

IHCDA Online Reporting System

TRAINING OVERVIEW



- Requesting a Username and Password
- Requesting access to a property
- Managing Existing Users
- Setting up your Units
- Setting up Utility Allowances
- Tenant Events
- Common Errors observed by IHCDA staff

REQUESTING A USERNAME



online.ihcda.in.gov

Indiana Housing Online Management System

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 for to allow our partners to work more closely with us and to streamline our processes.

Username: New User? Register Here.

Password:

[Forgot Your Password?](#)

[Online Resources and Training Videos](#)

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

REGISTRATION INFO

Completely fill out the registration information fields

Make Note...

It is recommended that the email address used for registration is the same as your log in.

One Username per person per Company



Registration

In order to gain access to this website, you must request it

Profile Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Organization:	<input type="text"/>
Organization Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Telephone:	<input type="text"/>
Fax: (optional)	<input type="text"/>
E-mail:	<input type="text"/>
Username:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

ACCESS TYPES



- Make sure to carefully select the proper access type
 - Different access types will go to different people within IHCD
 - Selecting the wrong access type may result in your request being denied

Access Types
Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

Annual Owner Certification and 8609 Access for Rental Housing

Neighborhood Assistance Program Access for Community Development

Individual Development Account Access

Claim Management Access

HCV Access

Third Party Claims Access

Manage your organizations information and users

ADDING PROPERTIES



Owner Certification Access

Property BIN Numbers

Add the BIN numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking "Add"

Award Or BIN Number
Example: IN-99-99999

Owner

Add

Submit

Type in the Original BIN

Check the "Owner" box only if you are the Owner contact listed on "FORM A" of the Final Application

Click Add, then Submit

OWNER RESPONSIBILITIES



- Having access to all properties in your portfolio
- Approving access requests to your properties
- Managing existing users

MANAGING USERS



[Manage Users](#)

[Return to Property Listing](#)

Test Development

Building One

Building Three

Building Two

Property Details

Test Development

30 S Meridian, Suite 1000

Indianapolis IN, 46204

Program Name and Award Date: RHTC - 01/01/2006
HOME - 07/25/2008

Restriction Type: Rent

Rental Assistance: N/A

IHCDA Award Number: TF-XX-XX, IN-25-00000, IN-

Building Count: 3

Unit Count: 6

Scattered Site: False

Floating Units: False

Extended Use Dates:

[Utility Allowances](#)

[Export Events](#)

[Remove Property](#)

Owner Entity Information

Name: IHCDA
Address: 30 S. Meridian Street
City: Indianapolis
State: IN
Zip: 46204

Tax ID Number

Primary Owner Contact

Name
Email
Phone
Fax

Management Company

Name: IHCDA
Address: 30 S. Meridian Street
City: Indianapolis
State: IN
Zip: 46204

Primary Management contact

Name
Email
Phone
Fax

On-Site Property Manager:

On-Site Phone:

SETTING UP UNITS



Manage Users
Return to Property Listing

- Test Development
 - **Building One**
 - + -001
 - + -002
 - + Building Three
 - + Building Two

Building Details

Building One
1232 Downtown
Indianapolis IN 46204
County: MARION
Placed In Service Date: 12/1/2007
Owner Pays Utilities:

BIN: IN-06-99999
Unit Count: 2
Actual Unit Count: 2
Applicable Fraction: 0.00

[Update](#)

Unit Name	Num Bedrooms	Sq Footage	AMI Percent	Unit Status
001	2 Bedroom	858	60%	Vacant
002	2 Bedroom	858	50%	Occupied

ADDING UTILITY ALLOWANCES



Manage Users

[Return to Property Listing](#)

Test Development

Building One

-001

-002

Building Three

Building Two

Property Details

There are 5 errors for this property. [Click to display.](#)

Test Development

30 S Meridian, Suite 1000

Indianapolis IN, 46204

Program Name and Award Date: RHTC - 01/01/2006
HOME - 07/25/2008

Restriction Type: Rent

Rental Assistance: N/A

IHCDA Award Number: TF-XX-XX, IN-25-

Building Count: 3

Unit Count: 6

Scattered Site: False

Floating Units: False

Extended Use Dates:

[Utility Allowances](#)

[Export Events](#)

[Finalize Year](#)

[Remove Property](#)

Owner Entity Information

Name: IHCDA
Address: 30 S. Meridian Street
City: Indianapolis
State: IN
Zip: 46204

Tax ID Number

Primary Owner Contact

Name

Email

Phone

Fax

Management Company

Name: IHCDA
Address: 30 S. Meridian Street
City: Indianapolis
State: IN

Primary Management contact

Name

Email

Phone

ADDING A NEW EVENT



Manage Users

[Return to Property Listing](#)

-Test Development

-Building One

-001

[Add New Event](#)

Transfer Out - 08/10/2010

Move In - 08/01/2010

-002

-Building Three

-Building Two

Unit Event

Unit #	001	Square footage	858
Number of Bedrooms	2 Bedroom	Initial Move-in	<input type="text"/>
Event Date	<input type="text"/>	Unit Identity	Program Unit <input type="text"/>
Event Type	<input type="text"/>	Unit	<input type="text"/>
Transfer to Building	Building One <input type="text"/>	Allowance Amount	\$0.00
Utility Allowance	<input type="text"/>	Household Income at Move-in	\$0.00
Total Household Income	<input type="text"/>	Income Level %	30% <input type="text"/>
Rent Level %	30% <input type="text"/>	Rental Assist Amount	<input type="text"/>
Tenant Rent Portion	<input type="text"/>	Rental Assist Type	N/A <input type="text"/>
Special Needs Code	None <input type="text"/>	Rental Assist Source	N/A <input type="text"/>
HH Member Count	0 <input type="text"/>	Student Count	0 <input type="text"/>
All Student House	<input checked="" type="radio"/> Yes <input type="radio"/> No	Student Explanation	N/A <input type="text"/>
Funding Program	<input type="checkbox"/> RHTC <input type="checkbox"/> HOME	Notes	<input type="text"/>

[Add Member](#)

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



COMMON ERRORS

Correct Number of Buildings and Units

- Check your development to see if IHCDa has set up the correct number of Buildings
- Make sure the proper number of units is displayed
 - The user is responsible for setting up their units
 - Units must be set up prior to tenant event entry

Utility Allowances



- Effective Dates
 - not...
 - the date you enter in the utility allowance
 - 90 days past the actual effective date

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 4/30/2014)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
Marion County		Multi Family					6/13/2011
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	20	27	36	44	56	64

Event Entry



- Event Dates
 - Move In: Event date and Move In date match

Unit #	001		Square footage	858
Number of Bedrooms	2 Bedroom		Initial Move-in	8/1/2010
Event Date	8/1/2010		Unit Identity	Program Unit
Event Type	Move In			

- Event Dates
 - Recertification: Recert date is the anniversary of the move in

Unit #	005		Square footage	751
Number of Bedrooms	1 Bedroom		Initial Move-in	9/6/2009
Event Date	9/6/2011		Unit Identity	Program Unit
Event Type	Recertify			

Income Events



- Income Amount
 - Total HH Income & HH Income at Move In
- Zero Income
 - Input 1 instead of zeros
 - Make a note in the “Notes” section
- Rent & Income Levels
 - select the proper level
 - levels default to 30%
- Rental Assistance
 - select type, amount, and source

Funding Sources



- RHTC
 - Select the RHTC checkbox
- HOME without RHTC
 - HOME checkbox
- HOME with RHTC
 - Use both checkboxes for the HOME units, RHTC checkbox for all others

**FOR ANY ISSUES OR ERRORS WITH
ONLINE REPORTING, PLEASE CONTACT
OUR DATA AND SYSTEM SPECIALIST,
MEAGAN SIMPSON, AT
MSIMPSON1@IHCDA.IN.GOV.**