

Certifications Online Training



**Welcome To Training For Online
Certification Reporting (COL)**

<https://mshda3.cgi-bps.com>

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Getting Started-Logging In

Getting Started – Logging In

Michigan.gov
The Official State of Michigan Website

Michigan State Housing Development Authority - PRD

Tuesday, June 19, 2012

Certification On Line
Version: 4.8

To change your user name/password [Click Here >>](#)

Log In

Type your user name

Password

***Note:** The user name and password fields are case sensitive.

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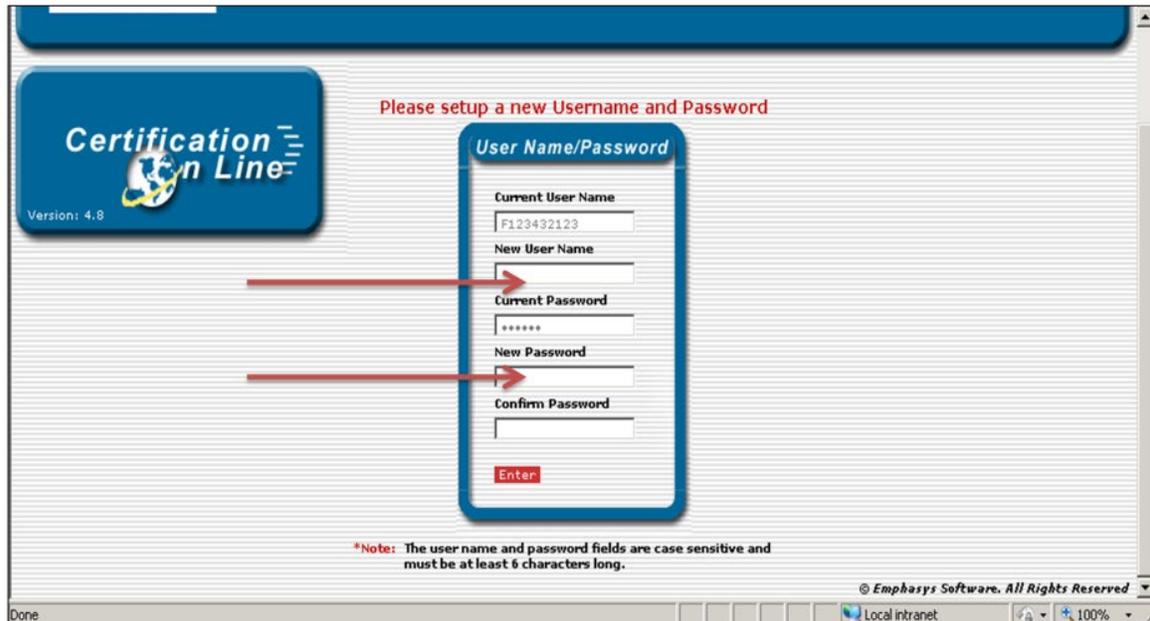
The management company initial username is its' Management Company Number. There is only one primary user per company. All on-site managers are treated as subsidiaries of this one primary user for the company.

Getting Started – Logging In

The screenshot shows a web browser window displaying the login page for the Michigan State Housing Development Authority - PRD Certification Line. The page has a blue header with the Michigan.gov logo and the text "Michigan State Housing Development Authority - PRD". The date "Tuesday, June 19, 2012" is displayed in the top right corner. Below the header, there is a "Certification Line" logo with the text "Version: 4.8". A central "Log In" box contains two input fields: "Type your user name" and "Password", followed by a red "Enter" button. To the left of the login box, there is a link: "To change your user name/password [Click Here >>](#)". Below the login box, a red note states: "*Note: The user name and password fields are case sensitive." The footer of the page includes the copyright notice "© Emphasys Software. All Rights Reserved". The browser's address bar shows "Internet" and the zoom level is set to "100%".

Note: If logging in as an on-site manager, you must use the username and password the primary account holder for your management company grants you.

Getting Started – Logging In



The screenshot displays the Certification On Line (COL) interface. On the left, there is a blue logo for 'Certification On Line' with 'Version: 4.8' below it. The main content area has a red heading: 'Please setup a new Username and Password'. Below this is a form titled 'User Name/Password' with the following fields: 'Current User Name' (containing 'F123432123'), 'New User Name', 'Current Password' (containing '*****'), 'New Password', and 'Confirm Password'. Two red arrows point to the 'New User Name' and 'New Password' fields. At the bottom of the form is a red 'Enter' button. A red note at the bottom of the page states: '*Note: The user name and password fields are case sensitive and must be at least 6 characters long.' The footer includes '© Emphasys Software. All Rights Reserved' and 'Local Intranet'.

A new username and password must be chosen at initial login. This event will only occur at initial login. At all subsequent logins, the newly selected username and password should be used to access COL. Note: All on-site user password resets are to be handled by the primary account holder for the management company.

Getting Started – Logging In

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

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management !

Tuesday, June 19, 2012

Projects

[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
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Local intranet 100%

For the primary user, all properties managed by the management company are listed. On-site users will only see properties to which the primary user gives them access.

Familiarizing Yourself – COL Page Layout

Familiarizing Yourself – COL Page Layout

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Projects [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
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Home

Clicking the Home button at any point in the process will take you back to this main screen.

Familiarizing Yourself – COL Page Layout

Michigan.gov
The Official Site of Michigan's Future

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Available Document Templates

Financial Audit

Select	Template Name	Original Template Name	Uploaded By	Uploaded On
*** No Templates found for this category ***				

Budget

Select	Template Name	Original Template Name	Uploaded By	Uploaded On
*** No Templates found for this category ***				

Monthly Income & Expense (MIE)

Select	Template Name	Original Template Name	Uploaded By	Uploaded On
<input type="radio"/>	Sample MIE Template	MSHDA_MIE_-_Empty_Template.xls	Emphasys Admin User	03/01/10 08:47:09

Local Intranet 100%

Clicking the Document Templates button will provide a screen like this one, where financial documents can be uploaded to MSHDA Asset Management.

Familiarizing Yourself – COL Page Layout

Michigan.gov
The Official Site of Michigan's Website

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Tuesday, June 19, 2012

Projects [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
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

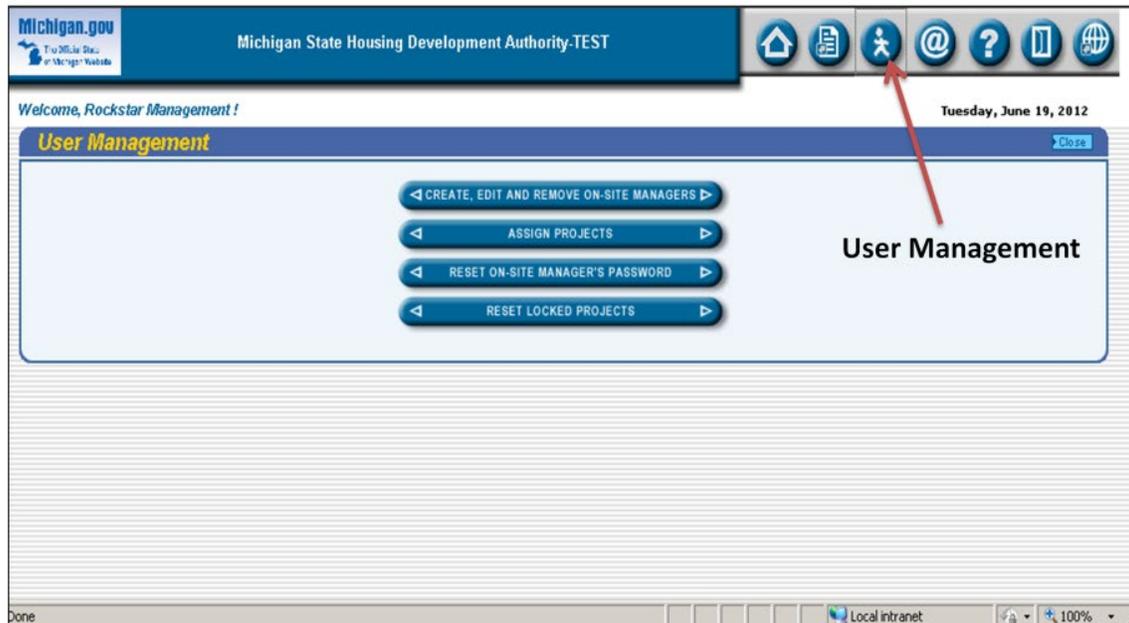
Total Number of Projects: 7

Upload Files

Local intranet 100%

Just like Document Templates, you can access the same screen to allow financial documents to be uploaded to MSHDA Asset Management by clicking on the Upload Files button.

Familiarizing Yourself – COL Page Layout



The User Management button is the next one down the line. Only the primary account holder for the management company has access to this button; on-site users will see the button grayed out. This button is discussed in greater detail in the User Management section of this presentation.

Familiarizing Yourself – COL Page Layout



Michigan.gov
The Official Site of Michigan's Website

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Tuesday, June 19, 2012

Projects

[Upload Files](#) [Annual Other Certs](#) [Proceed to Buildings](#)

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Contact Us

Local intranet 100%

The Contact Us button refers you to an email account where you can voice your comments and concerns to MSHDA.

Familiarizing Yourself – COL Page Layout

The screenshot displays the Michigan State Housing Development Authority (MSHDA) website interface. The header includes the Michigan.gov logo and the text 'Michigan State Housing Development Authority:TEST'. A navigation bar contains icons for home, print, accessibility, email, help, and search. The main content area is titled 'Welcome, Rockstar Management!' and shows the date 'Tuesday, June 19, 2012'. The 'Projects' table lists seven projects with their IDs and names. A 'New Message' email form is open, showing the 'To' field with the address 'mshdacompliance@michigan.gov'. The 'Last Annual Submission Date' table shows dates for various projects. The total number of projects is listed as 7.

Project Select	Project ID Number	Development Name
<input checked="" type="radio"/>	TEST1	Suzanne Test
<input type="radio"/>	TEST2	Fritz Test
<input type="radio"/>	TEST3	Lynda Test
<input type="radio"/>	TEST4	Tyler Test
<input type="radio"/>	TEST5	Kendrick Test
<input type="radio"/>	TEST6	Danielle Test
<input type="radio"/>	TYLER	House of Rock

Last Annual Submission Date
10/28/10
00/00/00
00/00/00
11/05/10
00/00/00
01/21/11
09/17/10

Total Number of Projects: 7

When you click the Contact Us button, a new email window opens on your screen. The address to send to is listed as mshdacompliance@michigan.gov.

Familiarizing Yourself – COL Page Layout

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management !
Tuesday, June 19, 2012

Projects [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
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

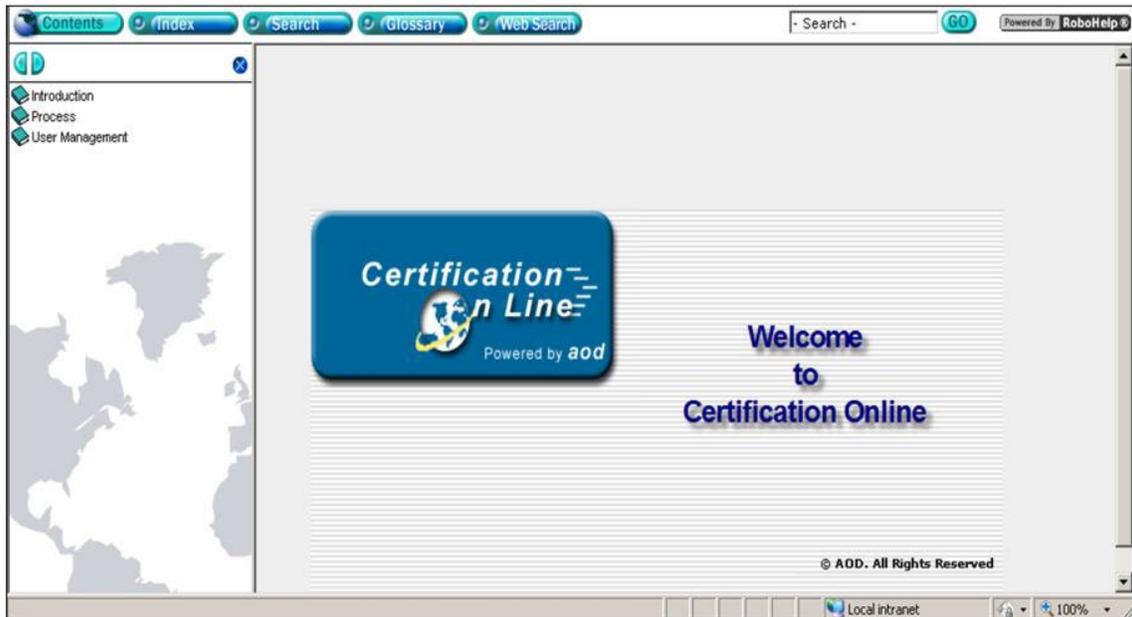
Total Number of Projects: 7

Help

Local intranet 100%

Whenever you get stuck or have questions about something in the system, click here on Help.

Familiarizing Yourself – COL Page Layout



If you click on Help, a new window opens that looks something like this, there to guide you through trouble areas.

Familiarizing Yourself – COL Page Layout

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management ! Tuesday, June 19, 2012

Projects [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
<input checked="" type="radio"/>	TEST1	Suzanne Test	554 Music Lane	SUBMITTED	10/28/10
<input type="radio"/>	TEST2	Fritz Test		NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST3	Lynda Test		NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST4	Tyler Test		SUBMITTED	11/05/10
<input type="radio"/>	TEST5	Kendrick Test		NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST6	Danielle Test	553 Music Lane	SUBMITTED	01/21/11
<input type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Log Out

Message from webpage: Are you sure you want to log out? OK Cancel

http://mshda-aod-web/COL-TST/col070.acu?hcol070-userid-in=F123432123&hcol070-logoutstatus-in=logout&hcol070-main Local intranet 100%

Click the Log Out button when you wish to end your session. A message will appear asking “Are you sure...?” Clicking OK will return you to the main login screen.

Familiarizing Yourself – COL Page Layout

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Projects [Upload Files](#) [Annual Owner Certs](#) [Process to Buildings](#)

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

MSHDA Website

Local intranet 100%

For more help and access to other online resources, use this link to the MSHDA website.

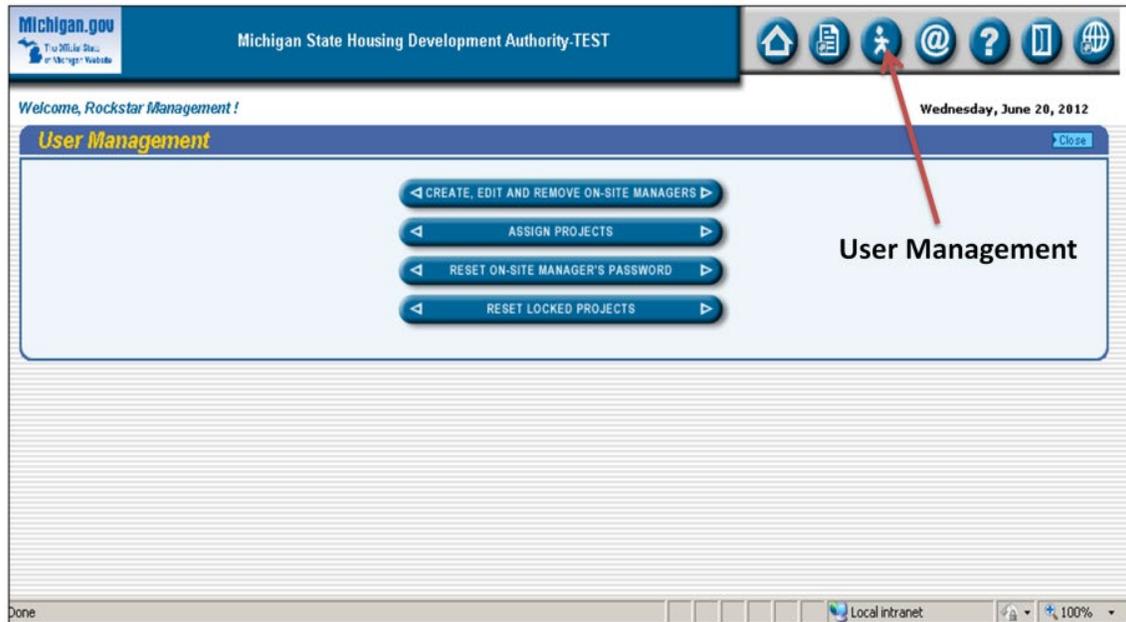
Familiarizing Yourself – COL Page Layout

The screenshot displays the MSHDA website interface. At the top, there is a banner with the MSHDA logo and the tagline "Investing in People. Investing in Places." The navigation bar includes "Michigan.gov Home", "MSHDA Home", "Michigan State Housing Development Authority", and "Online Services". A search bar is located on the right. The main content area is titled "Property Managers" and contains a paragraph of introductory text, a link to "MSHDA Average Per Unit Annual Development Operating Expenses", and several sub-sections with "Click here for" links: "Compliance for Rental Housing", "Michigan Housing Locator", "Management Agents", "Property Improvement for Landlords", and "Performance Based Contract Administration". A right-hand sidebar lists "MSHDA Quick Links" such as "Events & Training", "News Releases", "Media Center", "MiScorecard Performance Summary", "How to File an ADA Complaint with the Michigan State Housing Development Authority", "Eligible Distressed Areas (2012)", "Combined Application for Rental Housing Programs", "Regulated Plans", "Enabling Legislation", "Consumer Privacy Policies and Practices", and "Technical Assistance". The browser's address bar shows "http://www.michigan.gov/mshda/" and the status bar indicates "Trusted sites" and "100%" zoom.

This button will open up a new window linking you to the Property Managers tab on the MSHDA website. The only button that now remains is User Management.

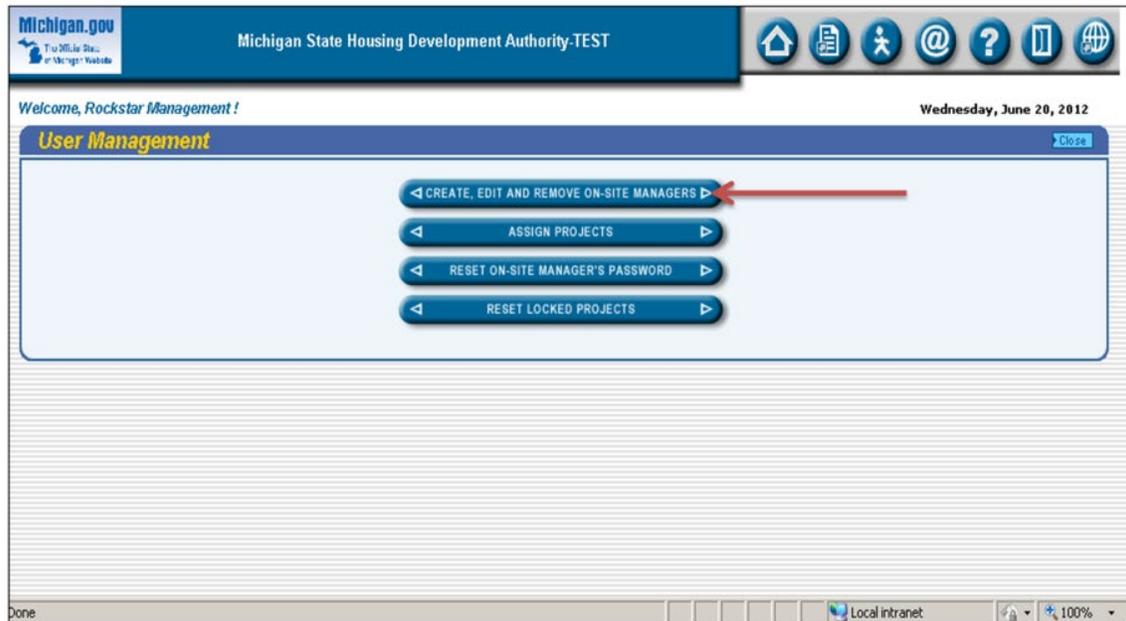
User Setup – Establishing On-Site Managers

User Setup – Establishing On-Site Managers



Clicking the User Management button will bring you to this screen. Reminder: Only the primary account holder for the management company has access to this button; on-site users will see the button grayed out.

User Setup – Establishing On-Site Managers



The Create, Edit, & Remove On-site Managers button allows the primary account holder to designate other users to enter information into the system.

User Setup – Establishing On-Site Managers

Michigan.gov
The Official Site of Michigan's Future

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Wednesday, June 20, 2012

On-Site Managers

Select	User Name	Full Name
<input checked="" type="radio"/>	HULLTY12	Tyler W Hull
<input type="radio"/>	POLITZASU	Suzanne Politza
<input type="radio"/>	SEITZFR	Fritz Seitz
<input type="radio"/>	BELISLELY	Lynda Belisle
<input type="radio"/>	WEBERK	Kendrick Weber
<input type="radio"/>	BENGELD	Danielle Bengel

New View/Update Delete Close

New View/Update Delete Close

Local intranet 100%

All on-site managers associated with the management company are listed.

User Setup – Establishing On-Site Managers

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

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Wednesday, June 20, 2012

On-Site Manager Update Cancel

First name: Tyler
Middle: W
Last name: Hull
E-mail: hullt@michigan.gov
Financial Manager Only:

User Name: HULLTY12 *Note: The user name and password fields must be at least 6 characters long.
Password: password

Update

Done Local intranet 100%

Clicking either New or View/Update brings you to this screen where you must enter the user's information. When finished, click Update. Please note: Once a username has been chosen, this field cannot be changed at any time.

User Setup – Establishing On-Site Managers

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management !
Wednesday, June 20, 2012

On-Site Managers [New] [View / Update] [Delete] [Close]

Select	User Name	Full Name
<input checked="" type="radio"/>	HULLTY12	
<input type="radio"/>	POLITZASU	
<input type="radio"/>	SEITZFR	
<input type="radio"/>	BELISLELY	
<input type="radio"/>	WEBERK	
<input type="radio"/>	BENGELD	Danielle Bengel

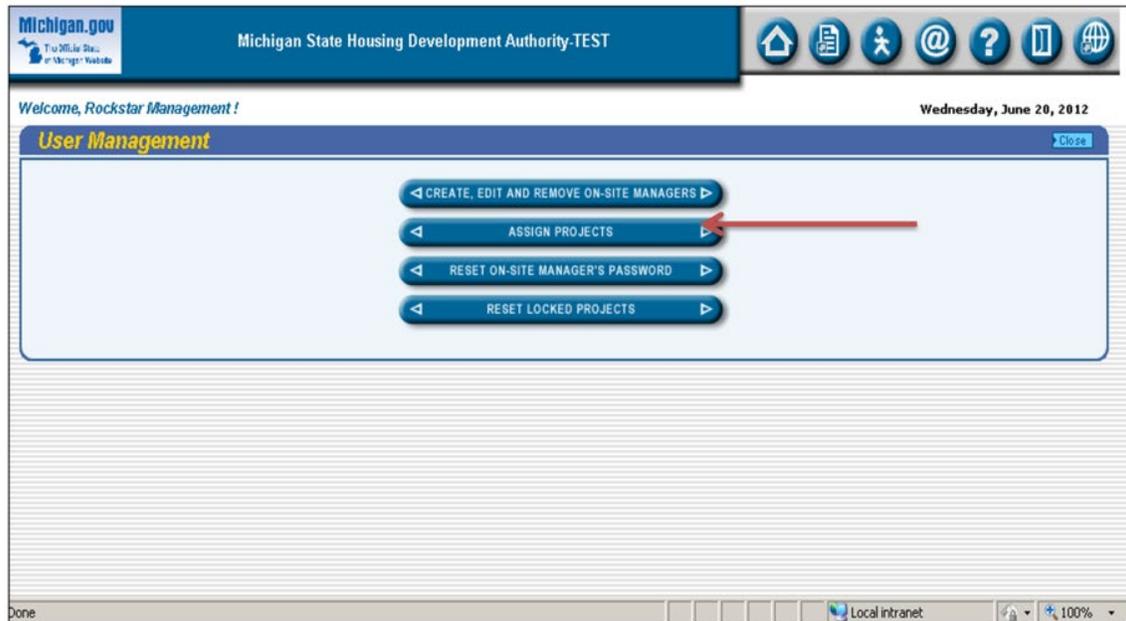
Message from webpage
Are you sure you want to delete this Manager?
OK Cancel

Delete

http://mshda-aod-web/COL-TST/HCOL071.html Local intranet 100%

Clicking Delete will provide you with this message. Be very sure before you click OK.

User Setup – Establishing On-Site Managers



After creating the users you must assign them to the properties they manage. Each property can only have one user beyond the primary account holder assigned to it.

User Setup – Establishing On-Site Managers

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management ! Wednesday, June 20, 2012

On-Site Managers Update Close

Name: Tyler W Hull **Select a User** Update

Project Assignment

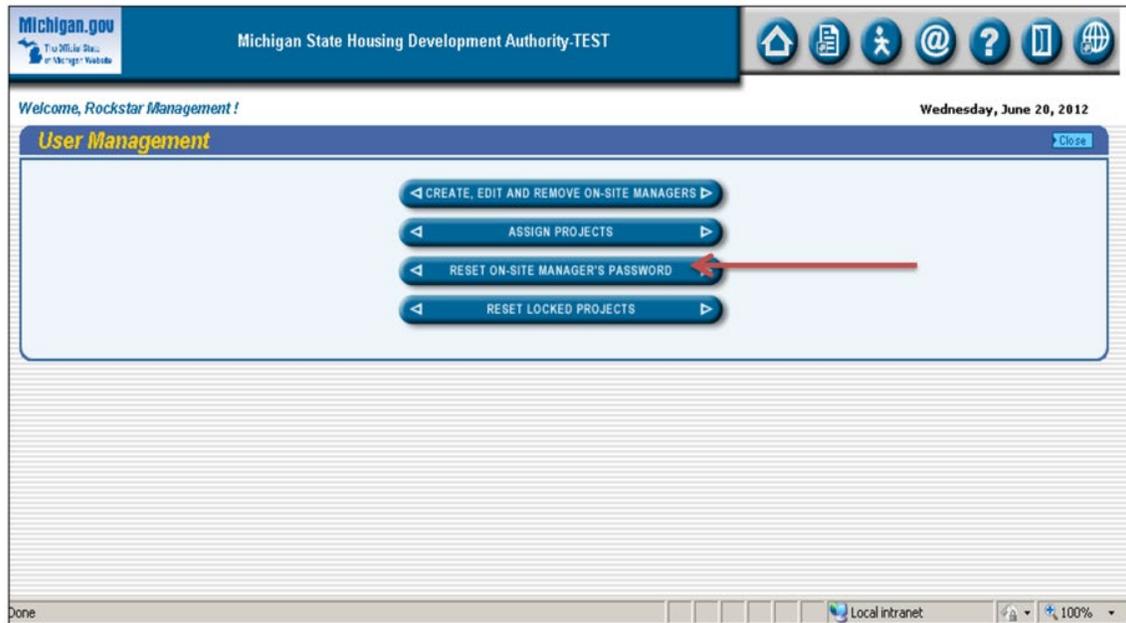
Assign	Project ID	Name of the Development	Address	Assigned To
<input type="checkbox"/>	TEST1	Suzanne Test	554 Music Lane	Suzanne Politza
<input type="checkbox"/>	TEST2	Fritz Test	556 Music Lane	Fritz Seitz
<input type="checkbox"/>	TEST3	Lynda Test	557 Music Lane	Lynda Belisle
<input checked="" type="checkbox"/>	TEST4	Tyler Test	558 Music Lane	** UNASSIGNED **
<input type="checkbox"/>	TEST5	Kendrick Test	559 Music Lane	Kendrick Weber
<input type="checkbox"/>	TEST6	Danielle Test	553 Music Lane	Danielle Bengel
<input checked="" type="checkbox"/>	TYLER	House of Rock	555 Music Lane	** UNASSIGNED **

Check Boxes

Done Local intranet 100%

To assign a project, select a user from the dropdown menu, check the boxes of their properties, and click Update.

User Setup – Establishing On-Site Managers



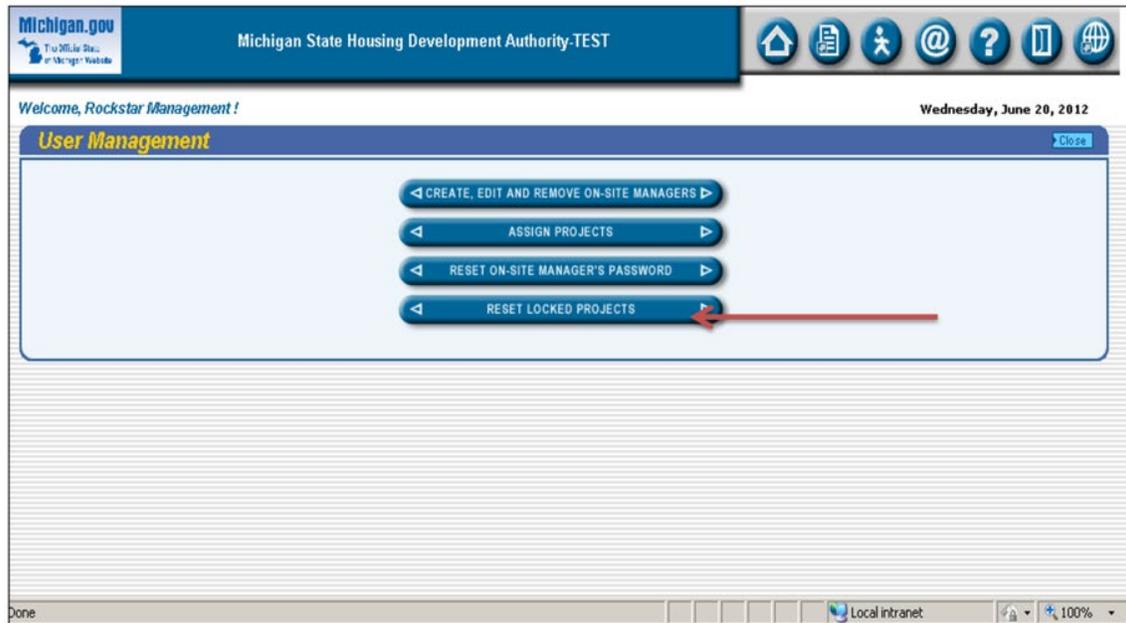
Password resets are handled exclusively by the primary account holder for your management company.

User Setup – Establishing On-Site Managers



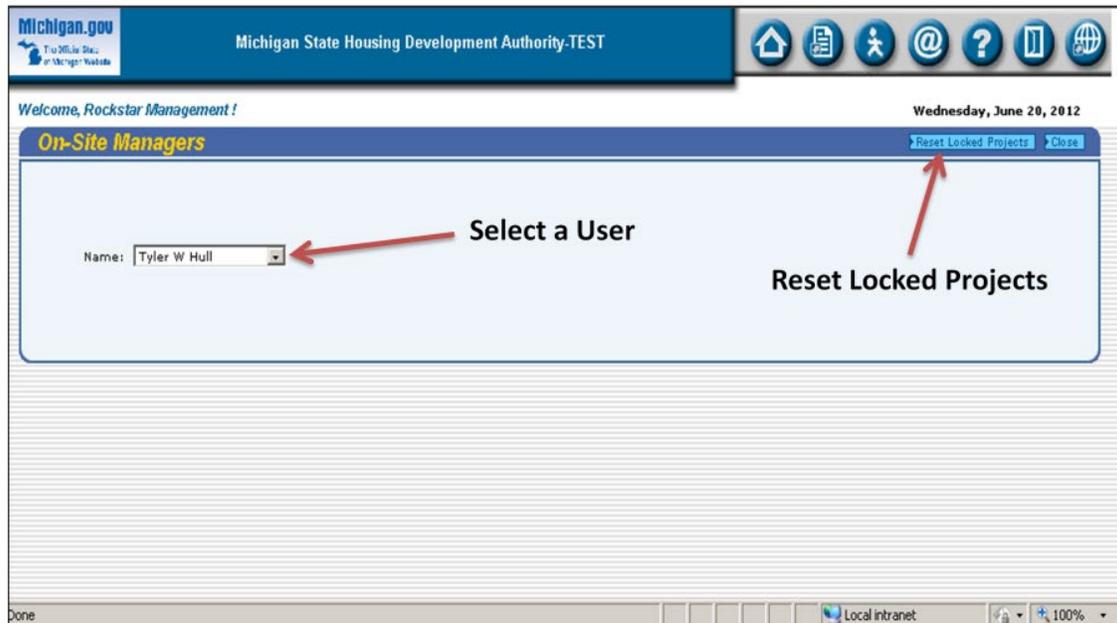
To reset a user's password, first select a user from the dropdown menu then click Reset Password.

User Setup – Establishing On-Site Managers



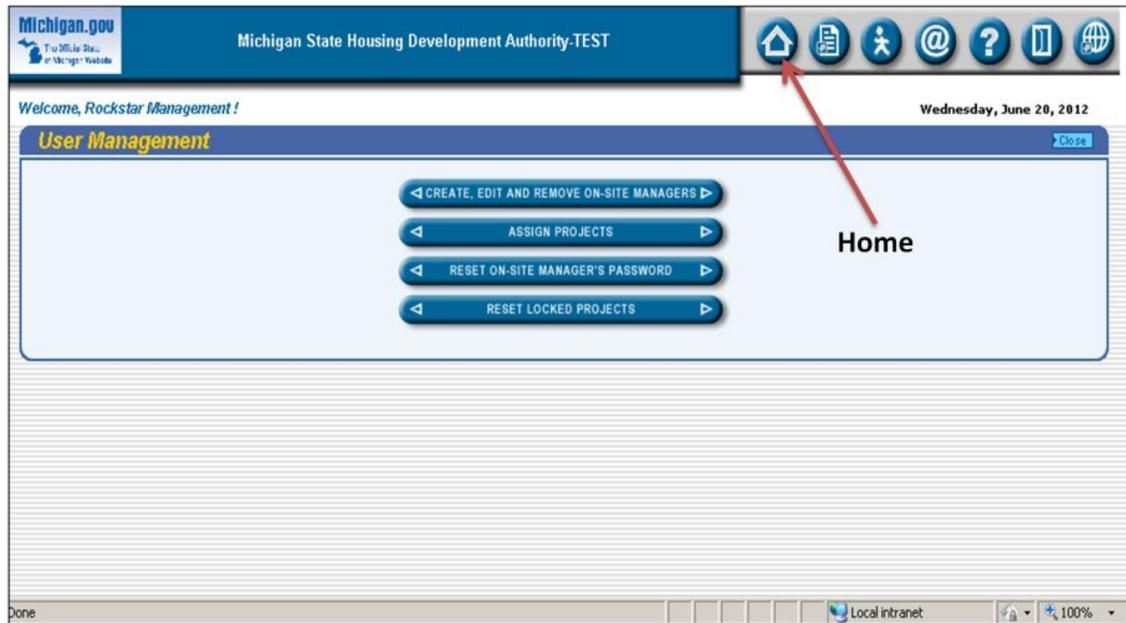
The Reset Locked Projects option allows the primary account holder to release/unlock all projects assigned to a particular on-site manager.

User Setup – Establishing On-Site Managers



A project displays as “locked” whenever one manager is working in it and another manager tries to access the same project. When you log out, the project unlocks. If your session is terminated due to system error or power outage, for example, these projects will sometimes stay “locked.” To correct, use this screen.

User Setup – Establishing On-Site Managers



Return to the main menu by clicking Home to begin learning about the Annual Owner's Certification in the next section of this presentation.

Processing Annual Owner's Certifications

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management ! Tuesday, June 19, 2012

Projects [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
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Annual Owner Certs

Local intranet 100%

~~To process the Owner's Certification click on the Annual Owner Certs button. For 2010 and 2011, the Owner's Cert needs to be submitted in the system and then again using MSHDA's format. For 2012 and moving forward, MSHDA plans to make the form available for online submission.~~

Obsolete

Processing Annual Owner's Certifications

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

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! **Update** Wednesday, June 20, 2012

Annual Owner Certification Update Submit Annual Owner Cert Form Close

Project ID: TEST5 Kendrick Test
Owner Tax ID: F-123212321 Rockstar Ownership
Last Cert Ending: 00/00/0000 Type of Certification: Certification
New Certification Period: 01/01/2010 to 12/31/2010

Submit Close

No Buildings have been Placed in Service
 At least one building has been Placed in Service but owner elects to begin credit period in the following year
 None of the above applies

Annual Owner Cert Form
Enter Reporting Period

The undersigned: _____
On behalf of: _____

1. The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

Local intranet 100%

~~Enter the dates of the reporting period and answer the questions as appropriate. Note: Answers have already been checked according to compliance standards. Please change your answers as needed to appropriately reflect the status of your property.~~

Obsolete

Processing Annual Owner's Certifications

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Wednesday, June 20, 2012

12. An extended low-income housing commitment as described in Section 42(h)(6) was in effect, including the requirement under Section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant holds a voucher or certificate of eligibility under Section 8 of the US Housing Act of 1937, 42 U.S.C.1437s. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a Section 8 voucher:
 YES NO N/A

13. The owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(5) of the Code and its non-profit entity materially participated in the operation of the development within the meaning of Section 469(h) of the Code:
 YES NO N/A

14. The owner has complied with Section 42(h)(6)(E)(ii)(I) and not evicted or terminated the tenancy of an existing tenant of any low-income unit other than for good cause:
 YES NO N/A

15. The owner has complied with Section 42(h)(6)(E)(ii)(II) and not increased the gross rent above the maximum allowed under Section 42 with respect to any low-income unit:
 YES NO N/A

16. There has been no change in the ownership or management of the project:
 NO CHANGE CHANGE

Local intranet 100%

~~This slide continues from the last, showing a scrolled down view so you can see the rest of the questions. There are 16 questions in total for the owner to answer.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

12. An extended low-income housing commitment as described in Section 42(h)(6) was in effect, including the requirement under Section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant holds a voucher or certificate of eligibility under Section 8 of the US Housing Act of 1937, 42 U.S.C.1437s. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a Section 8 voucher:
 YES NO N/A

13. The owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(5) of the Code and its non-profit entity materially participated in the operation of the development within the meaning of Section 469(h) of the Code:
 YES NO N/A

14. The owner has complied with Section 42(h)(6)(E)(ii)(I) and not evicted or terminated the tenancy of an existing tenant of any low-income unit other than for good cause:
 YES NO N/A

15. The owner has complied with Section 42(h)(6)(E)(ii)(II) and not increased the gross rent above the maximum allowed under Section 42 with respect to any low-income unit:
 YES NO N/A

16. There has been no change in the ownership or management of the project:
 NO CHANGE CHANGE

Ownership Transfer Owner Contact Change Management Contact Change

~~If there are changes in ownership of the property or change in owner or management contact, mark "CHANGE" on question #16 and click on the appropriate change type.~~

Obsolete

Processing Annual Owner's Certifications

The screenshot shows a web application interface for the Michigan State Housing Development Authority (MSHA). The header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". A navigation bar contains icons for home, print, user, email, help, and search. The main content area is titled "Transfer of Ownership" and includes a "Welcome, Rockstar Management!" message and the date "Wednesday, June 20, 2012". The form contains several input fields: "Date of Change", "Taxpayer ID", "Legal Owner First", "Middle", "Last", "General Partnership", and "Status of Partnership". At the top right of the form are three buttons: "Update", "Clear Entry", and "Cancel". Red arrows point from the text labels "Update", "Clear Entry", and "Cancel" to their respective buttons. The browser's status bar at the bottom shows "Done" and "Local intranet".

~~The Ownership Transfer button takes you to this screen.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Change Owner Contact

Date of Change:

Contact First:

Middle:

Last:

Phone:

Fax:

E-mail:

Update Clear Entry Cancel

Update
Clear Entry
Cancel

Done Local intranet 100%

~~The Owner Contact Change button takes you to this screen.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Change in Manager Contact Update Clear Entry Cancel

Date of Change:

Management Co. Name:

Management Address1:

Address2:

City:

State:

Zip Code:

Contact First:

Middle:

Last:

Phone:

Fax:

E-mail:

Update Clear Entry Cancel

Local intranet 100%

~~The Management Contact Change button takes you to this screen.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Annual Owner Certification Update Submit Annual Owner Cert Form Close

Project ID: TEST5 Kendrick Test
Owner Tax ID: F-123212321 Rockstar Ownership
Last Cert Ending: 00/00/0000 Type of Certification: Certification
New Certification Period: 01/01/2010 to 12/31/2010

No Buildings have been Placed in Service
 At least one building has been Placed in Service but owner elects to begin credit period in the following year
 None of the above applies

Annual Owner Cert Form

The undersigned: _____
On behalf of: _____

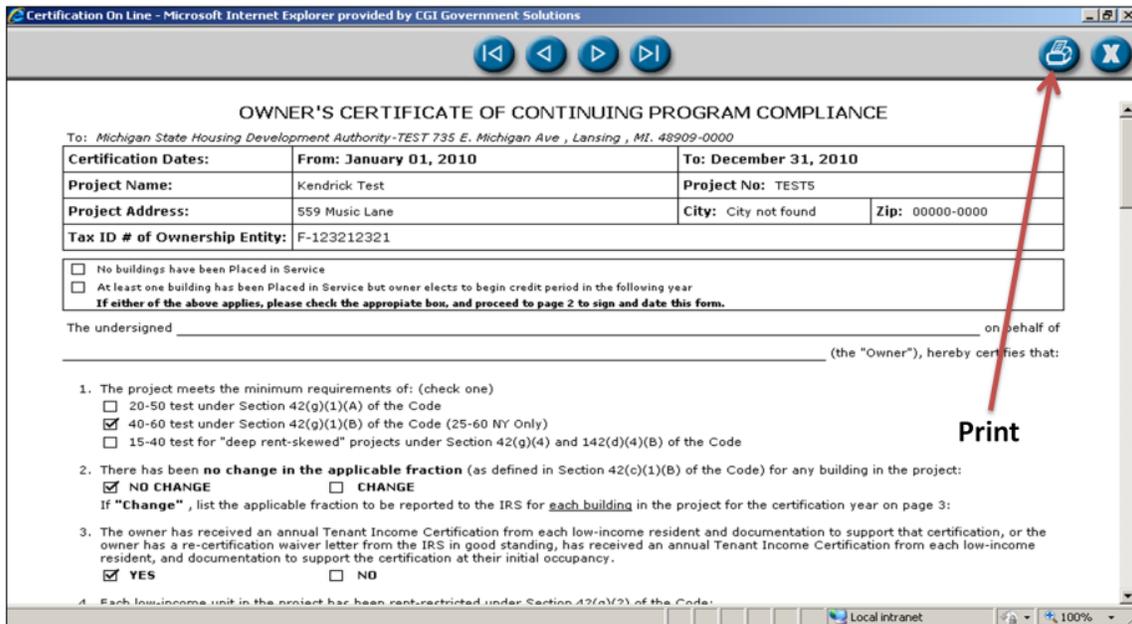
1. The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

Local intranet 100%

~~Click on the Annual Owner Cert Form button to print the completed form.~~

Obsolete

Processing Annual Owner's Certifications



Certification On Line - Microsoft Internet Explorer provided by CGI Government Solutions

OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE

To: Michigan State Housing Development Authority-TEST 735 E. Michigan Ave , Lansing , MI. 48909-0000

Certification Dates:	From: January 01, 2010	To: December 31, 2010	
Project Name:	Kendrick Test	Project No: TESTS	
Project Address:	559 Music Lane	City: City not found	Zip: 00000-0000
Tax ID # of Ownership Entity:	F-123212321		

No buildings have been Placed in Service
 At least one building has been Placed in Service but owner elects to begin credit period in the following year
If either of the above applies, please check the appropriate box, and proceed to page 2 to sign and date this form.

The undersigned _____ on behalf of _____ (the "Owner"), hereby certifies that:

- The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)
 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code
- There has been **no change in the applicable fraction** (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:
 NO CHANGE **CHANGE**
If "Change", list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 3:
- The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that certification, or the owner has a re-certification waiver letter from the IRS in good standing, has received an annual Tenant Income Certification from each low-income resident, and documentation to support the certification at their initial occupancy.
 YES **NO**
- Each low-income unit in the project has been rent-restricted under Section 42(a)(2) of the Code:

Local intranet 100%

~~This is a print preview of the completed document before printing. To print, click the Print button.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Annual Owner Certification Update Submit Annual Owner Cert Form Close

Project ID: TEST5 Kendrick Test
Owner Tax ID: F-123212321 Rockstar Ownership
Last Cert Ending: 00/00/0000 Type of Certification: Certification
New Certification Period: 01/01/2010 to 12/31/2010

Update

No Buildings have been Placed in Service
 At least one building has been Placed in Service but owner elects to begin credit period in the following year
 None of the above applies

The undersigned: _____
On behalf of: _____

1. The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

Local intranet 100%

~~If you would like to stop before submitting to MSHDA and return to your entries later, remember to click Update. All current-year Annual Owner Certifications should not be submitted until year-end.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Annual Owner Certification

Project ID: TEST5
Owner Tax ID: F-123212321
Last Cert Ending: 00/00/0000
New Certification Period: 01/01/2010 to 12/31/2010

Message from webpage: Are you sure you want to submit this form to Agency?
OK Cancel

No Buildings have been Placed in Service
 At least one building has been Placed in Service but owner elects to begin credit period in the following year
 None of the above applies

The undersigned: _____
On behalf of: _____

1. The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

Submit

~~Upon completion of the entire form, click on Submit to send the document to MSHDA for annual review.~~

Obsolete

Processing Annual Owner's Certifications

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management ! Tuesday, June 19, 2012

Projects [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
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Submitted

Date

Total Number of Projects: 7

Local intranet 100%

~~Annual Owner Cert Status will now show "SUBMITTED" and the date sent.~~

Unit Updates & Changes

Obsolete

Unit Updates & Changes

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Projects [Upload Files](#) [Annual Owner Certs](#) [Proceed to Buildings](#)

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Annual Submission Date
<input checked="" 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 type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Proceed to Buildings

Local intranet 100%

~~Now you are working toward tenant data entry. Begin by clicking the Proceed to Buildings button.~~

Obsolete

Unit Updates & Changes

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

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	NOT READY	00/00/00
○	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Upload Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Upload Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

~~This slide shows the layout of the Buildings page. From this page you can access all of these different building functions. The Upload Building Data button is covered in a later section of this presentation, so first we'll look at View Details.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's Housing

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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

View Details

Done Local intranet 100%

~~To view building detail information click on the View Details button.~~

Obsolete

Unit Updates & Changes

The screenshot displays the Michigan State Housing Development Authority (MSHDA) website interface. At the top, the header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". Below the header, there is a navigation bar with icons for home, print, accessibility, email, help, and search. The main content area is titled "Building Detail Information" and contains the following data:

BUILDING ADDRESS

Building ID:	MI-01-00100
Address 1:	555 Music Lane
Address 2:	
City:	City not found
State:	MI
Zip Code:	48823-0000
County:	County not found

Compliance status as of last reporting period

TOTALS	
Number of Units:	4
Sq Footage:	4,000

BUILDING COMPLIANCE STATUS

	Last Tested on	Last Report Ending Date	Status
IRS	09/17/10	12/31/05	In compliance
Agency	00/00/00	12/31/05	Not tested
Home	00/00/00	12/31/05	Not tested

The screenshot also shows a "Close" button with a red arrow pointing to it, and a "Done" button at the bottom left. The browser status bar at the bottom indicates "Local intranet" and "100%".

~~Here you can see the compliance status as of the last reporting period. Statuses with the IRS, MSHDA Agency, and HOME Program are shown. This is a "view only" screen – You can not enter any information here.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's Housing

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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

Change Report Period

Done Local intranet 100%

~~Next, click on the Change Report Period button. When submitting a reporting period that ends on 12/31, the Annual Owner's Certification must first be submitted or an error will appear.~~

Obsolete

Unit Updates & Changes

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Change Report Period [Update] [Close]

Building ID: MI-01-00100

New Reporting Period: 01/01/10 to 12/31/10

Enter the dates of the reporting period

~~Enter the dates of the new reporting period in the available boxes. Note: MSHDA has the capabilities to set up your reporting period as either Monthly or Quarterly, but may also use longer frequencies of Semi-Annually or Annually to allow properties to get caught up to current data quickly when first starting their data entry. Upon entering 2012 data, all frequencies must be set as Monthly or Quarterly and remain this way moving forward.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's Housing

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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

Proceed to Units

Done Local intranet 100%

~~The Submit Tenant Certs button will be addressed in a later section of this presentation. To continue, select a building by checking the dot along the left hand side and click on the Proceed to Units button.~~

Obsolete

Unit Updates & Changes

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	Lead of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

Unit Definition Income & Rent Test New Tenant Cert/Recert View/Modify Current Tenant Cert Delete Tenant Cert Moveout Unit Transfer Ready All Units Close

Local intranet 100%

~~All of the units in the selected building are listed here.~~

Obsolete

Unit Updates & Changes

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Units | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | View / Modify Current Tenant Cert | Delete Tenant Certs | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

Unit Definition

Local intranet 100%

~~To access unit information click on the Unit Definition button.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's Website

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	100	1	1,000	Occupied	Dana Grohl
<input type="radio"/>	101	1	1,000	Occupied	Ryan Key
<input type="radio"/>	102	1	1,000	Occupied	Jon Fortman
<input type="radio"/>	103	1	1,000	Occupied	Brandon Flowers
<input type="radio"/>	104	1	1,000	Occupied	Elvis Presley

New View / Update Delete Close

New View/Update Delete Close

~~You may create a New unit, View/Update a unit, or Delete an existing unit.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's State Government

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management !

Wednesday, June 20, 2012

Unit Description

Unit Number:

Number of Bedrooms:

Unit Square Feet:

Utility Unit Type: (Note: For Utility Allowance purposes)

Unit Type:

Unit Designation

LIHTC Unit

HOME Unit Fixed Floating

Tax Exempt Unit

AHDP Unit

Other

Unit Number Correction ?

New Unit Number:

Local intranet 100%

~~New units are created and existing units changed on this screen.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's Website

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	100	1	1,000	Occupied	Dave Grohl
<input type="radio"/>	101	1	1,000	Occupied	Ryan Key
<input type="radio"/>	102	1	1,000	Occupied	Jon Foreman
<input type="radio"/>	103	1	1,000	Occupied	Brandon Flowers
<input type="radio"/>	104	1	1,000	Occupied	Elvis Presley

Buttons: New, View / Update, Delete, Close

Delete

~~An existing unit can be deleted by clicking the Delete button.~~

Obsolete

Unit Updates & Changes

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management !
Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	100	1	1,000	Occupied	Dave Grohl
<input type="radio"/>	101	1	1,000	Occupied	Ryan Key
<input type="radio"/>	102	1			Jon Foreman
<input type="radio"/>	103	1			Brandon Flowers
<input type="radio"/>	104	1			Elvis Presley

Message from webpage
Are you sure you want to delete this Unit?
OK Cancel

http://mshda-aod-web/COL-TST/HCOL027.html Local intranet 100%

~~Be very sure before you click OK.~~

Obsolete

Unit Updates & Changes

Michigan.gov
The Official Site of Michigan's Housing

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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%

~~Return to the Buildings page to continue this process with all buildings. Once all buildings have been updated, you are ready to begin manually entering tenant data. Note: If your management company uploads their tenant data from another system into MSHDA's, please jump to the Uploading Building Data section of this presentation next to learn about the process.~~

Processing Occupancy Information

Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management ! Wednesday, June 20, 2012

Building ID: MI-01-00100

Units Unit Definition Income & Rent Test New Tenant Cert / Pa-Cert View / Modify Current Tenant Cert Delete Tenant Certs Moveout Unit Transfer Ready All Units Close

Select	Unit Number	Tenant Name
<input type="radio"/>	100	Dave Gr
<input type="radio"/>	101	Ryan Ki
<input type="radio"/>	102	Jon For
<input type="radio"/>	103	Brandor
<input checked="" type="radio"/>	104	Elvis Pre

Income & Rent Test

Household Income & Rent Limit Status

HOUSEHOLD INFORMATION			
Unit ID:	104		
Head of Household:	Elvis Presley		
Family Size:	1		
No. of Bedrooms:	1		
Household Income:	25,005.00		
Gross Rents:	\$30.00		

	Effective as of	Maximum Amount	Status
Income Limits	03/08/2006	27,240	Below Income Limit
Rent Limits	03/08/2006	729	Below Rent Limit

At any point before or after you are entering certifications, you can use the Income & Rent Test button to verify that a household is below the maximum allowable income and rent limits set for the unit. Note: When calculating these maximums, COL does not take into account any of the deeper targeting AMI percentage levels at a property. On this screen, the system calculates only the maximum allowable limits based upon the largest AMI percentage permissible at the property.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Units | Unit Definition | Income & Rent Test | **New Tenant Cert / Re-Cert** | View / Modify Current Tenant Cert | Delete Tenant Certs | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

New Tenant Cert/Recert

Local intranet 100%

To enter a new move-in certification or an existing tenant recertification, click on the **New Tenant Certs** button.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10
House of Rock
Unit ID: 104
Current Unit Status: Market Rate
Last Report Ending: 12/31/05
 Ready to Submit

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Enter the dates of the reporting period

Local intranet 100%

This is the layout of the page where you can enter Tenant Income Certifications (TICs). Start by entering the dates of the reporting period in the upper left (these fields will already be updated if you entered your reporting period for the entire building using the Change Report Period button earlier as instructed).

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification Update Income & Rent Test Tenant Income Cert Form Close

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10

House of Rock
Unit ID: 104
Current Unit Status: Market Rate

Ready to Submit

Last Report Ending: 12/31/05

Update

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Done Local intranet 100%

If you would like to stop at any time during the process before submitting to MSHDA and return to your entries later, remember to click the top Update button.

Processing Occupancy Information

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Ready to Submit

Project ID: House of Rock

Building ID: Unit ID: Last Report Ending:

New Reporting Period: to Current Unit Status:

GENERAL INFORMATION (indicated by a red arrow)

HOUSEHOLD INCOME ASSETS UNIT RENT

Head of Household Basic Data

Name	SSN	Birth Date	Age
<input type="text" value="Elvis Presley"/>	<input type="text" value="444 44 4444"/>	<input type="text" value="04/04/1944"/>	<input type="text" value="66"/>
Sex	Employment Type/Occupation	Marital Status	
<input type="text" value="Male"/>	<input type="text" value="Retired"/>	<input type="text" value="---- Select Type ----"/>	

Type of Certification: Family Size: Non Qualified Students

Move-In Date: Household Annual Income:

Last Cert Date: Unit Assistance Type:

Initial/New Cert Date: Owner's Designation:

HOH Special Population:

Next, click on the General Information button along the left side of the screen and proceed to enter all Head of Household information. Note: If entering a new move-in TIC, the Initial/New Cert Date box should match the Move-In Date box.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10
House of Rock
Unit ID: 104
Current Unit Status: Market Rate
Last Report Ending: 12/31/05
Ready to Submit

Household Composition

Select	Member Name	SSN	Relation	Occupation Type
	Family Size	1		Full-Time Students 0

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Done Local intranet 100%

Click on the Household button. Members may be added, deleted, or updated here.

Processing Occupancy Information

The screenshot displays the Michigan State Housing Development Authority (MSHDA) Tenant Certification system. The header includes the Michigan.gov logo and the text "Michigan State Housing Development Authority-TEST". The date is Wednesday, June 20, 2012. The main section is titled "Tenant Certification" and contains the following information:

- Tenant Name: Elvis Presley
- Project ID: TYLER
- Building ID: MI-01-00100
- Unit ID: 104
- New Reporting Period: 01/01/10 to 12/31/10
- Current Unit Status: Market Rate
- Last Report Ending: 12/31/05

On the left, there is a sidebar with navigation tabs: GENERAL INFORMATION, HOUSEHOLD, INCOME, ASSETS, and UNIT RENT. A red arrow points to the HOUSEHOLD tab, which is labeled "Household".

The main content area has two sections for household members:

- Household Member (Basic Data)**: Includes fields for Member Name, Birth Date, Age, Relation (dropdown), SSN, and Employment Type/Occupation (dropdown). It has "Update" and "Cancel" buttons. A red arrow points to the "Update" button, which is labeled "Update".
- Household Member (Demographics)**: Includes fields for Sex, Marital Status, Special Population, Ethnicity, and Disabled. It has "Update" and "Cancel" buttons. A red arrow points to the "Update" button, which is labeled "Update".

For all units with more than one resident, enter all other member information. When finished entering each person, remember to click Update to save your changes.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
House of Rock
Unit ID: 104
Last Report Ending: 12/31/05
Current Unit Status: Market Rate

Ready to Submit

New Reporting Period: 01/01/10 to 12/31/10

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Household Income

Select	Member Name	Relation	Source of Income	Annual Income
<input checked="" type="checkbox"/>	Elvis Presley	Head of Household	Social Security/Pensions	20,000.00
<input type="checkbox"/>	Elvis Presley	Head of Household	Other	5,000.00

Annual Income: 25,000.00
Annual Asset Income: 0.00
Total Annual Household Income: 25,000.00

New View/Update Delete

Income

New View/Update Delete

Local intranet 100%

The Income button is next. Here, income for each household member may be added, updated, or deleted.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10

Ready to Submit
Last Report Ending: 12/31/05

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Annual Income: 20,000.00
Verification Date: 04/04/06

Pay Rate: 0.00
Pay Frequency: Hourly
Hours per Year: 2080
Annual Income: 0

Source of Income: Social Security/Pensions
Income Verification Source: -- Select Income Verification Source --

Income Calculate Update

Within Income, the Calculate button opens a window to assist with annual income if needed. When finished, remember to click Update to save your changes.

Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10

House of Rock
Unit ID: 104
Current Unit Status: Market Rate
Last Report Ending: 12/31/05

Ready to Submit

Household Assets

Select	Member Name	Relation	Type of Asset	Asset Income
<input checked="" type="checkbox"/>	Elvis Presley	Head of Household	CDs/Savings Accounts	5.00

Annual Income: 25,000.00
Annual Asset Income: 5.00
Total Annual Household Income: 25,005.00

Buttons: New, View/Update, Delete

Sidebar: GENERAL INFORMATION, HOUSEHOLD, INCOME, ASSETS, UNIT RENT

The Assets button is where all household assets must be entered. Use the New, View/Update, and Delete buttons to make all entries and modifications.

Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10
House of Rock
Unit ID: 104
Current Unit Status: Market Rate
Last Report Ending: 12/31/05

Ready to Submit

Assets Data

Member Name: Elvis Presley
Relation: Head of Household
Type of Asset: CDs/Savings Accounts
Cash Value: 333.00
Asset Verification Source: Account/Earnings Statement
Annual Asset Income: 5.00
Verification Date: 01/01/10

Update Cancel

Update Cancel

Assets

Fill in all of the information boxes. You can select the Member Name, Type of Asset, and Verification Source by clicking on the dropdown menus. When finished, remember to click Update.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification

Tenant Name:

Project ID: House of Rock

Building ID: Unit ID: Last Report Ending:

New Reporting Period: to Current Unit Status:

Ready to Submit

- GENERAL INFORMATION
- HOUSEHOLD
- INCOME
- ASSETS
- UNIT RENT**

Unit Rent

Rent Change Date:

Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance: (Note: Please enter this amount only if paid by Tenant)

Gross Rent: (Tenant Rent + Mandatory Charges + Utility Allowance)

Unit Rent

The last tab is Unit Rent. The different components of total gross rent are entered here.

Processing Occupancy Information

The screenshot displays the MSHDA Tenant Certification system interface. At the top, the header includes the Michigan.gov logo, the text 'Michigan State Housing Development Authority-TEST', and a navigation bar with icons for home, help, user, email, question, and print. Below the header, a welcome message reads 'Welcome, Rockstar Management!' and the date is 'Wednesday, June 20, 2012'. The main section is titled 'Tenant Certification' and contains several input fields: Tenant Name (Elvis Presley), Project ID (TYLER), Building ID (MI-01-00100), New Reporting Period (01/01/10 to 12/31/10), House of Rock, Unit ID (104), Current Unit Status (Market Rate), and Last Report Ending (12/31/05). A 'Ready to Submit' button is visible. A red arrow points to the 'Update' button in the top navigation bar. Below the main form, there are sections for 'Head of Household Basic Data' and 'Type of Certification'. The 'Head of Household Basic Data' section includes fields for Name (Elvis Presley), SSN (444 44 4444), Birth Date (04/04/1944), Age (56), Sex (Male), and Employment Type/Occupation (Retired). The 'Type of Certification' section includes fields for Move-In Date (04/04/06), Last Cert Date (04/04/06), Initial/New Cert Date, Family Size (1), Household Annual Income (20,000.00), Unit Assistance Type, Owner's Designation (LIHTC), and HOH Special Population. A sidebar on the left contains navigation buttons for GENERAL INFORMATION, HOUSEHOLD, INCOME, ASSETS, and UNIT RENT. The bottom of the page shows a 'Done' button and a 'Local intranet' status.

Reminder: If you would like to stop at any time during the process before submitting to MSHDA and return to your entries later, remember to click the top Update button.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Units | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | **View / Modify Current Tenant Cert** | Delete Tenant Certs | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

**View/Modify
Current Tenant Cert**

Local Intranet 100%

When you are ready to return to your saved work, click the View/Update Current Tenant Cert button. This will access the information for (re)certifications-in-progress.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification Update Income & Rent Test Tenant Income Cert Form Close

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10
House of Rock
Unit ID: 104
Current Unit Status: Market Rate
Last Report Ending: 12/31/05

Ready to Submit

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Tenant Income Cert Form

Done Local intranet 100%

Upon completion of all entries for the unit, use the Tenant Income Cert Form button to print the completed TIC.

Processing Occupancy Information

Certification On Line - Microsoft Internet Explorer provided by CGI Government Solutions

HUD LIHTC Tenant Data Collection Form

OMB Approval No. 2528-0165 (Exp. 05/31/2013)

Effective Date: 2016/01/01
Move-in Date: 2006/04/04 (YYYY/MM/DD)

Initial Certification Recertification Other

PART I - DEVELOPMENT DATA

Property Name: House of Rock County: County not found BIN #: MI-01-00100
Address: 555 Music Lane City not found, MI 48223-0000 Unit Number: 104 # Bedrooms: 1

Vacant Unit

PART II - HOUSEHOLD COMPOSITION

HH Mbr #	First Name Middle Initial & Last Name	Relationship to Head of Household	Race	Ethnicity	Disabled?	Date of Birth (YYYY/MM/DD)	F/T Student (Y or N)	Last 4 Digits Social Sec #
1	Eric Presley	H			2	1944/04/04	2	4444
2								
3								
4								
5								
6								
7								

PART III - GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
1		20,000.00		
1				5,000.00
TOTALS	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 5,000.00

Add totals from (A) through (D), above TOTAL INCOME (E): \$ 25,000.00

Local intranet 100%

Print

This screen acts as a print preview of the document. To print, click the Print button in the upper right-hand corner.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification Update Income & Rent Test Tenant Income Cert Form Close

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10
House of Rock
Unit ID: 104
Current Unit Status: Market Rent
Last Report Ending: 12/31/05

Ready to Submit

Ready to Submit

This will change the envelope from **open** to **closed** when you go back in to view the cert again.

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Done Local intranet 100%

When the recert is complete, check the box marked Ready to Submit, then click Update. This returns you to the Units page. Note: The image of the envelope should now show as closed when you go back in to view the TIC.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

**Delete
Tenant Cert**

To delete a tenant certification, select a tenant and click on the Delete Tenant Certs button.

Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100 Unit ID: 104

(Re)Certifications						Delete	Copy
Move-in	Head of Household	Last Cert Date	Rent Change Date	Move-out Date			
04/04/06	Elvis Presley	01/01/10	04/04/06	00/00/00			
04/04/06	Elvis Presley	04/04/06	04/04/06	00/00/00			

Delete

Only certifications entered in the current reporting period can be removed.

Processing Occupancy Information

The screenshot displays a web application interface for the Michigan State Housing Development Authority. At the top, there is a navigation bar with the Michigan State Housing Development Authority logo and the text "Michigan State Housing Development Authority.TEST". Below this, a welcome message reads "Welcome, Rockstar Management !" and the date "Wednesday, June 20, 2012" is shown. The interface includes input fields for "Building ID: MI-01-00100" and "Unit ID: 104". A table titled "(Re)Certifications" is visible, with columns for "Move-in", "Head", "Start Date", "Rent Change Date", and "Move-out Date". A modal dialog box is open, titled "Message from webpage", with the text "Are you sure you want to delete this Certification?" and "OK" and "Cancel" buttons.

Move-in	Head	Start Date	Rent Change Date	Move-out Date
04/04/06	Elvis Presley	01/10	04/04/06	00/00/00
04/04/06	Elvis Presley	04/06	04/04/06	00/00/00

Be very sure before you click OK.

Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

Moveout

To move-out an existing tenant, click on the Moveout button.

Processing Occupancy Information

The screenshot shows a web application interface for the Michigan State Housing Development Authority. The page title is "Michigan State Housing Development Authority-TEST". The user is logged in as "Rockstar Management!". The date is Wednesday, June 20, 2012. The page displays a "Move-out Data" form with the following fields:

- Building ID: MI-01-00100
- Head of Household: Elvis Presley
- Unit ID: 104
- Move-out Date: (empty)

There are two red arrows pointing to the form: one pointing to the "Update" button and another pointing to the "Move-out Date" field. The text "Update" and "Enter Date" are placed near these arrows.

Enter the move-out data, then click on the Update button.

Processing Occupancy Information

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	Head of Household	SSN	Lease Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

Unit Transfer

To transfer a tenant into another unit, click on the Unit Transfer button.

Processing Occupancy Information

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100 Head of Household: Elvis Presley

Unit Transfer Data

Current Unit: 104
Building ID: MI-01-00100
New Unit: --- Select Vacant Unit ---
Transfer Effective Date:
Tenant Paid Rent: 500.00
Mandatory Charges: 0.00
Rental Subsidy: 100.00
Utility Allowance: 30 (Note: Please enter this amount only if paid by the Tenant)
Gross Rent: 530.00 (Tenant Paid Rent + Mandatory Charges + Utility Allowance)

Update Close

Update

Select the building and unit from the dropdown windows and enter the applicable information, then click on the Update button.

Processing Occupancy Information

Michigan.gov
The Official Site of Michigan's Future

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Ready All Units

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	YES
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/05	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	01/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	01/01/10	NO

When complete with the Ready to Submit box checked, the unit shows "YES" in the Ready to Submit column.

Local intranet 100%

You can easily track which units are complete. Each individual unit can be marked to say Ready to Submit throughout the entry process, or the Ready All Units button may be used at the end when all units within one building are completed. When all units in all buildings are completed, proceed to the Submission to MSHDA section of this presentation.

Uploading Building Data

Uploading Building Data

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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	NOT READY	00/00/00
Ⓢ	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Upload Building Data

The Upload Building Data process enables property managers that use property management software to transfer their tenant data (move-ins, move-outs, (re)certifications, and unit transfers) to the Certification On-Line reporting system. It is accessed from the Buildings page. Click on the Upload Building Data button.

Uploading Building Data

The screenshot shows a web application interface for uploading building data. At the top, there is a blue header with the 'Certification n Line' logo and 'Emphasys Software' text. Below the header, there is a navigation bar with icons for home, user, email, help, and print. The main content area is titled 'Upload Building Data' and contains the following elements:

- Project ID: 00-025
- Best Ever Development
- 123 Best Ever Avenue
- Building ID: MO-03-25001
- XML File: C:\Documents and Settings\Deborah Baker\My Documents\COL\Classic XML File.xml
- Browse button
- Overwrite existing Unit Activity
- Upload button
- Close button

Red arrows point to the 'Overwrite existing Unit Activity' checkbox, the 'Upload' button, the 'Browse' button, and the 'Close' button. The text 'Overwrite existing Unit activity' is written below the checkbox, and 'Upload' is written below the 'Upload' button. 'Browse' is written below the 'Browse' button, and 'Close' is written below the 'Close' button.

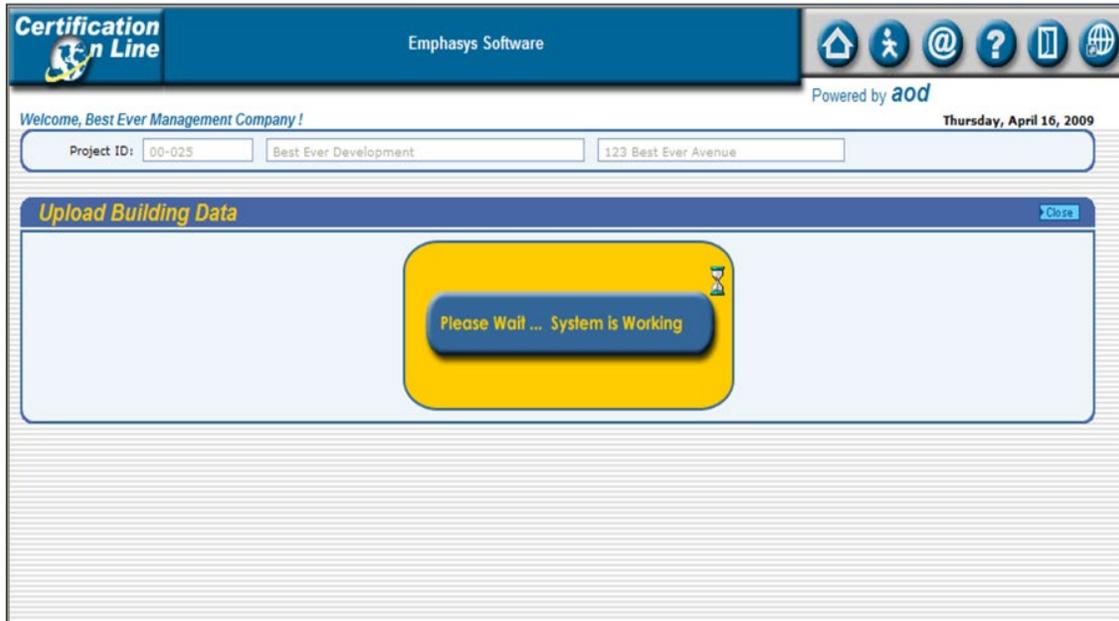
Click on the Browse button. This opens your computer files directory. Locate the XML file that you want to upload and highlight the file. Then click on the Open button. The file path will show in the XML file window.

Uploading Building Data

The screenshot shows the 'Upload Building Data' interface. At the top, there is a header with 'Certification n Line' and 'Emphasys Software'. Below the header, there is a navigation bar with icons for home, user, email, help, and search. The main content area has a title bar 'Upload Building Data' with a 'Close' button. Below the title bar, there is a 'Building ID' field with the value 'MO-03-25001'. An 'XML File' field contains the path 'C:\Documents and Settings\Deborah Baker\My Documents\COL\Classic XML File.xml' and a 'Browse' button. Below the XML field is a checkbox labeled 'Overwrite existing Unit Activity'. At the bottom of the main content area is a blue 'UPLOAD' button. Red arrows point from text labels to the 'Overwrite existing Unit Activity' checkbox, the 'UPLOAD' button, the 'Browse' button, and the 'Close' button.

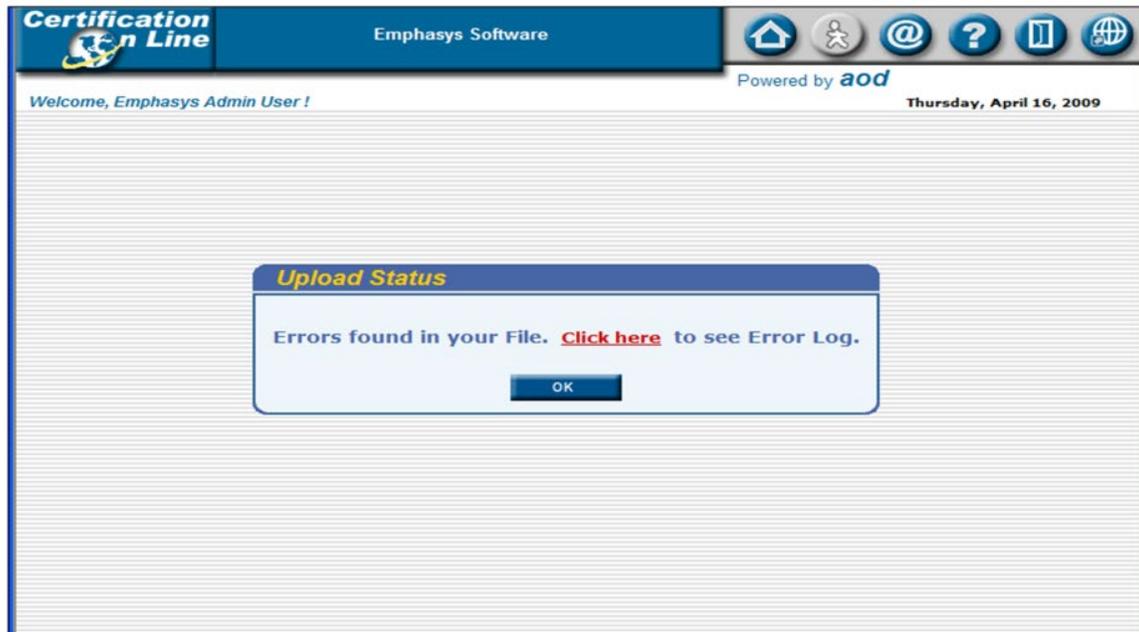
You can also overwrite existing data in COL and replace it with the new XML data. To activate this process, click on the Overwrite Existing Unit Activity box to place a check mark in the box. If you do not want to overwrite existing data, leave the Overwrite Existing Unit Activity box blank. Click on the Upload button.

Uploading Building Data



Please be patient while the system processes your uploads.

Uploading Building Data



If errors are detected in the XML file, you will get the Upload Status box with this message. Click the “Click Here” text. This will take you to the Error Log Main Screen.

Uploading Building Data

The screenshot shows the 'Certification On Line' web application interface. The header includes the logo, 'Emphasys Software', and navigation icons. A welcome message and the date 'Thursday, April 16, 2009' are displayed. The main content area features an 'Error Log' table with columns for Project ID, Building ID, Unit ID, (Re)Certification Date, and Error Description. The table contains four rows of error data. To the right of the table are three buttons: 'Download', 'Print', and 'Close'. Red arrows point from the text labels 'Download', 'Print', and 'Close' to their respective buttons.

Project ID	Building ID	Unit ID	(Re)Certification Date	Error Description
01-093	MO-01-09301	124	10/02/2002	(Re)Certification Date must fall within the Reporting Period
01-093	MO-01-09301	214	11/01/2002	(Re)Certification Date must fall within the Reporting Period
01-093	MO-01-09301	219	10/28/2002	(Re)Certification Date must fall within the Reporting Period
01-093	MO-01-09301	302	10/25/2002	(Re)Certification Date must fall within the Reporting Period

From the Error Log Main Screen, you can choose to download or print the file, or close.

Uploading Building Data

The screenshot shows the 'Certification on Line' software interface. The header includes the logo, 'Emphasys Software', and navigation icons. A welcome message 'Welcome, Emphasys Admin User!' is displayed. The main content area features an 'Error Log' table with the following data:

Project ID	Building ID	Unit ID	(Re)Certification Date
01-093	MO-01-09301	124	10/02/2002
01-093	MO-01-09301	214	11/01/2002
01-093	MO-01-09301	219	10/28/2002
01-093	MO-01-09301	302	10/25/2002

Below the table is a pop-up window titled 'Steps to download Error Log File' with the following instructions:

1. Right click on the link below.
2. Select 'Save Target As...'
3. Save the file to your PC.

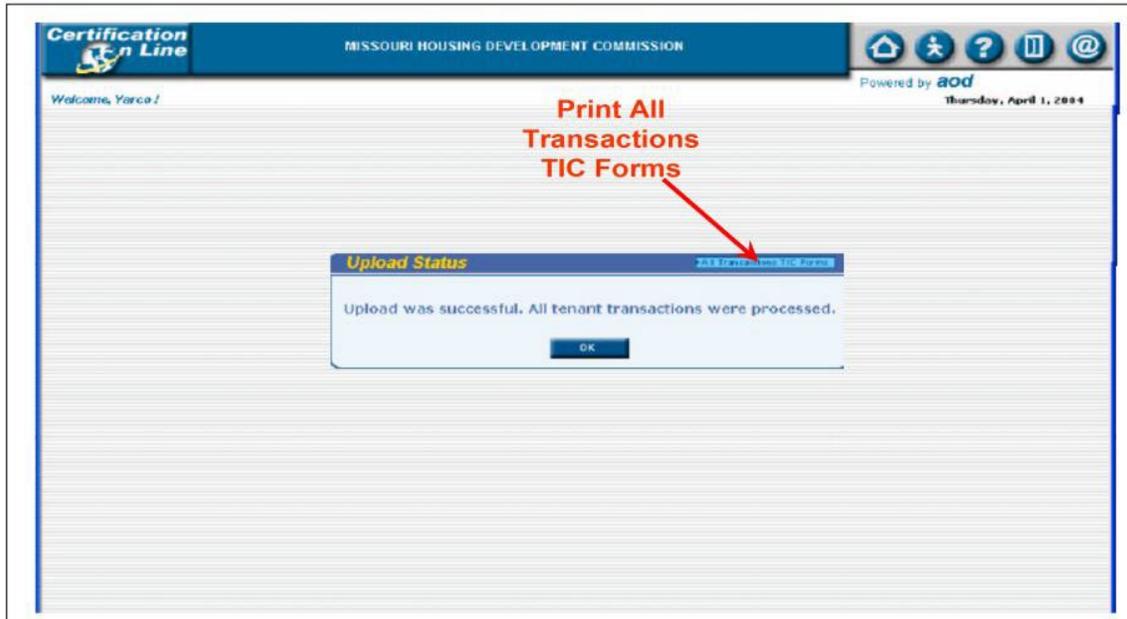
The pop-up also includes a link for 'Error Log' and another section titled 'Steps to download Cascade Style Sheet File' with instructions:

1. Right click on the link below.
2. Select 'Save Target As...'
3. Rename file name to 'XSLSample.xml'.
4. Save the file to your PC.

A red arrow points to the 'Download' button in the top right corner of the pop-up window.

To download the file, click Download and follow the instructions on the pop-up window. Go back to the property management software and correct the errors listed in the Error Log. Return to the Upload Building Data screen and repeat the Upload process.

Uploading Building Data



From the successful Upload Status box, you can print TIC forms for all tenant transactions uploaded. To complete the process, click on the OK button. This will return you to the Buildings page. All of the information for the covering period is now in COL.

Uploading Building Data

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

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Ten. 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

Proceed to Units

Done Local intranet 100%

Next, click on the Proceed to Units button to finish preparing the TICs for submission.

Uploading Building Data

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	Lead of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

New Tenant Cert/Recert

Local intranet 100%

All uploaded tenant files will still show as “No” under the Ready to Submit column. Select a tenant and click the New Tenant Cert button.

Uploading Building Data

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Tenant Certification Update Income & Rent Test Tenant Income Cert Form Close

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
New Reporting Period: 01/01/10 to 12/31/10
House of Rock
Unit ID: 104
Current Unit Status: Market Rent
Last Report Ending: 12/31/05

Ready to Submit

Ready to Submit

This will change the envelope from **open** to **closed** when you go back in to view the cert again.

GENERAL INFORMATION
HOUSEHOLD
INCOME
ASSETS
UNIT RENT

Done Local intranet 100%

Check the box marked Ready to Submit, then click Update. This returns you to the Units page. You may do this for every tenant as you review the data, or simply use the Ready All Units button to complete this action in one quick click.

Uploading Building Data

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Building ID: MI-01-00100

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	YES
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/05	YES
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	YES
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	YES
<input type="radio"/>	104	Elvis Presley	444-44-4444	01/01/10	YES

When complete, the units show "YES" in the Ready to Submit column.

Local intranet 100%

Upon completion, all TICs are now uploaded in COL and ready to be submitted to the Agency.

Submission to MSHDA

Submission to MSHDA

Michigan.gov
The Official Site of Michigan's Housing

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings								
Upload Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close								
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.

Submission to MSHDA

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Project ID: TYLER House of Rock 555 Music Lane

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

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

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

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

http://mshda-aod-web/COL-TST/MCOLwait.html Local intranet 100%

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

Submission to MSHDA

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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

Message from webpage

Are you sure you want to submit this form to Agency?

OK Cancel

http://mshda-aod-web/COL-TST/HCOLwait.html Local intranet 100%

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

Submission to MSHDA

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Project ID: TYLER House of Rock 555 Music Lane

Buildings [Upload Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

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	SUBMITTED	06/20/12
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	READY	00/00/00

Submitted Date

Done Local intranet 100%

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.

Submission to MSHDA

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	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

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

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.

Quick Recap & Final Checklist

Quick Recap & Final Checklist

How to Manually Enter Data...

- 1) Change Report Period
- 2) Proceed to Units – Within New Tenant Certs, enter all data under all tabs
- 3) Report – to check that all data was entered (back on the Building page)
- 4) Proceed to Units – Ready All Units
- 5) Submit Tenant Certs

Quick Recap & Final Checklist

How to Upload Data...

- 1) Change Report Period
- 2) Upload Building Data
- 3) Report – to check that all data was uploaded
(back on the Building page)
- 4) Proceed to Units – Ready All Units
- 5) Submit Tenant Certs