IHCDA Online Annual Owner Certification

OVERVIEW

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

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ANNUAL OWNER CERTIFICATIONS

- Owner must annually certify compliance to IHCDA 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.

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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 IHCDA 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.

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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

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STEP BY STEP OVERVIEW

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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: [_____]

Login

Forgot Your Password?

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ACCESS TO OWNER CERTIFICATION

PROPERTIES LISTING PAGE

CLICK ON ANNUAL CERTIFICATION

PROPERTY GENERAL INFORMATION PAGE

PROPERTY GENERAL INFORMATION - CONTINUED

PROPERTY GENERAL INFORMATION - CONTINUED

Utility Information

Does the property pay for

If no, please select the so

Select all that apply:

- ☐ a. Rural Developmen
- ☐ b. HUD approved uti
- ☑ c. Local PHA utility
- ☐ d. Utility Company Es
- ☐ e. Energy Consumpti
- ☐ f. HUD Utility Schedu
- ☐ g. Qualified Engineer

Please refer to RHTC Co
Please upload the Utilitie

Extended Use

Project is in post 15 year

Does the project have Pr
the contract.

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Rental Housing Utilities Form

Development Name: _____

Building Identification Number(s) (BIN):
_____

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

1. 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.

1. 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:

1. Rural Development (RD) regulated buildings must use RD approved utility allowances.
2. HUD regulated buildings must use HUD approved utility allowances.
3. HUD and RD buildings must use RD approved utility allowances.
4. 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.
5. 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.
6. 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.

Rental Housing Utilities Form   (Revised November 2014)

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ANNUAL CERTIFICATION SELECTION

UPLOAD DOCUMENTATION

SUBMISSION

Welcome Celia Ringle

IHCDA

Indiana Housing Online Management System

Test Development

Logout

Help

19:51

Return to Property Detail

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.
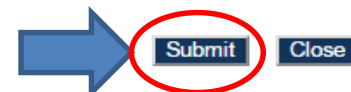
test	Name
test	Title
test	Company
test@test.com	Email Address
1234567890	Direct Telephone Number

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.

Submit   Close

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RECEIPT AND CONFIRMATION

BENEFITS AND FUTURE IMPROVEMENTS

- Benefits:
    - Online format vs. paper
    - Clarify data inconsistency with IHCDA
    - 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

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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

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