



MSHDA Annual Owner's Certification (AOC)



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Topics Covered

- **What & Why**
- **The Process**
- **Who**
- **2023 Notable Changes**
- **(1) Logging on to the MSHDA Compliance Portal**
- **(2) CERTS Tab**
- **(3) Uploading the Required Documents**
- **Required Documents by Funding Source**
- **Resources**

What & Why

- HUD and the IRS requires owners with a development/project with federal funding to annually provide a certification of continuing program compliance.
 - Due March 1, 2023
 - [MSHDA AOC MEMO 1.5.23](#)
- **Fun Fact:** We refer to this process as AOC or “CERTS”.

The Process

- The AOC process consists of submitting forms, unique to each funding source within a development or property, online through the MSHDA Compliance Portal (OPIC/CARS/Certs). The AOC must be completed and signed by ownership on or after 12/31 of the reporting year.
 - ex. AOC due date is March 1, 2023 requiring the 2022 “cert” with a reporting date of January 1, 2022 through December 31, 2022.
- All owner and manager OPIC/CARS/Certs contacts have access to submit the AOC in the Compliance Portal. If someone other than those contacts needs access, a [System Access Form](#) must be completed and submitted to MSHDA.

Who

Which funding sources must complete the AOC:

- Tax Credit (LIHTC), 1602, and or TCAP–financed developments
- HOME and/or NSP financed developments
- HTF Funding
- Missing Middle (pending)

NOTE: If you do not know the funding source(s) in your development or project, please contact your Compliance Officer.

2023 Notable Changes

- **Reminder:** as of 2021 Utility Allowance documents should no longer be included with the AOC submission. UA documents should come separately when they are effective.
- The Resident Fees Form is needed for all funding sources. (If you charge no additional fees, we still require the form with an “N/A”)
- The answer for the supportive housing/special needs question has been updated to include the number of units and updates have been made to the initial start of the questionnaires.
- 2022 is over!

(1) Logging on to the MSHDA Compliance Portal

Note:

If you forgot your password, no worries. Simply enter your email, hit the **NEW PASSWORD** link, and you will get a “reset password” message in your email.

Initial Submission

1. Go to MSHDA's Compliance Portal Site (OPIC / CARS) <http://housing.state.mi.us/opic>
2. Log in using your OPIC/CARS account information. Note: If you forgot your password, just enter your email address and click on 'New Password'



Please login.

Email

Password

[New Password?](#)

(2) CERTS Tab

If a property has multiple programs, you will see multiple entries for the same property, but the types will be different. The example below shows Property 1 twice, but one is LIHTC while the other is HOME. *In cases like these, you must submit an Annual Owner Certification form for each program.*

- Click on the CERTS tab.
- This will list all the properties that require an annual owner's certification submission.
- Click on the Property Name.

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MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Annual Owner Certification

[CARS](#) [OPIC](#) [CERTS](#) [Manager Setup](#)

Properties waiting for an 'Annual Owner Certification'

MSHDA Number	Project Home	Address	City	Year	Type	Due Date	Issues
0000	Property 1	123 Main Street	Sault Ste. Marie	2014	LIHTC	2/27/2015	
0000	Property 1	123 Main Street	Sault Ste. Marie	2014	Home	2/27/2015	

(3) Uploading the Required Documents

- Check the box for each document that is included in the file being uploaded.
- Click on choose Certificate to upload and navigate to the file that is being uploaded.
- Once selected, then click upload. This will upload the file to the MSHDA compliance database and remove the property from the CERTS list.
- **IMPORTANT** - The uploaded file should be a single pdf that contains all required documents along with any optional documents.

Program Documentation Requirements:

LIHTC	1602	HOME	NSP	Document	Uploading
Required	Required	Required	Required	Owner's Certification	<input type="checkbox"/>
Required	Required	Required	Required	Utility Allowance Documentation	<input type="checkbox"/>
Required	Required	Optional	Optional	Resident Fees	<input type="checkbox"/>
Optional	Optional	N/A	N/A	First Year Credit Statement	<input type="checkbox"/>
Optional	Optional	N/A	N/A	Common Area Unit Designation Statement	<input type="checkbox"/>
Optional	Optional	N/A	N/A	First Year's IRS Forms 8609	<input type="checkbox"/>
Optional	Optional	N/A	N/A	Ownership Entity Information Form	<input type="checkbox"/>
N/A	N/A	Required	Required	Rent & Occupancy Report	<input type="checkbox"/>
N/A	N/A	Optional	Optional	2014 Local Inspection Report	<input type="checkbox"/>
N/A	N/A	Optional	Optional	Current rental certificate of compliance	<input type="checkbox"/>

6. Click on choose file and navigate to the file that is being uploaded.

Choose Certificate to upload

Required Documents by Funding Source

LIHTC/1602/TCAP

- [LIHTC/1602/TCAP Annual Owner's Certification Form \(Word\)](#)
- [Resident Fees \(Excel\)](#)

OPTIONAL FORMS

- [Common Area Unit Designation \(Word\)](#)
- [First Year Credit Statement \(Word\)](#)
- [List of Unit Numbers \(Excel\)](#)
- [Ownership Entity Information Form \(Excel\)](#)
- [Notice of Change in Management Agent \(Word\)](#)
- [Notice of Change in Ownership \(Word\)](#)
- [Change in System Contact Form \(Word\)](#)

HOME/NSP/HTF

- [HOME/NSP/HTF Annual Owner's Certification Form \(Word\)](#)
- [Resident Fees \(Excel\)](#)
- [HOME Rent and Occupancy Report \(for HOME Projects Only\) \(Excel\)](#)
- [NSP Rent and Occupancy Report \(for NSP Projects Only\)\(Excel\)](#)
- [HTF Rent and Occupancy Report \(for HTF Projects Only\)\(Excel\)](#)

Resources

- [AOC MANUAL](#)
- [2015 HOME Compliance Manual](#)
- [2013 LIHTC Manual](#)
- [Year End Reporting Forms \(All AOC Forms\)](#)
- [Online Systems \(AOC, COL, OPIC, CARS\)](#)

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THANK YOU

It is your hard work that helps MSHDA reach our shared vision to make Michigan a place where all people have quality affordable housing as a foundation to reach their full potential.