Michigan State Housing Development Authority

Utility Allowance (UA)
Upload Instructions
Created 10-2024

MSHDA
Compliance Monitoring
Asset Management Division
735 E. Michigan Avenue
P. O. Box 30044
Lansing, MI 48909

(517) 241-2560
Website: www.michigan.gov/mshda
Email: mshdacompli@michigan.gov

Equal Housing Employer/Lender

Initial Submission

1. Go to MSHDA's Compliance Portal Site: http://housing.state.mi.us/opic

2. Log in using your OPIC/CARS account information. Note: If you forgot your password, just enter your email address and click on 'New Password'

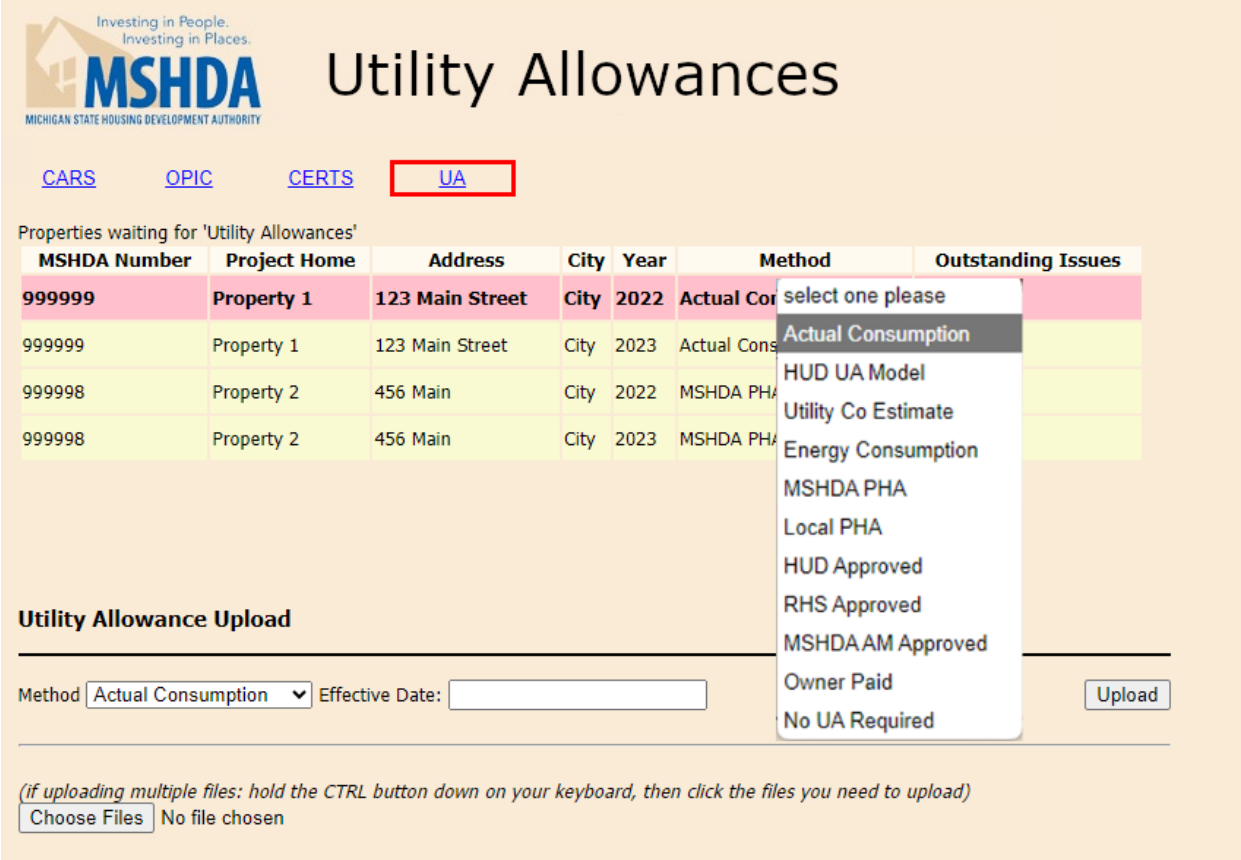
3. Click on the UA tab. This will list all of the properties that require Utility Allowance documentation submission.

   Note: If a property has multiple years outstanding, you will see multiple entries for the same property. The example below shows Property 1 twice, but one is for 2022 UA and the other is for 2023.

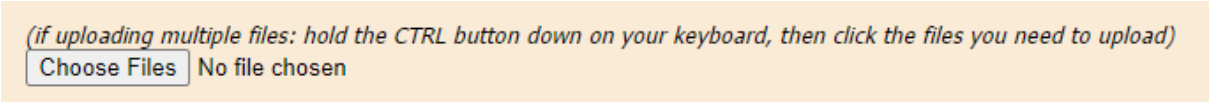
MSHDA Number	Project Home	Address	City	Year	Method	Outstanding Issues
999999	Property 1	123 Main Street	City	2022	Actual Consumption	
999999	Property 1	123 Main Street	City	2023	Actual Consumption	

4. Select the property/year that you want to work with by clicking on the property name.

5. You will then be able to check the current method being submitted and the effective date of the UA. Please note that the system defaults to what was last submitted for a property, so if this is the first UA submission, the field will be blank. If you are changing methods, you will need to select the new method.



6. Click on choose file and navigate to the file or files that are being uploaded.

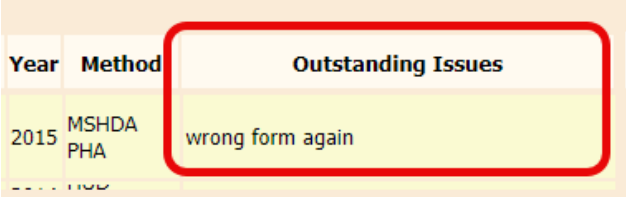


7. Once selected, double check that you have correctly marked the method, effective date, and that all files have been selected, then click upload. This will upload the file(s) to the MSHDA compliance database and remove the property from the list.

Re-Submissions

In the event there is an issue with your submission, you will receive an email from MSHDA Compliance. To determine the issue and update your submission, follow the steps below:

1. Go to MSHDA's Compliance Portal Site: http://housing.state.mi.us/opic
2. Log in using your OPIC/CARS account information.
3. Click on the UA tab
4. Find the property that has the issue and look at the 'Issues' column for what the issue is.



Year	Method	Outstanding Issues
2015	MSHDA PHA	wrong form again

5. Fix the stated error or create/gather the missing documentation.
6. Click on the property name with the issue
7. You will then be able to check the current method being submitted and the effective date of the UA. **The file(s) should contain the required documents along with any optional documents and updates required for fixing issues.**
8. Click on choose file and navigate to the file or files that are being uploaded.
9. Once selected, double check that you have correctly marked the method, effective date, and that all files have been selected, then click upload. This will upload the file(s) to the MSHDA compliance database and remove the property from the list.