

IHCDA Online Annual Owner Certification

OVERVIEW

- OC Overview
- What's New?
- What's Required?
- Step by Step Outline
- Benefits and Future Improvements

ANNUAL OWNER CERTIFICATIONS

- Owner must annually certify compliance to IHCDCA under penalty of perjury.
- Due on or before January 31st of each year.
- Certifies information for the proceeding twelve month period.
- Complete submission : Online Owner Certification submission, finalization of tenant events online, and annual monitoring fee payment.

WHAT'S NEW?

- There will be an “Annual Certification” button in Authority Online for each property, giving the option to submit electronic OCs.
- Owners will review the general information on the property first before the certification questions.
 - Ex: unit information, owner and management information, signatory, utility information, and extended use.
 - Owners will have a chance to make sure IHEDA has the most up-to-date property information, and make additional notes.
- Owners will select the funding source(s) for the property to auto-generate certification questions and all associated exhibits
 - Ex: A RHTC only project will have general certification questions and Exhibit A, D, and E pre-populated to the system.
 - Fill out the certification questions accordingly.
- Documentation upload will track the uploaded files and any missing required files.

WHAT'S REQUIRED?

- Username and password to sign in Authority Online.
- Access to the Owner Certification in your profile.
- Have property listed on the Properties Listing page.
- Have the right type of access to edit and submit Owner Certification information: Project Owner, Property Manager, OC Editor
- Submit documentation to support the certification.
 - Ex: Management Change Form, Utility Documentation, Explanation of non-compliance
- Similar to finalizing tenant events online.
- Annual Certification button will appear on 1/1/2019

STEP BY STEP OVERVIEW



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 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.

Username:

[New User? Register Here.](#)

Password:

[Forgot Your Password?](#)



ACCESS TO OWNER CERTIFICATION



Welcome Celia Ringle
IHDA

Indiana Housing Online Management System

[Logout](#)
[Help](#)
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My Profile

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.



PROPERTIES LISTING PAGE



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- [Request another property](#)
- [My Profile](#)
- [Return To Programs Listing](#)

Properties Listing

IHCDA 317-232-7777
30 South Meridian St., Suite 1000
Indianapolis IN 46204

Show All Owner Certificates

Properties Assigned to you:

Test Development	2015	Finalized	Active	HD-009-C ▲
Test Development	2016	Finalized		HD-009-C

CLICK ON ANNUAL CERTIFICATION

- Return to Property Listing
- Manage Users
- View Documents
 - Test Development
 - Building One
 - Building Three
 - Building Two

Property Details

There are 6 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: 2015	

- Utility Allowances
- Export Events
- Receipt
- Annual Certification**
- Remove Property



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@mph.org
Phone	
Fax	

Management Company

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

Primary Management Contact

Name	Irwin Underhill
Email	irwin.underhill@mph.org
Phone	
Fax	

On-Site Property Manager:

On-Site Phone:

PROPERTY GENERAL INFORMATION PAGE

[Return to Property Detail](#)

Property General Information

Make sure you are in the correct certification year.

Review all project, unit, management, and owner information. At the bottom of each section there is a "Yes" or "No" dropdown. Yes or No must be selected in each section to proceed to the certification questions. If the information in the indicated section is incorrect, choose "No". A text box will appear. Note the necessary change(s). For example, if the owner contact has changed please put in the text box "Owner contact changed to xxxx".

After completing the change entries in the text boxes or if there is no change to the information, click "Save" and then "Next" at the bottom of the page.

* While completing the Certifications, clicking on save will enable the user to return to the Certification at a later time.

Project Information

Project Name	Test Development	Award(s)	HD-009-0000, IN-06-9999
Address	100 N Shadow Creek Rd.		
City	Indianapolis	State	IN
Zip	46240	County	MARION

Project information is up to date:

If not, specify the project changes:

Building's Gross Rent Floor Year

Building Name	Gross Rent Floor Year
Building Two	
Building Three	
Building One	

Unit Information

Total Program Units - Studio	0	Total Program Units - 1 Bedroom	2
Total Program Units - 2 Bedroom	3	Total Program Units - 3 Bedroom	1
Total Program Units - 4 Bedroom	0	Total Program Units - 5 Bedroom	0
Total Program Units - 6 Bedroom	0		
# of Income Qualified Units	6	# of Non-Income Qualified Units	2

Unit information is up to date:

PROPERTY GENERAL INFORMATION - CONTINUED

Management

Project Manager - Entity	Manwell Professional Hou	Manager Contact	Irwin Underhill
Address			
City		State	
Zip		County	
Phone Number		On-site Manager	
Email Address	irwin.underhill@mpha.org	Name	
		Phone	
		Email	

Management information is up to date:

Has the Management Entity changed?

Please upload the Property Management Change Form

Owner

Project Owner - Entity	Manwell Professional Hou	Owner Contact	Irwin Underhill
Address			
City		State	
Zip		County	
Phone Number		Email	irwin.underhill@mpha.org
Federal ID Number			

Owner information is up to date:

Has the Project Owner Entity changed?


Please upload the Property Ownership Change Form

Signatory

Signatories

Signatory Information is up to date?

Has the Signatory Information changed?



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Indiana Housing & Community Development Authority

Property Management Change Form

Development: _____ BIN: _____

New Management Company: _____

New Management Contact Person: _____

New Management Address: _____

New Management City/State/Zip: _____

New Management Telephone Number: _____

New Management e-mail: _____

Effective Date of Management Company Change: _____

Has this Management Company completed "Request another property" on the Indiana Housing Online Management system? If no, please complete at <https://ihcdaonline.com/>

Signature of Owner

Date of Signature

IHcDA Compliance Form #30 Revised 2/1/15

PROPERTY GENERAL INFORMATION - CONTINUED

Management

Project Manager - Entity: Manwell Professional Hou Manager Contact: Irwin Underhill

Address: _____

City: _____ State: _____

Zip: _____ County: _____

Phone Number: _____

Email Address: irwin.underhill@mpha.org

On-site Manager: _____

Name: _____

Phone: _____

Email: _____

Management information is up to date:

Has the Management Entity changed?

Please upload the Property Management Change Form

Owner

Project Owner - Entity: Manwell Professional Hou Owner Contact: Irwin Underhill

Address: _____

City: _____ State: _____

Zip: _____ County: _____

Phone Number: _____

Federal ID Number: _____

Owner information is up to date:

Has the Project Owner Entity changed?


Please upload the Property Ownership Change Form

Signatory

Signatories

Signatory Information is up to date?

Has the Signatory Information changed?



Indiana Housing & Community Development Authority

Property Ownership Change Form

Development: _____ BIN: _____

New Owner Entity: _____ New Contact Person: _____

Street Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

Email: _____ Federal I.D. #: _____

Building disposition by Sale Foreclosure Destruction Other (attach explanation) Date of disposition (MM/DD/YYYY) _____

All Ownership Interest in Owner & the Development:
(Check box to left of table if any information is new or has changed)

	Name	Role	Owner%	Address	City, State	Zip	Phone	Email
<input type="checkbox"/>	General Partner (1)							
<input type="checkbox"/>	Principal							
<input type="checkbox"/>	Principal							
<input type="checkbox"/>	General Partner (2)							
<input type="checkbox"/>	Principal							
<input type="checkbox"/>	Principal							
<input type="checkbox"/>	Limited Partner							
<input type="checkbox"/>	Principal							
<input type="checkbox"/>	Principal							

Property Management:

Check box if Property Management has also changed. If so, please fill out Property Management Change Form in [Compliance Manual Appendix D](#).

I acknowledge that as an Owner, I must create a username and password to submit compliance information through <https://ihcdaonline.com>.

Required Documentation

Please attach the following supporting documentation (as per Schedule B of the QAP):

Copy of Form 8693 (if applicable) Copy of Sale Documents Newly amended and stated partnership agreement

Check box if project is subject to the Qualified Nonprofit Organization requirements of §42(h)(5)
*If yes, new ownership structure must continue to meet the requirement and must submit the following documents:
 Articles of Incorporation IRS documentation of tax exempt status Not-for-profit Questionnaire (QAP Form B)

Provide Name and Signature for **Former and New Ownership:**

1. _____
Printed Name & Title- Former Owner Signature Date

2. _____
Printed Name & Title- New Owner Signature Date

IHCDA Compliance Form #29 Revised 2/1/15

PROPERTY GENERAL INFORMATION - CONTINUED

Utility Information

Does the property pay for utilities?
 If no, please select the source of utility payment.
 Select all that apply:

- a. Rural Development
- b. HUD approved utility
- c. Local PHA utility
- d. Utility Company Estimate
- e. Energy Consumption Model
- f. HUD Utility Schedule Model
- g. Qualified Engineer

Please refer to RHTC Code of Ordinances for utility rates.
 Please upload the Utility Schedule Model.

Extended Use

Project is in post 15 year
 Does the project have Pre-qualified
 the contract.

Indiana Housing and Community Development Authority

Rental Housing Utilities Form

Development Name: _____

Building Identification Number(s) (BIN): _____

HOME, CDBG, CDGBD, NSP, and/or Development Fund Award #: _____

I. Utilities

	Gas	Electric	Oil	L.P.	Other	Owner Paid	Tenant Paid
Unit Heat							
Water Heating							
Cooking							
Unit Electric							
Water Service							
Sewer							
Trash Removal							

*Please mark the appropriate boxes.
 ** If this is a scattered site development, please complete one form for each different mix of utilities.
 *** If the development has multiple bedroom units but the utilities are the same for each unit, there is no need to complete multiple forms.

I. Utility Allowance Documentation

The maximum allowable rent calculations include costs to be paid by the tenant for utilities including: heat, lights, water, sewer, oil, gas, or trash removal where applicable. Utilities do not include telephone or cable television.

Utility allowances should be calculated as follows:

- Rural Development (RD) regulated buildings must use RD approved utility allowances.
- HUD regulated buildings must use HUD approved utility allowances.
- HUD and RD buildings must use RD approved utility allowances.
- Units with Section 8 subsidy through certificates or vouchers must use the Public Housing Authority) PHA Section 8 existing utility allowances for those tenants. Non-Section 8 units must follow number 5 below.
- All other buildings may use the PHA local utility allowances or local utility company data if it is requested. If local utility company data is obtained, the Owner must use the information, provided it is not a RD or HUD regulated building.
- Buildings without RD or HUD assistance and units without Section 8 assistance may use an IHCDA Estimate, a HUD Utility Schedule Model, or an Energy Consumption Model.

Utility allowances need to be updated when area median incomes are revised since they are included in the maximum allowable rent calculations. Any changes in the utility allowance impacts the net chargeable rent to the tenant.

When a new utility allowance is used, rents must be recalculated within ninety (90) days of the effective date.

NOTE: This form must be submitted every year with the Owner Certification of Compliance. If information on this form changes during the compliance period of the project, then the owner must submit a revised form. However, documentation supporting the utility allowance used to calculate rent must be submitted every year with the Owner Certification of Compliance to IHCDA.

ANNUAL CERTIFICATION SELECTION



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Test Development

Indiana Housing Online Management System

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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

UPLOAD DOCUMENTATION

[Return to Property Detail](#)

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

	Document Name	Document Date	
View	property directional form	11/29/2016 9:20:04 AM	Delete
View	signatory form	11/29/2016 9:20:19 AM	Delete
View	online owner cert document	11/29/2016 9:43:52 AM	Delete
View	utilities form	11/29/2016 9:59:51 AM	Delete

Missing Certification Documents

There are no missing documents.

Upload a document: No file chosen

SUBMISSION



Indiana Housing & Community Development Authority

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Submit Annual Certification

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.

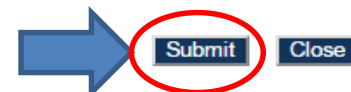
<input type="text" value="test"/>	Name
<input type="text" value="test"/>	Title
<input type="text" value="test"/>	Company
<input type="text" value="test@test.com"/>	Email Address
<input type="text" value="1234567890"/>	Direct Telephone Number

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.



RECEIPT AND CONFIRMATION

National Pu

Welcome C

IHCDA

Test Devel

Submit

ihcdaonline.com says:

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 1000, 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

OK

Formula | Analyst | www.IndianaHous

System

Logout

Help

test

test

test

test@test.com Email Address

1234567890 Direct Telephone Number

Print

Close

BENEFITS AND FUTURE IMPROVEMENTS

- Benefits:
 - Online format vs. paper
 - Clarify data inconsistency with IHCD
 - System reminder to submit necessary forms (ex: management change, utility allowance supporting docs)
 - System auto-generates certification questions and exhibits according to funding type
- Future Improvements:
 - Format
 - Submission contact prefill according to log-in information
 - Improvements from user feedback

THANK YOU

Questions?

For questions on the new online submission, please contact your regional compliance auditor or Adam Lawson at alawson@ihcda.in.gov

For other online questions, please contact Meagan Simpson at msimpson1@ihcda.in.gov