

## Submission to MSHDA

Michigan.gov  
The Official Site of Michigan's Housing Development Authority

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management ! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

**Buildings**

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
<input checked="" type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Done Local intranet 100%

**Submissions in COL must be completed one building at a time. Upon completion of all data entry, return to the Buildings page.**

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Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
<input checked="" type="checkbox"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	READY	00/00/00
<input type="checkbox"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	READY	00/00/00

Submit Tenant Certs

READY

When all units in a building are completed, the Tenant Recert Status box will show “Ready.” This building can now be submitted. Note: Buildings will not show as Ready until the Ready All Units button has been clicked or until each individual unit has had the envelope box checked to indicate Ready to Submit.

## Submission to MSHDA

The screenshot shows the Michigan State Housing Development Authority (MSHDA) web application interface. The header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". The main content area displays a "Buildings" table with columns for Bldg Select, Building ID Number, Placed in Service Date, Last Report Date, IRS Compliance Status, HOME Compliance Status, Agency Compliance Status, Tenant Recert Status, and Last Submission Date. The table shows two buildings: MI-01-00100 and MI-01-00101. The Tenant Recert Status for MI-01-00101 is "NOT READY". A red arrow points to this status, and the text "NOT READY" is written below it. A message box from the webpage states: "ReCerts for all units must be processed before building can be submitted." The footer shows the URL "http://mshda-aod-web/COL-TST/HCOLwait.html" and the text "Local intranet".

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
<input type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	READY	00/00/00
<input checked="" type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Message from webpage

ReCerts for all units must be processed before building can be submitted.

OK

NOT READY

**The system will not allow you to submit until all units in the building are ready.**

## Submission to MSHDA

The screenshot displays the Michigan State Housing Development Authority (MSHDA) web application interface. At the top, the header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". Below the header, a navigation bar contains several icons: a home icon, a document icon, a person icon, an email icon, a question mark icon, a folder icon, and a globe icon. The main content area features a "Welcome, Rockstar Management!" message and a date "Wednesday, June 26, 2012". A form section contains three input fields: "Project ID:" with the value "TYLER", "House of Rock", and "555 Music Lane". Below this, a "Buildings" section is visible, containing a table with columns: "Bldg Select", "Building ID Number", "Placed in Service Date", "Last Report Date", "IRS Compliance Status", "HOME Compliance Status", "Agency Compliance Status", "Tenant Recert Status", and "Last Submission Date". The table lists two buildings: MI-01-00100 and MI-01-00101. Above the table, there are several buttons: "Upload Building Data", "View Details", "Change Report Period", "Submit Tenant Certs", "Proceed to Units", "Reports", and "Close". A "Message from webpage" dialog box is open in the center, asking "Are you sure you want to submit this form to Agency?" with "OK" and "Cancel" buttons. The bottom of the screen shows a browser address bar with the URL "http://msghda-aod-web/COL-TST/MCOLwait.html" and a "Local intranet" label.

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
<input checked="" type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	READY	00/00/00
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	READY	00/00/00

**Upon completion of all units in a building, click the Submit Tenant Certs button. You will be questioned to make sure.**

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Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
Ⓜ	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	SUBMITTED	06/20/12
Ⓢ	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	READY	00/00/00

Submitted Date

Once the building has been submitted, the system attempts to automatically process your data and push you through to the next reporting period. If no potential items of non-compliance are detected, you will see the Last Report Date change to be the last date for the successfully posted reporting period, and the status will show as “Not Ready” again, this time in reference to the next reporting period due. If potential non-

**compliance is detected, the status changes to “Submitted” and shows the date until MSHDA approves the data or contacts the administrative account holder via email.**

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**Buildings**

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Record Status	Last Submission Date
<input checked="" type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	SUBMITTED	06/20/12
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	SUBMITTED	06/20/12

Occupancy Data

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**Projects**

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
<input type="radio"/>	TEST1	Suzanne Test	554 Music Lane	SUBMITTED	10/28/10
<input type="radio"/>	TEST2	Fritz Test	556 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST3	Lynda Test	557 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST4	Tyler Test	558 Music Lane	SUBMITTED	11/05/10
<input type="radio"/>	TEST5	Kendrick Test	559 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST6	Danielle Test	553 Music Lane	SUBMITTED	01/21/11
<input checked="" type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	06/20/12

Owner Certification

Total Number of Projects: 7

At year-end, after the submissions of both the Occupancy Data (top screen) and Owner Certification (bottom screen), this concludes the submission process for the entire year.