

August 1, 2014

## Recent Updates to Forms, Policies & Procedures

### Contact Info

Please note that MSHDA Compliance can be reached using any of the following methods:

**E-mail:** [mshdacompli@michigan.gov](mailto:mshdacompli@michigan.gov)  
**Phone:** 517.241.2560  
**Fax:** 517.335.0125  
**Mail:** MSHDA Compliance

**Regular** PO Box 30044  
**Mail:** Lansing, MI 48909

**Overnight** 735 E Michigan Ave  
**Mail:** Lansing, MI 48912

### Forms

All updated forms can be found under the following link:

[http://www.michigan.gov/mshda/0,4641,7-141-8002\\_26576\\_26589---,00.html](http://www.michigan.gov/mshda/0,4641,7-141-8002_26576_26589---,00.html)

- Notice of Building Casualty Loss or Damage – **Updated 3/4/2014**
- Customer Service Survey – **Updated 3/4/2014**
- Owners Certification of Completion of Repairs – **Updated 3/4/2014**
- Owners Certification Attachment A – **Updated 3/4/2014**
- Tenant Income Certification (TIC) – **Updated 3/4/2014 (Mandatory Form)**
- MSHDA Checklist – **Updated 3/4/2014 (Mandatory Form)**
- Utility Allowance Documentation – **Updated 3/4/2014**
- CARS (Compliance Audit Response System) Login, Manual, FAQs and Memo

### Policies

LIHTC Compliance Policy #10 “Requirements for Substituting a REAC or RHS Inspection for a MSHDA Inspection” was recently posted on MSHDA’s website. This policy applies to all MSHDA direct lending and LIHTC developments.

This policy and other LIHTC policy can be found at the following link;

[http://www.michigan.gov/mshda/0,4641,7-141-8002\\_26576\\_26578-76413--,00.html](http://www.michigan.gov/mshda/0,4641,7-141-8002_26576_26578-76413--,00.html)

### Procedures

- Initial/Move-in Tenant Certifications:  
All initial eligibility certifications (move-in or initial) must be completed on a MSHDA TIC (Tenant Income Certification) form and require documentation of third party verification. 50058, 50059 or other equivalent forms are not acceptable for initial eligibility per our 2013 Compliance Manual, Part 300.

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- Third Party Verifications:  
Chapter 5-13 of the 4350.3 Handbook was updated in Change 4 to expand the acceptable forms of third party verifications. MSHDA has adopted these changes; however MSHDA prefers and highly recommends that the owner/agent use written third party documentation directly from the third party source.
- Casualty Losses (Fire, Vandalism, etc.):  
MSHDA Compliance requires that all buildings or units that are down due to a casualty loss must be reported to Compliance immediately (within 5 days) of the occurrence or finding of the issue.
- Certification On-Line (COL):
  - “XML” Tenant Data Uploads  
Uploads can now be submitted for an entire property at once (button depicted below). Please check with your software providers to ensure an upload file for the entire property can be produced. Please note that each building will still need to be made ready and submitted individually.

Michigan.gov  
The Official State of Michigan Website

Michigan State Housing Development Authority

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Import All Building Data Upload Files Annual Owner Certs Proceed to Buildings

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
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- Unit Transfers  
Validations have been added to the system that restrict the “xml” uploads for transfers between buildings. If you have transfers between buildings only the property level upload function can be used.
- Manual Entry of Tenant Data  
Validations have been added to the system that restrict the certification effective date to be no later than the current reporting period. (Example, reporting period is 07/01/14 – 07/31/14, an 08/1/14 certification cannot be entered into the system until the reporting period is set for August.)
- Annual Owner Certification (AOC)  
The AOC function in COL (button depicted below) is no longer a required function in the system and need not be completed prior to the submission of tenant data.

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- Gross rent changes  
MSHDA requires that all changes in rent, not just those at annual recertifications, be updated in COL using the Rent Change Date field. This includes when Utility Allowances are changed and when Rental Subsidy changes.