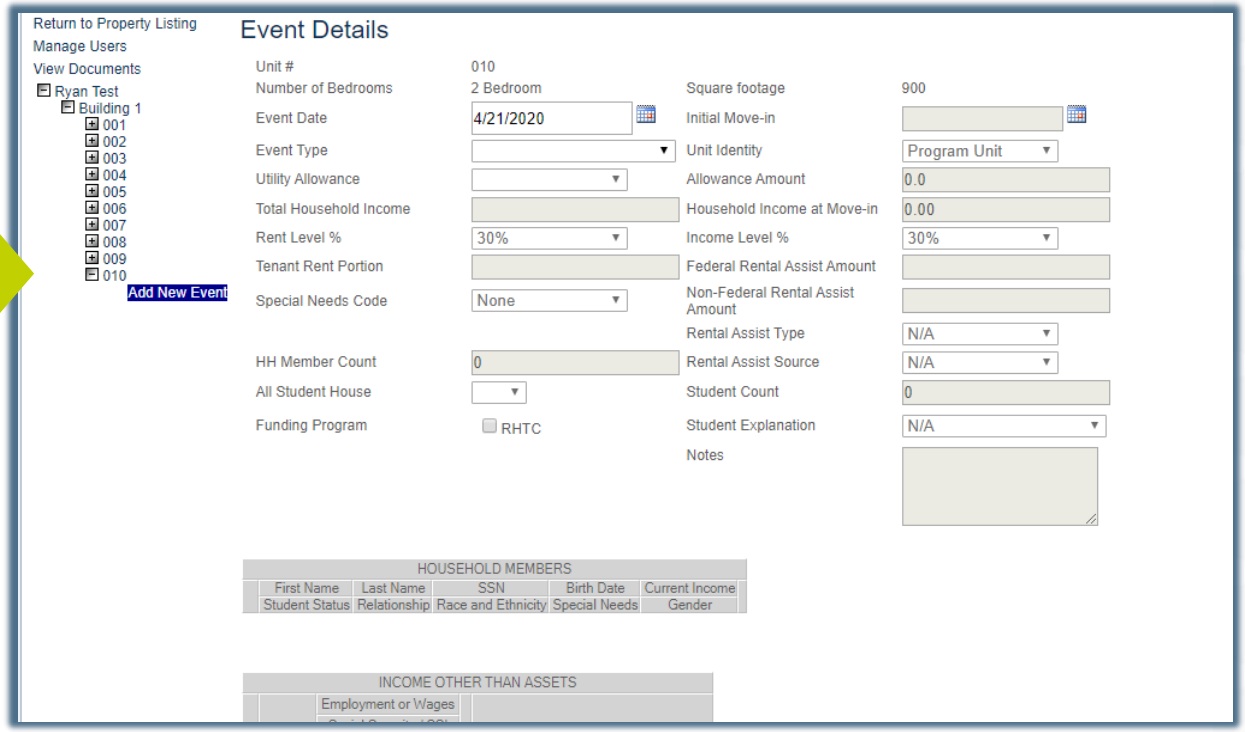
RECERTIFY

First, click on the + to open the unit

Second, click on **Add New Event**



Recertify

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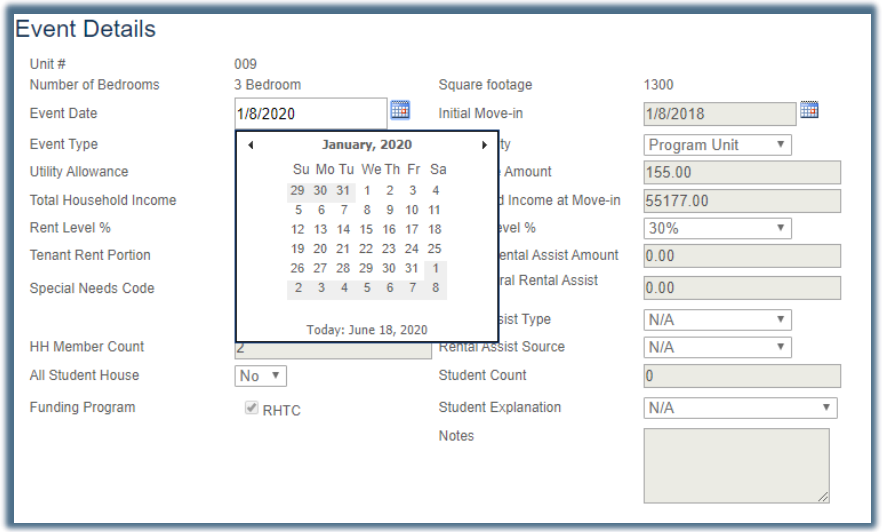
Recertify Section 1:

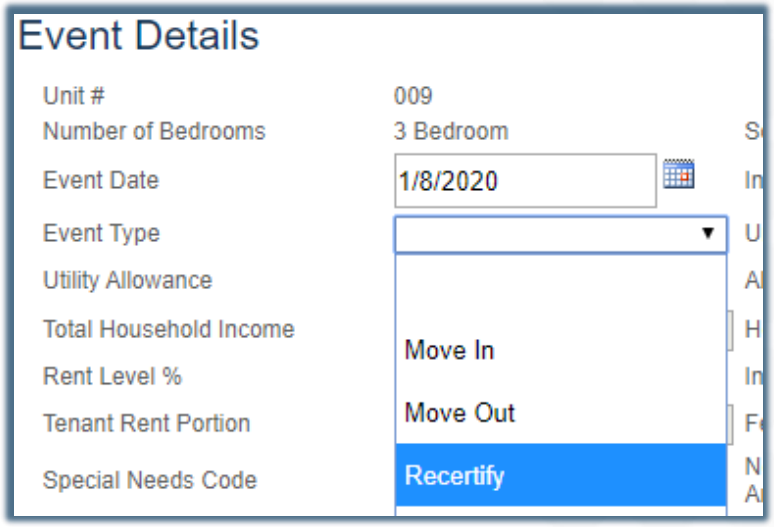
EVENT DETAILS

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.





Recertify

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- 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		
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		Allowance Amount	155.00
Total Household Income		Household Income at Move-in	55177.00
Rent Level %		Income Level %	
Tenant Rent Portion		Federal Rental Assist Amount	
Special Needs Code		Non-Federal Rental Assist Amount	
		Rental Assist Type	
HH Member Count		Rental Assist Source	
All Student House		Student Count	
Funding Program	☑ 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	☐ RHTC

01/01/2019 HUD
01/01/2019 PHA
01/01/2020 HUD
01/01/2020 PHA

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.

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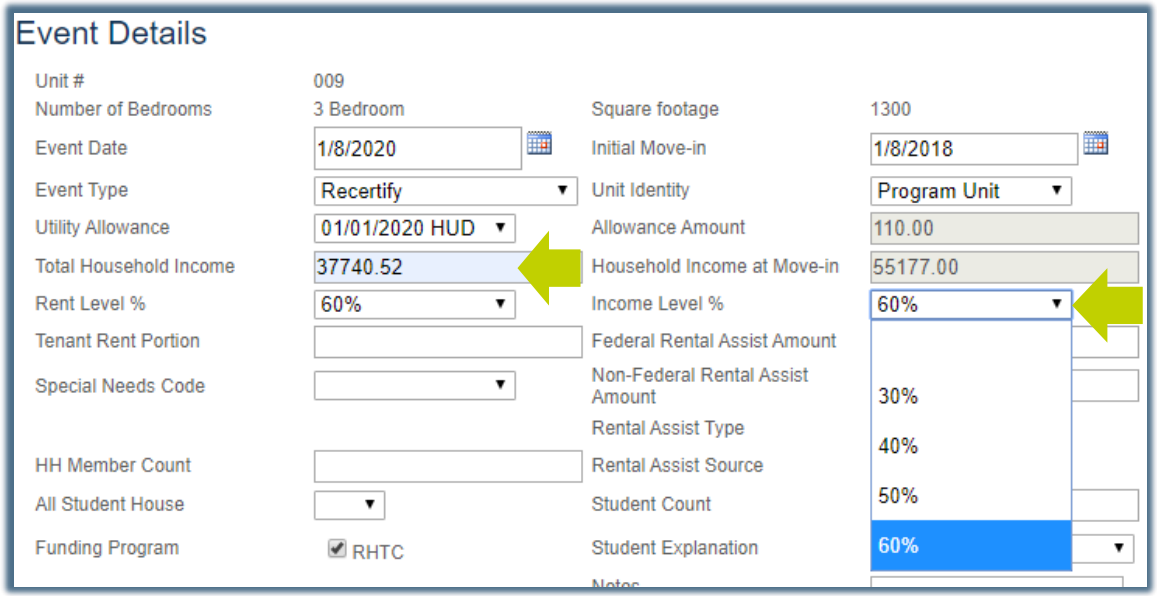
Recertify

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.



Recertify

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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

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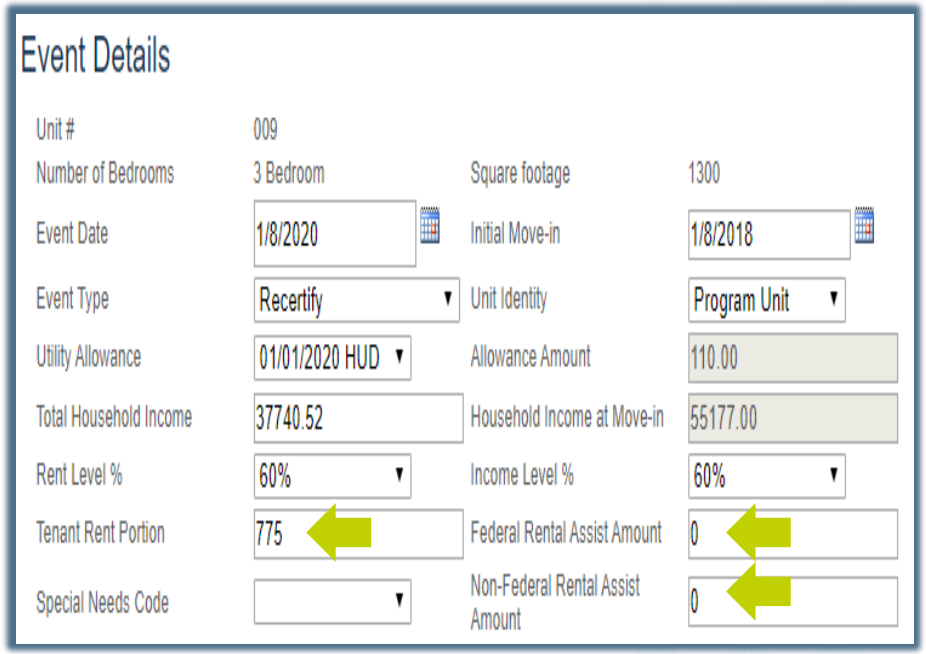
Recertify

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.



Recertify

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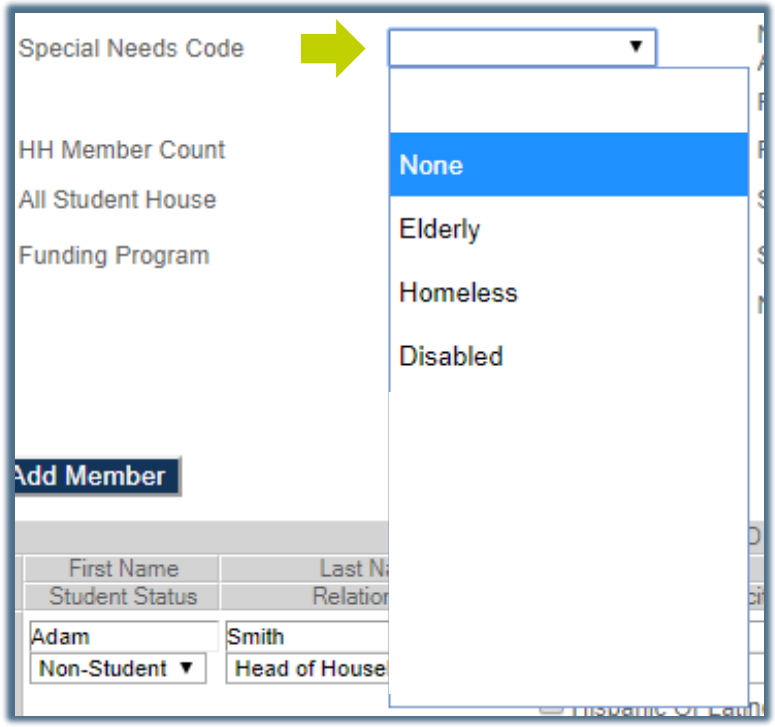
SPECIAL NEEDS CODE



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

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

Recertify

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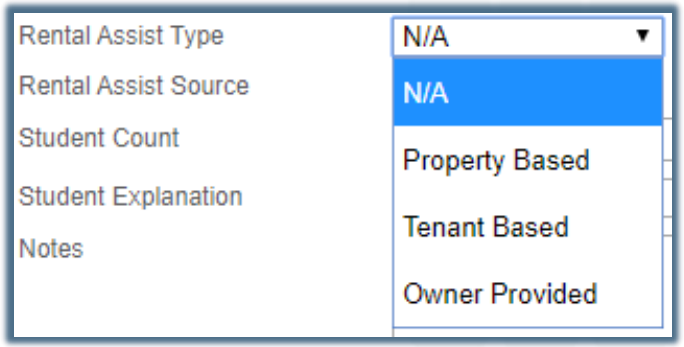
RENTAL ASSIST TYPE AND RENTAL ASSIST SOURCE

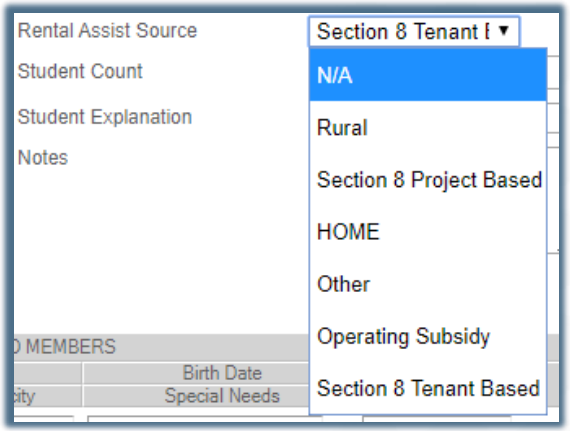
If the tenant receives rental assistance you must select:

Property Based · Tenant Based · Owner Provided

Then select the source of the assistance:

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





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.

Recertify

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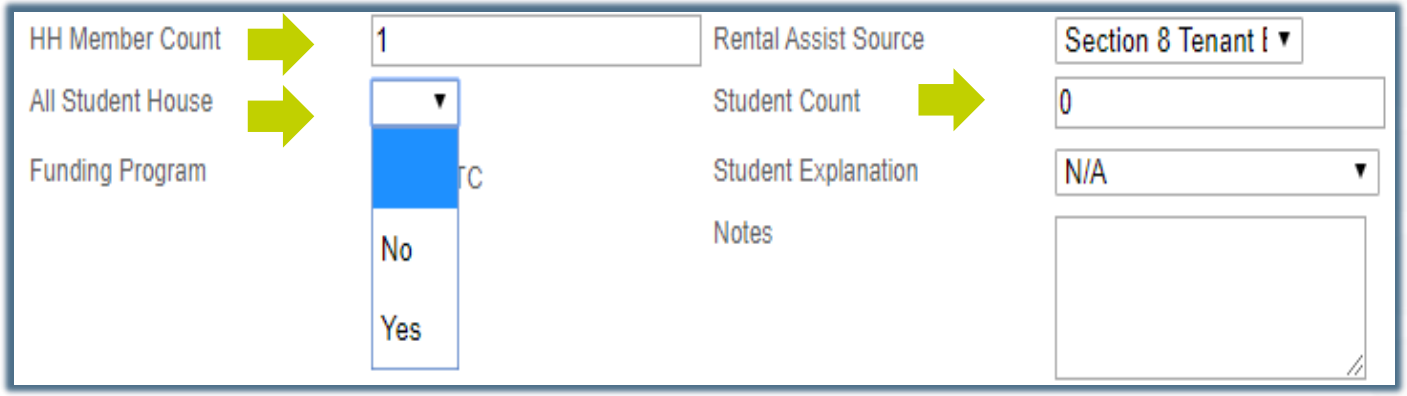
HOUSEHOLD (HH) MEMBER COUNT & ALL STUDENT HOUSE/STUDENT COUNT

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.



Recertify

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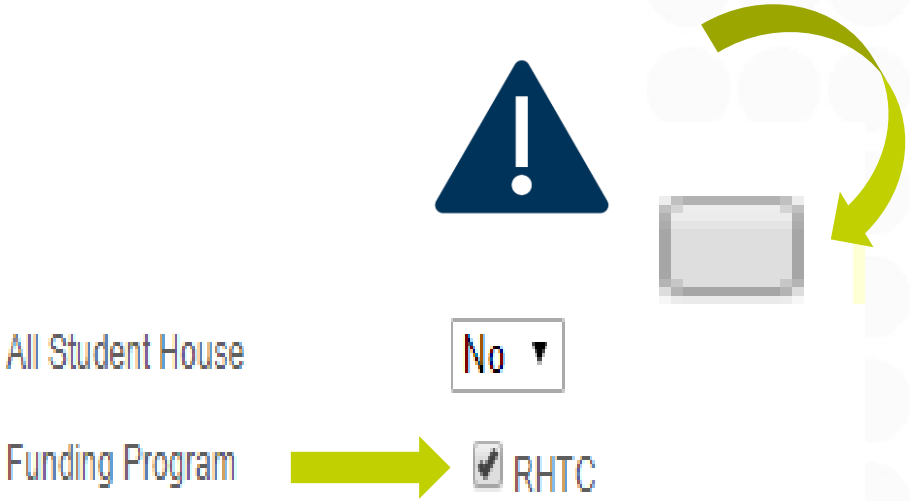
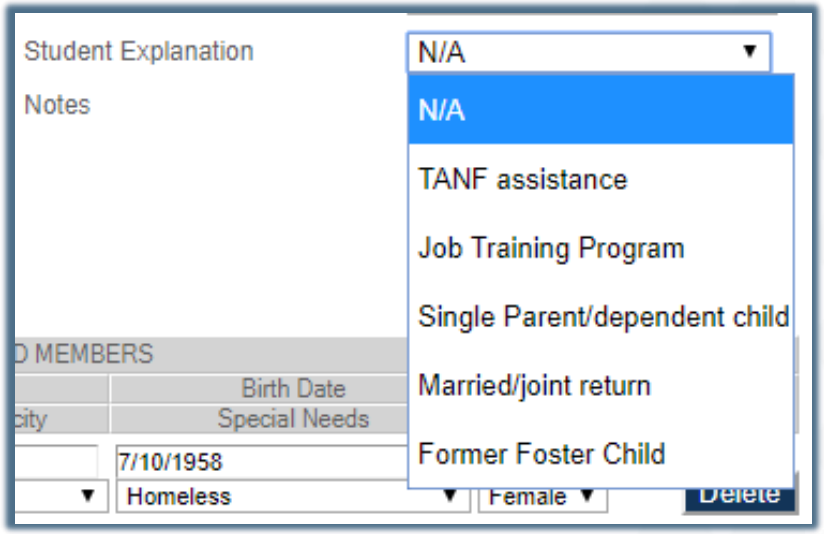
ALMOST DONE!

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.





Recertify

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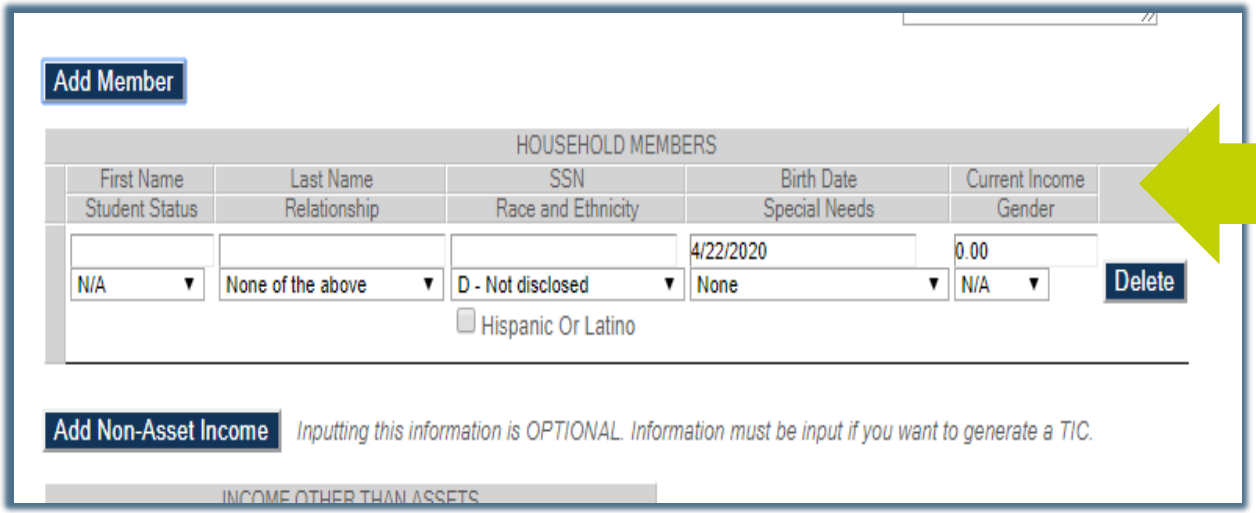
Recertify Section 2:

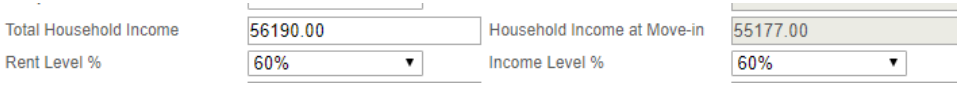
HH MEMBER DETAILS

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.



Update the Current Income for each HH member



Recertify

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SUCCESS

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

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

Recertify

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OUR FINAL EVENT TYPE!

Let's Finish Up Our Course Today with Transfer Events

Move In ☑ DONE

Recertify ☑ DONE

Transfer In/Out NEXT UP

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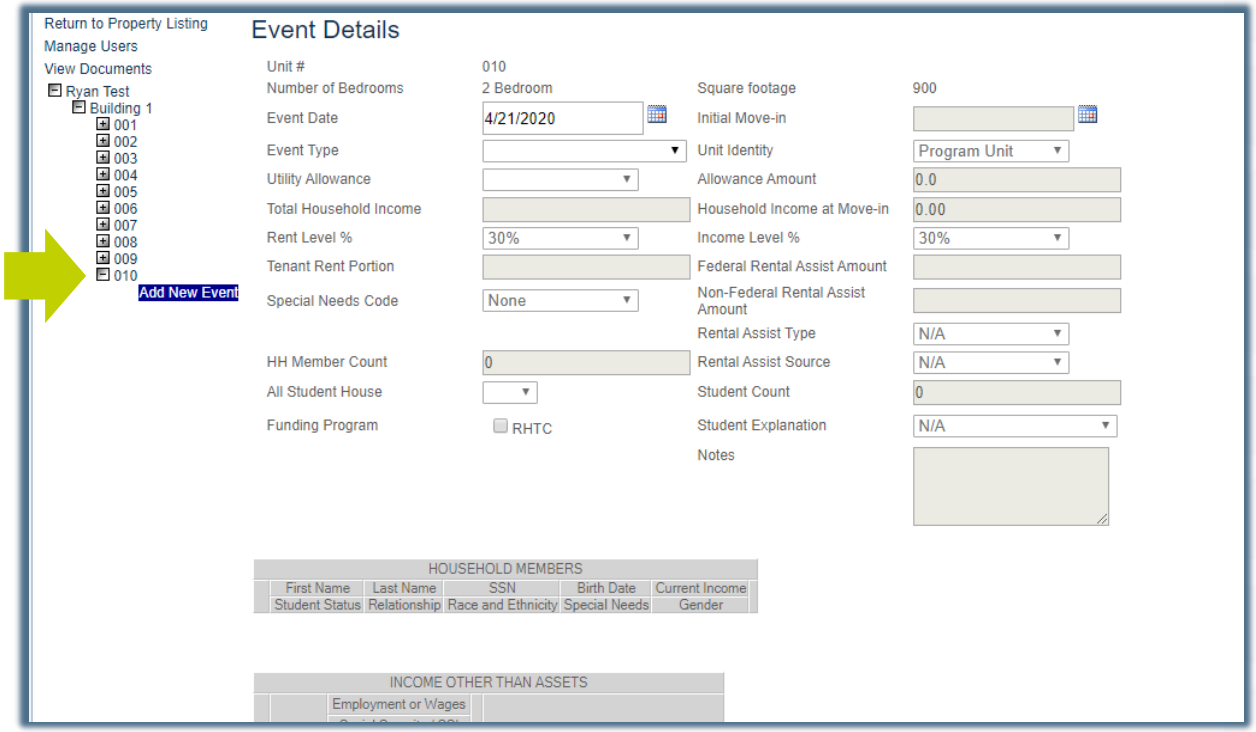
TRANSFER IN/OUT

First, click on the ➕ to open the unit

Second, click on **Add New Event**



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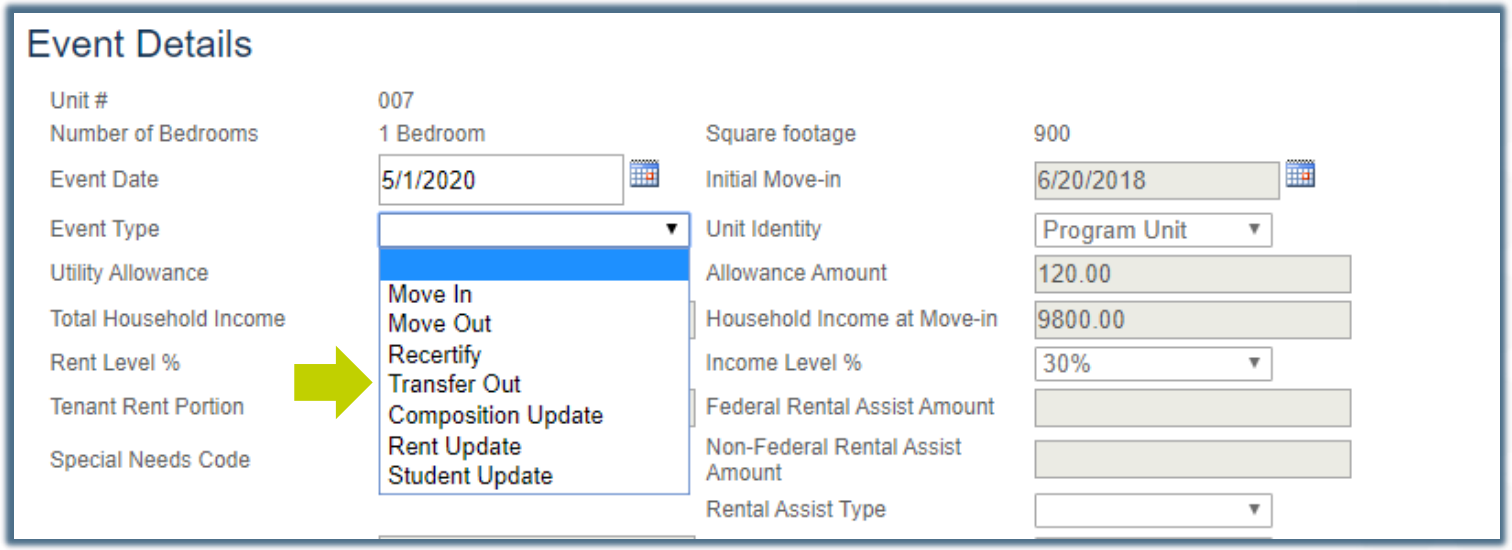
Transfer In/Out Section 1:

EVENT DETAILS

Enter the Transfer date into the Event Date field.

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



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.

Transfers

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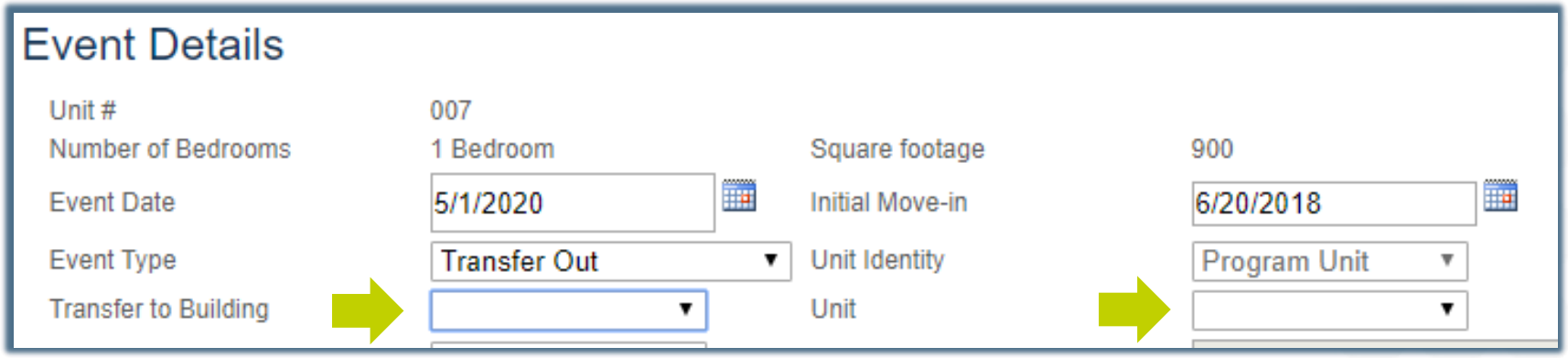
TRANSFER TO BUILDING / UNIT

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

- Transfer to Building
- Unit



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.

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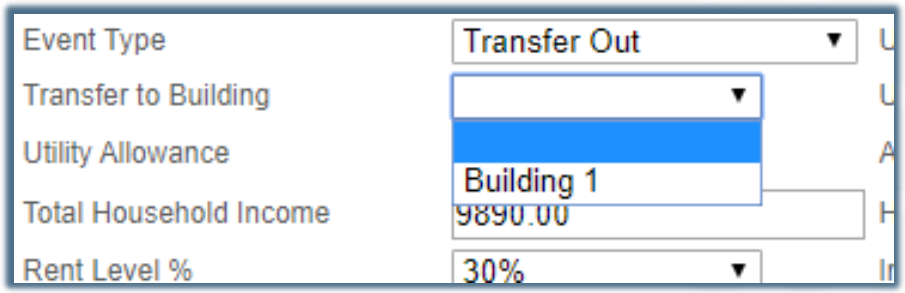
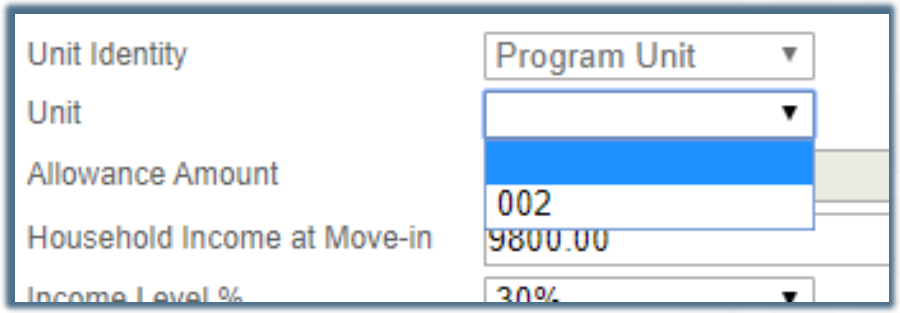
THE FINAL STEPS

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.





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

Transfers

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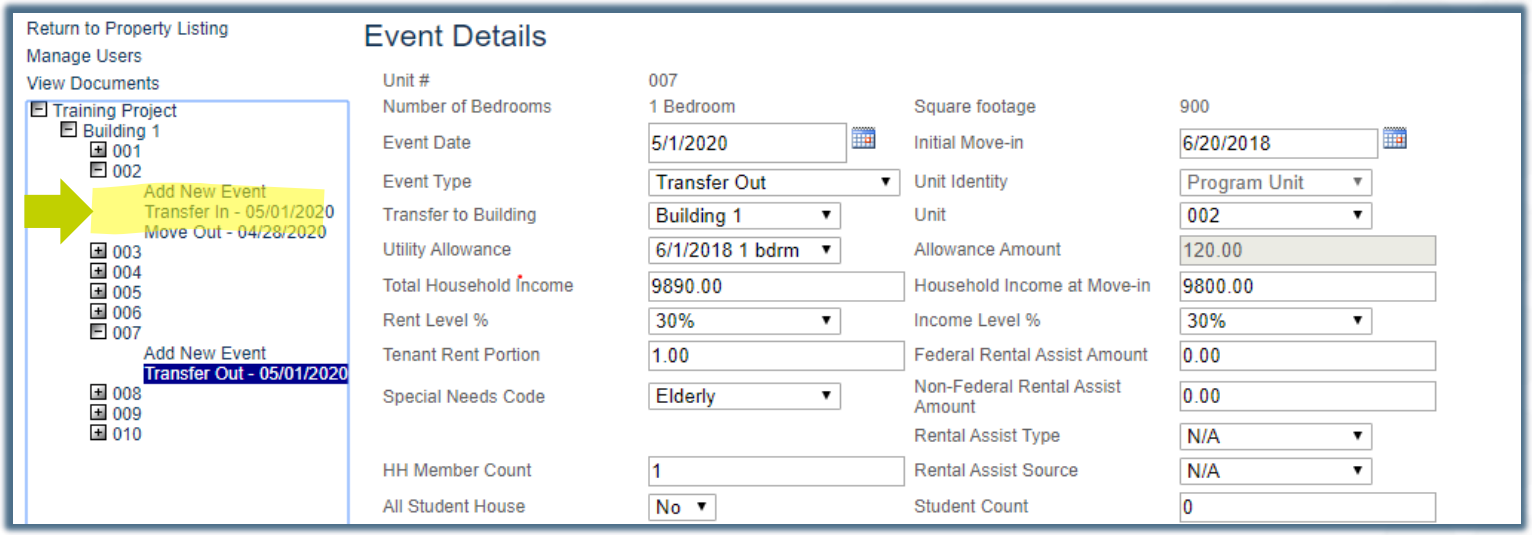
TRANSFER IN EVENT

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



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

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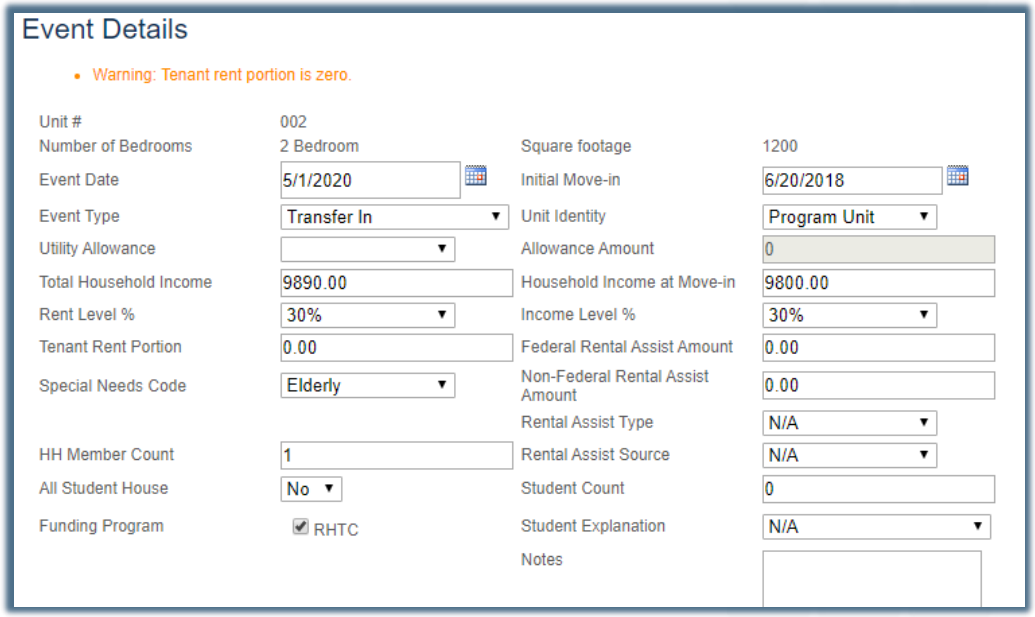
Transfers

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		
Number of Bedrooms	2 Bedroom	Square footage	1200
Event Date	5/1/2020	Initial Move-in	6/20/2018
Event Type	Transfer In	Unit Identity	Program Unit
Utility Allowance		Allowance Amount	0
Total Household Income	9890.00	Household Income at Move-in	9800.00
Rent Level %	30%	Income Level %	30%
Tenant Rent Portion	0.00	Federal Rental Assist Amount	0.00
Special Needs Code	Elderly	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	Student Explanation	N/A
		Notes	

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

YOU ARE DONE!

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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.

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ANNUAL OWNER CERTIFICATION REPORT

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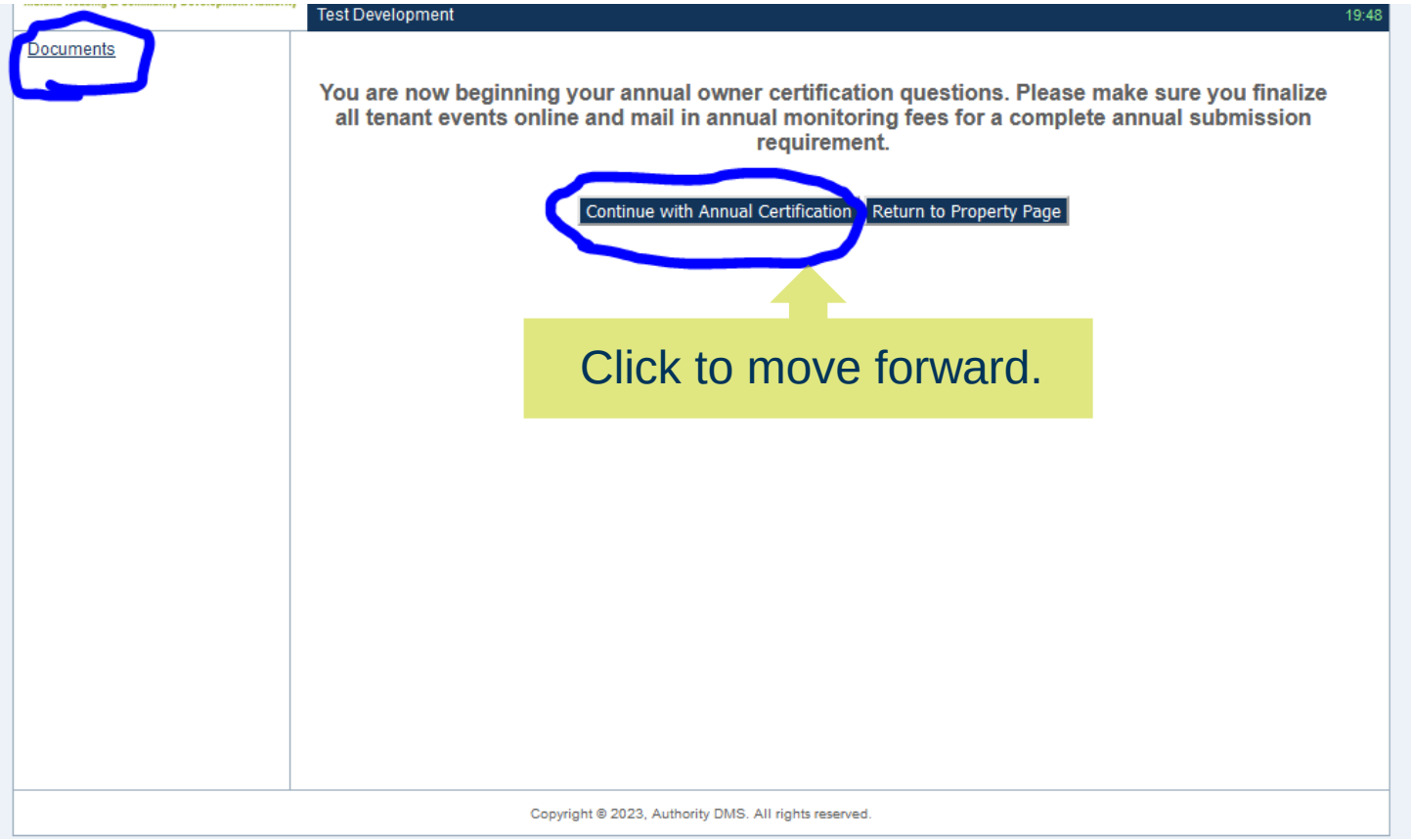
CONTINUE WITH ANNUAL CERTIFICATION

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



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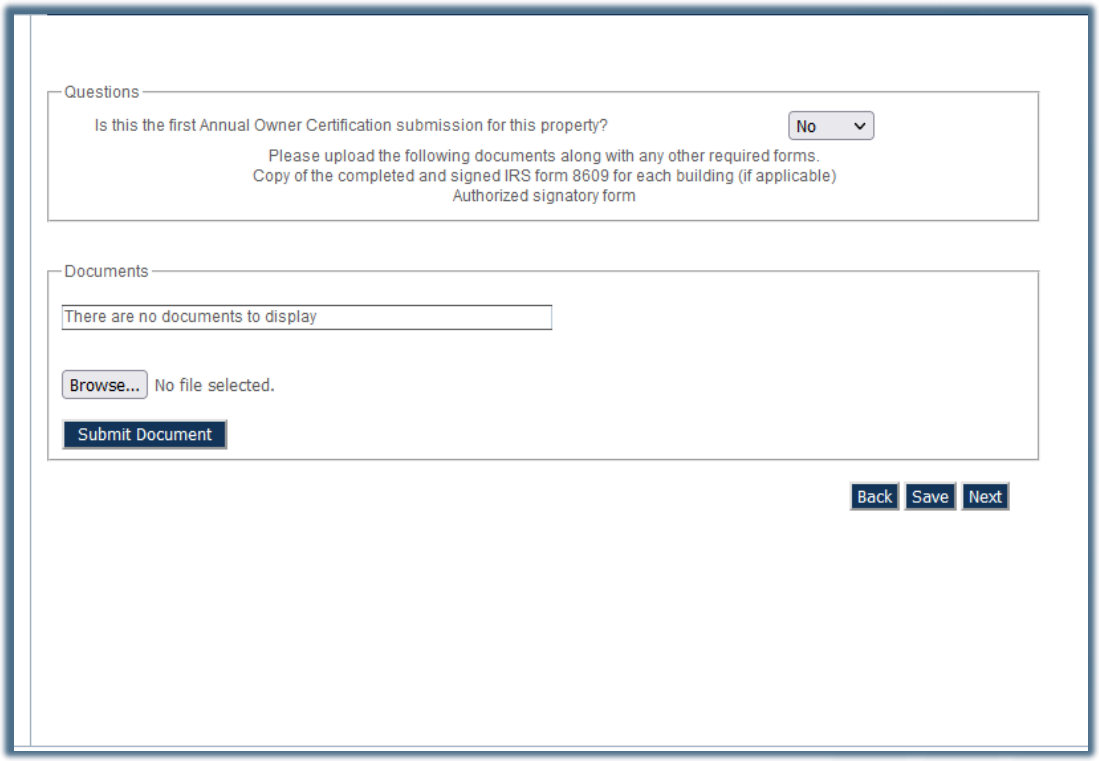
COMPLETE THE QUESTIONS AND UPLOAD DOCUMENTS

- 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



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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--

Building's Gross Rent Floor Date

Building Name	Gross Rent Floor Date
(All)	
Building One	
Building Three	
Building Two	
New Building 13	

Management

Project Manager - Entity
Address: 30 S. Meridian Street Suite
City: Indianapolis
Zip: 46204
Phone Number: (317) 233-9564
Email Address: MRayburn@ihcda.in.gov

Manager Cont
State
County
On-site Ma
Name
Phone
Email

Management information is up to date: --Please Select--
Has the Management Entity changed? --Please Select--

Owner

Project Owner - Entity: Manwell Professional Hou
Address
City
Zip
Phone Number
Federal ID Number
Owner information is up to date: --Please Select--
Has the Project Owner Entity changed? --Please Select--

Signatory

Signatories: No Signatories found!
Signatory Information is up to date? --Please Select--
Has the Signatory Information changed? --Please Select--

Utility Information

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

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--

Documents

Back Save Next

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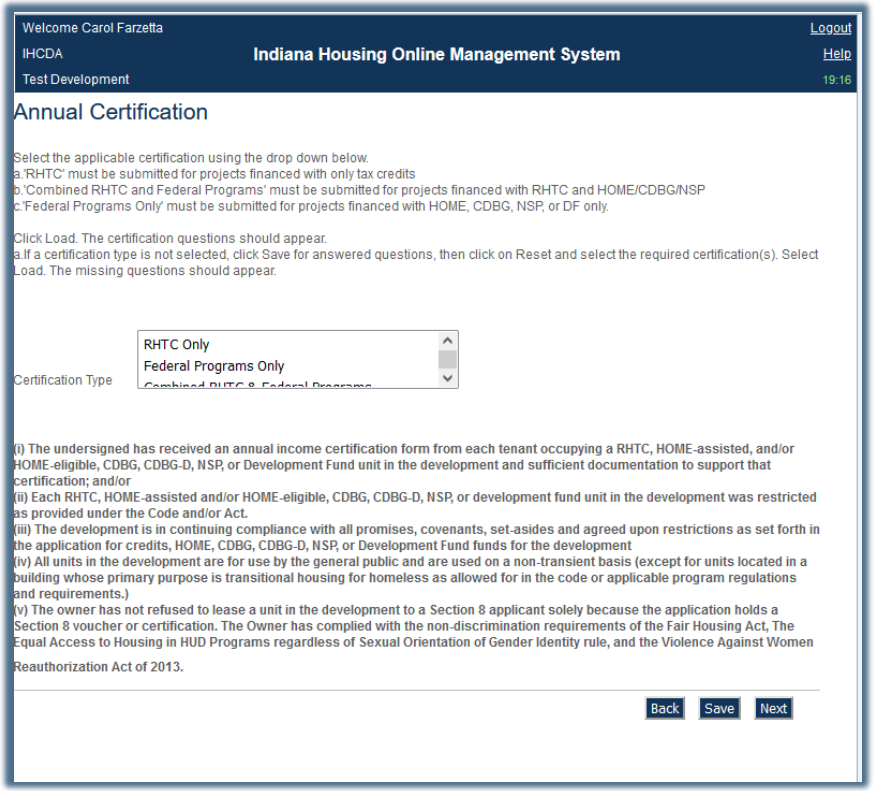
SELECTING CERTIFICATION TYPE

- 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.



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AOC STEPS

Property Details

There are 11 errors for this property. Click to display.

Test Development

100 N Shadow Creek Rd.

Indianapolis IN, 46240

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Scattered Site: No

Utility Allowances
Export Events
Finalize Year
Annual Certification
Remove Property

Restriction Type: Rent
Rental Assistance: N/A
Owner Certification Year: 2022

Floating Units: False
Extended Use Dates: 10/15/2014

Owner Entity Information

Name: Manwell Professional Hou:
Address: 6303 N South Street.
City: Indianapolis
State: IN
Zip: 46219

Tax ID Number

Primary Owner Contact
Name: Irwin Underhill
Email: irwin.underhill@mpha.org
Phone
Fax

Management Company

Name
Address
City
State
Zip
On-Site Property Manager:

Primary Management Contact
Name: Matt Rayburn
Email: MRayburn@ihcda.in.gov
Phone: (317) 233-9564
Fax

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 IHCDACompliance 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
20%	0	0
30%	0	0
40%	0	0
50%	0	0
60%	0	0
70%	0	0
80%	0	0
M	0	0
CDBGD 120%	0	0

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

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

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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.

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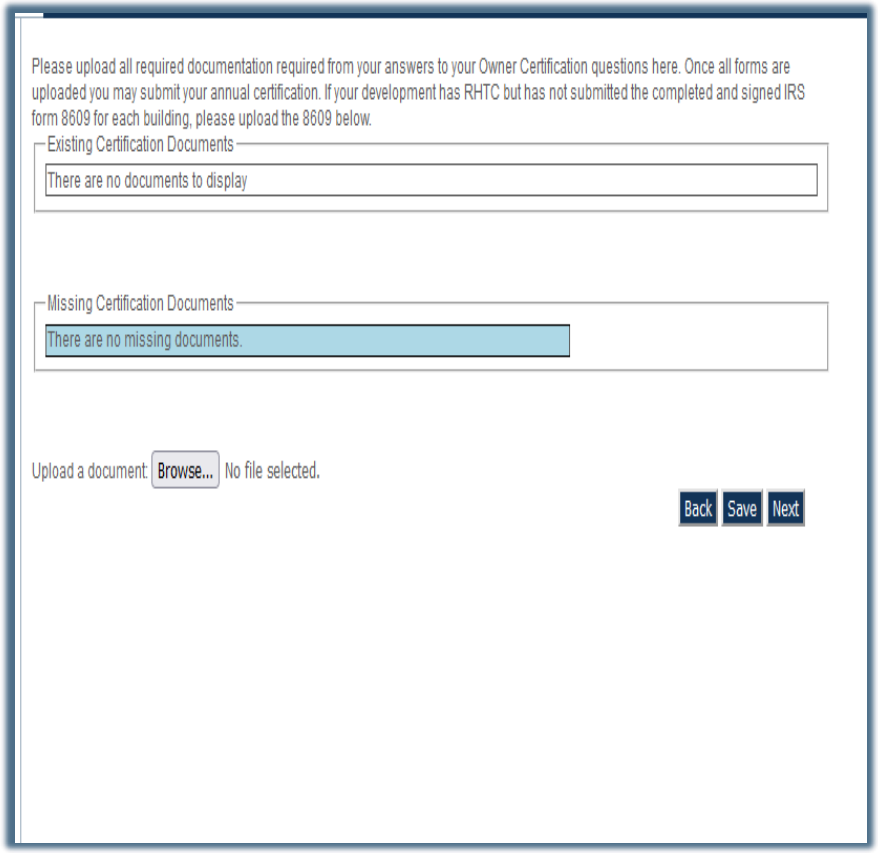
UPLOADING DOCUMENTATION



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.

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SUBMITTING THE AOC

LIHTC properties must pay their AOC fees via the Online Payment Portal. Link found on the IHCDA RED Compliance website-How to Make an Online Payment to IHCDA

-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 IHCDA 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	Carol Farzetta
Title	
Company	IHCDA
Email Address	cfarzetta@ihcda.in.gov
Direct Telephone Number	(317) 232-7777

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.

Back Submit Close

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 IHCDA must be mailed to IHCDA, 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

OK

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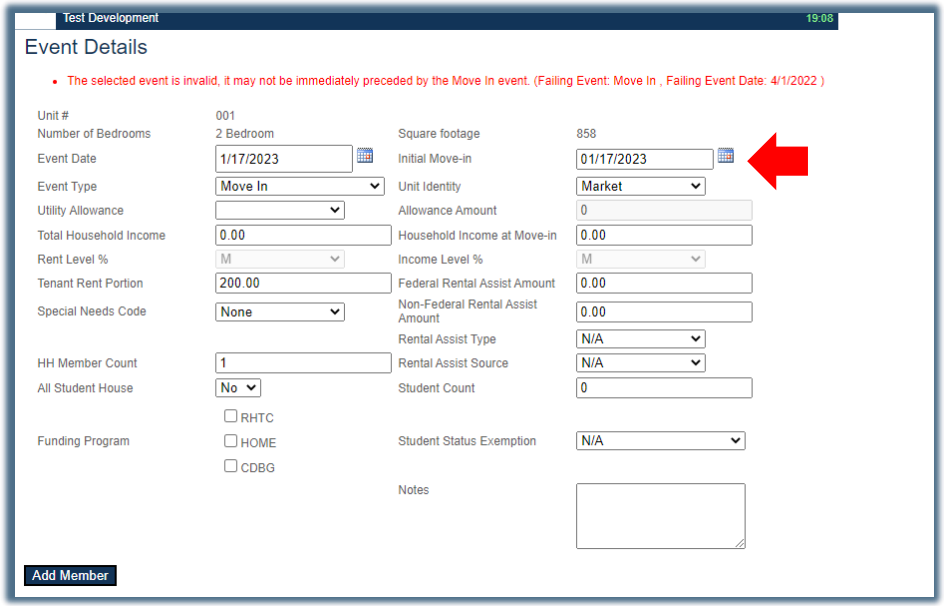
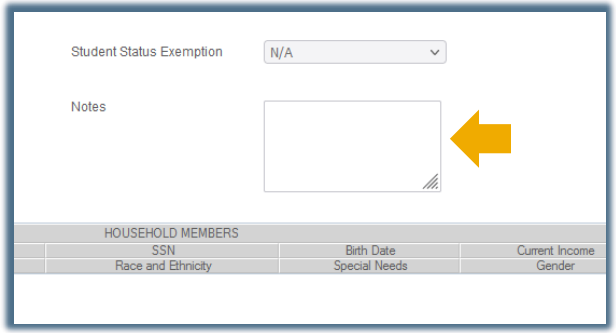
ERRORS





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.

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.

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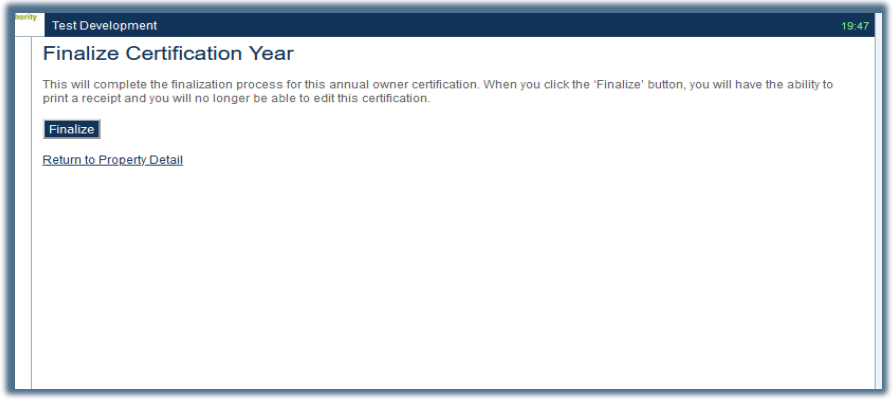
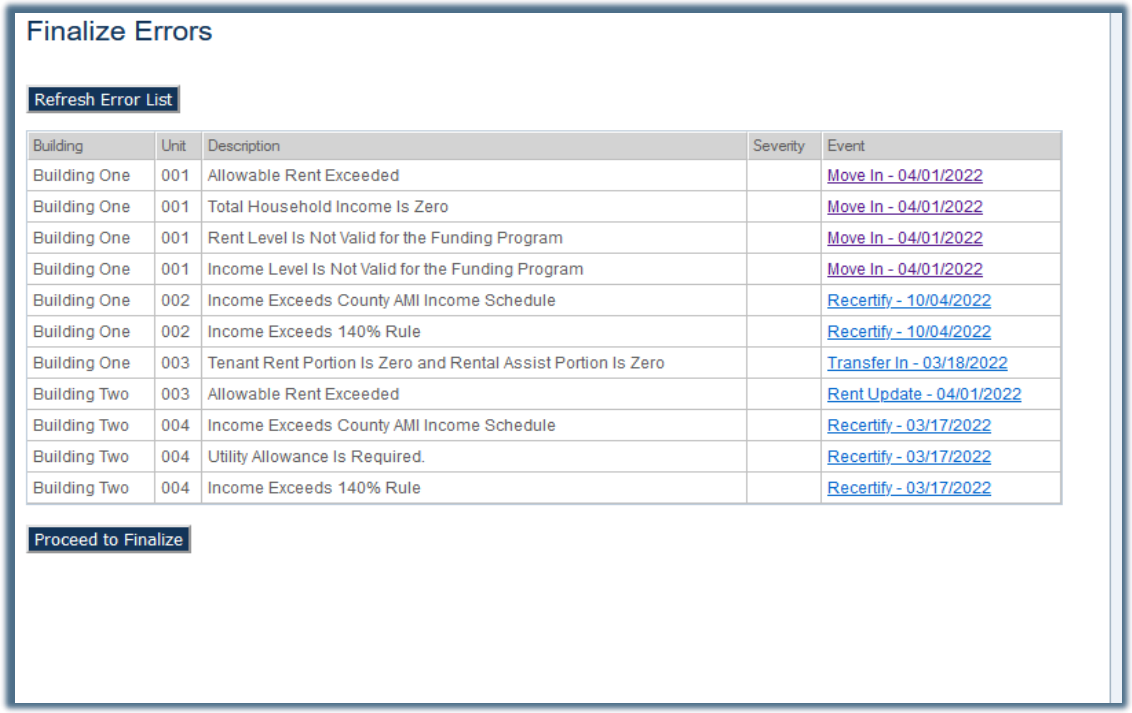
FINALIZED ERRORS

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

Proceed to Finalize

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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.

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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

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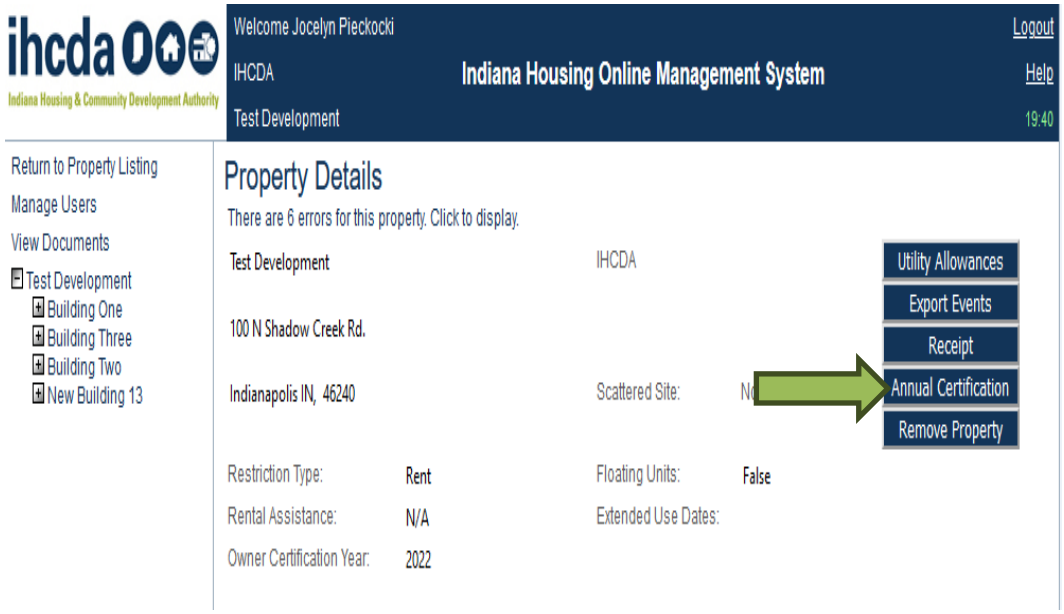
AVERAGE INCOME TEST- UPCOMING



Step 1:

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

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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 sytem 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%	☑
Building 1	102	40%	40%	☑
Building 1	103	50%	50%	☑
Building 1	104	60%	60%	☑
Building 1	105	60%	60%	☑
Building 1	106	40%	40%	☐
Building 2	201	30%	30%	☑
Building 2	203	50%	50%	☑
Building 2	204	60%	60%	☐
Building 2	208	70%	70%	☐
Building 2	209	80%	80%	☐

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.

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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 sytem 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%	☑
Building B	e	60%	60%	☑
Building B	f	70%	70%	☑
Building A	a	20%	20%	☑
Building A	b	30%	30%	☑
Building A	c	40%	40%	☑
Building C	g	80%	80%	☑
Building C	h	20%	20%	☑
Building C	i	30%	30%	☑

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

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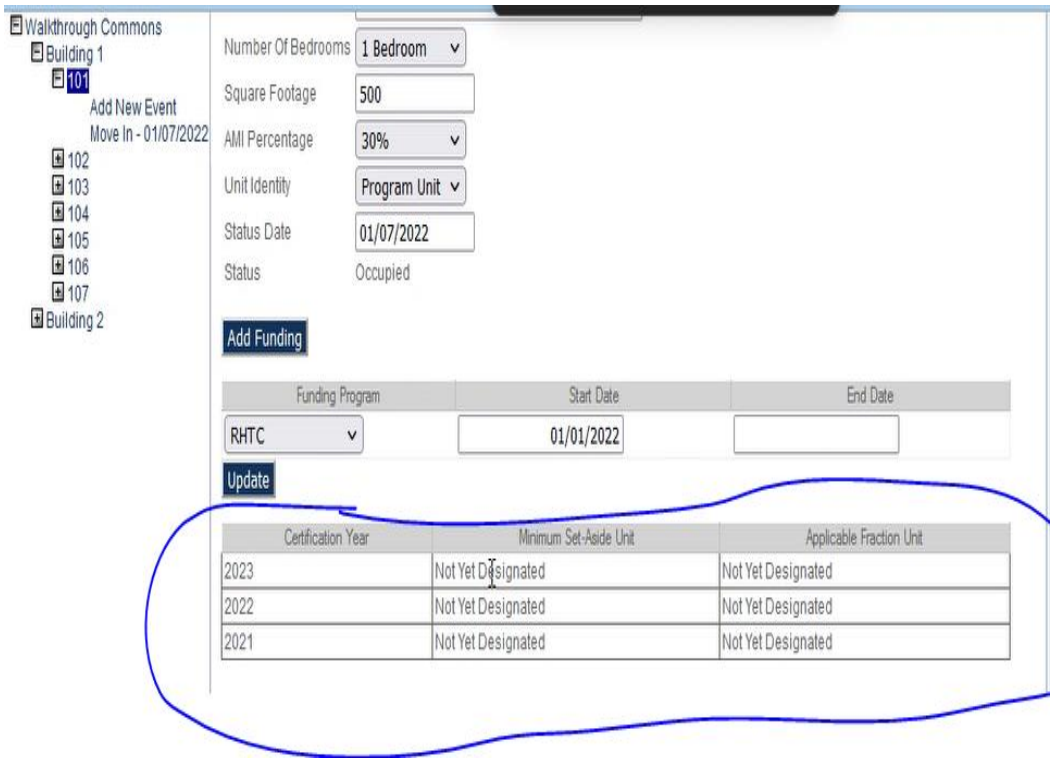
AIT NEW GRID VIEW



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.

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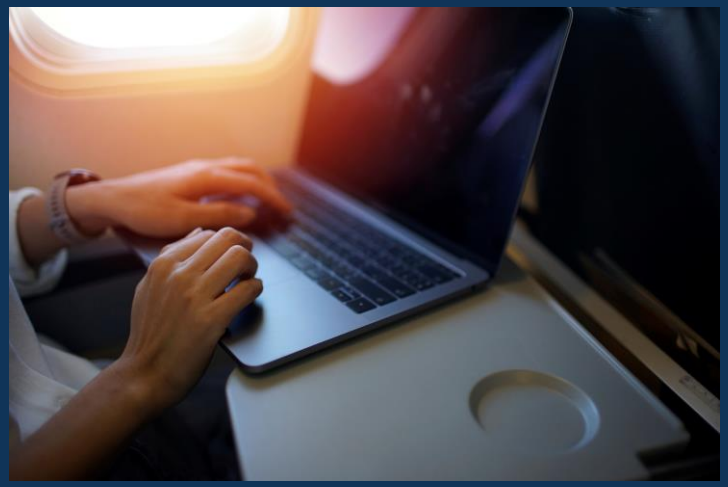
OUR RESOURCES PAGE



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INSTRUCTIONS AND RESOURCES

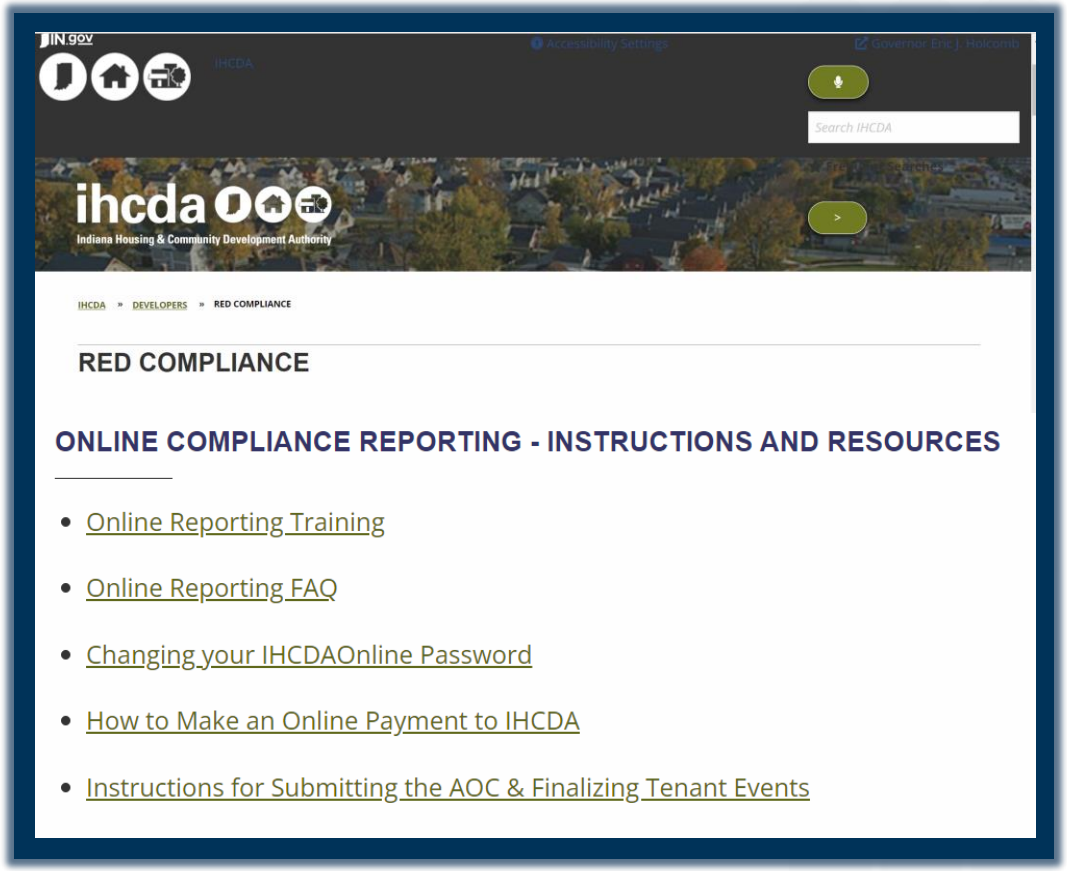
What If I forget everything I just learned?

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!



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

THANK YOU FOR JOINING US!

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