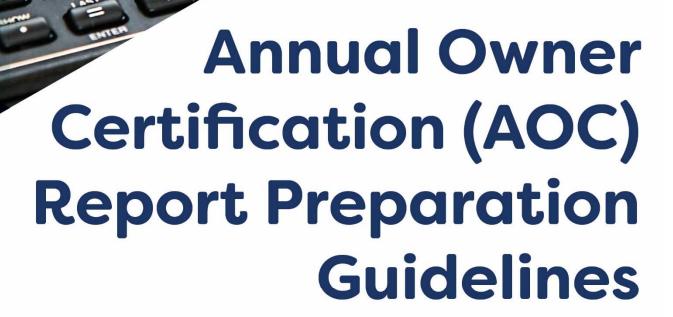
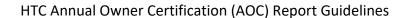
Mississippi Home Corporation Housing Tax Credit (HTC)







AOC REPORT submission deadline: May 31st

Remit a complete set of all documents (as **ONE** PDF file, per development) to MHC at: compliance.htc@mshc.com

NOTE: Fax submissions are NOT acceptable.

WHO is required to submit the AOC Report?

An AOC Report is required of owners of ALL active HTC developments, excluding developments that have not received IRS form 8609 HTC Allocation and Certification from MHC AND have not met their targeted applicable fraction as of 12/31 of the reporting period. A development that met its targeted applicable fraction during the reporting period; yet, did NOT have an IRS form(s) 8609 issued by MHC must submit a complete AOC Report.



HTC ANNUAL OWNER CERTIFICATION

AOC REPORT COMPONENTS

Due: On or before 11:59 pm, May 31, 2024

PART A:

OCCPC REPORT

An OCCPC Report is required to be submitted by ALL owners of an active (PIS) HTC developments, EXCEPT developments that have NOT received IRS form 8609 AND have NOT met their targeted applicable fraction as of 12/31 of the reporting period. NOTE: If the first building has placed in service (PIS), a development excluded from the AOC Reporting requirement should be submitting a quarterly status report.

The OCCPC Report MUST BE remitted electronically utilizing MHC's Certification Online (COL) system.

PART B:

SUPPLEMENTAL CERTIFICATION REPORT

The Supplemental Certification of HTC Compliance Report is required of ALL owners certifying to certain state specific (per the development's final HTC application) requirements. Support documentation must be provided and attached, where applicable.

PART C:

OCCUPANCY (RENT ROLL) REPORT

An annual report of occupancy data is required of ALL owners of active (PIS) HTC developments. At minimum, the occupancy report is to include unit specific household eligibility information (e.g., income, student status, rental rate, utility allowance, etc.)

The Occupancy Report MUST BE remitted electronically utilizing MHC's Certification Online (COL) system.

PART D:

DEVELOPMENT FINANCIAL ANALYSIS CERTIFICATION REPORT

A DFAR is required of ALL developments that received an award of HTCs AND has an <u>active</u> permanent loan on the property as of 12/31 of the reporting period. Developments that entered the extended use period (EUP) **PRIOR TO 2022** do **NOT** need to complete PART D of the AOC Report component as this reporting obligation has been deemed satisfied.

PART E:

PROPERTY PRIMARY POINT OF CONTACT

A Property Contact form is required of all HTC program participants reflecting the current contact information of the property.

AOC Report Terminology:

Terminology
Annual Owner Certification
Certification Online System
Extended Use Period (year 16 & beyond)
Department of Housing & Urban Development
Internal Revenue Service
Housing Tax Credit
Mississippi Home Corporation
Owner's Certification of Continuing Program Compliance
Qualified Allocation Plan
Rural Housing Services
Utility Allowance
Development Financial Analysis Report



PART A: Owner's Certification of Continuing Program Compliance Report

PURPOSE?

An owner of a HTC development is required to submit the Owner's Certification of Continuing Program Compliance (OCCPC) Report in order to satisfy the IRS' requirement to annually certify to the state housing finance agency compliance with rules and regulations of the HTC program. Treasury Reg. 1.42-5.

To: Mississippi Home Corporation 7 Certification Dates: Project Name:	From: 01/01/20	To: 12/31	To: 12/31/20 Project No:	
		Project No		
Project Address:		City:	Zip:	
Tax ID # of Ownership Ent	ity:			
No buildings have been Placed in S At least one building has been Placed	Service ced in Service but owner elects to begin cre	dit period in the following ye	ar	
At least one building has been Place				
At least one building has been Place If either of the above applies,	ced in Service but owner elects to begin cre	roceed to page 2 to sign a	and date this form.	

WHO is required to submit this report?

An OCCPC Report is required to be submitted by ALL owners of an active (PIS) HTC development, EXCEPT developments that have NOT received IRS form 8609 AND have NOT met their targeted applicable fraction as of 12/31 of the reporting period. NOTE: If the first building has placed in service (PIS), a development excluded from the AOC Reporting requirement should be submitting a quarterly status report.

HOW should this report be submitted?

The OCCPC Report must be submitted to MHC two ways: Electronically and Email.

Electronic Submission: By way of MHC's AOD/COL system @ www.mshomecorp.com, an owner is to certify statements based on the events applicable to the certification period.



CAUTION: MHC must grant access to this online system.

Email Submission: Once the report has been submitted electronically, a PDF copy of the report (executed by the owner & notarized) must be emailed to MHC (compliance.htc@mshc.com).

NOTE: For owners of development without online access or unable to transmit electronically, the OCCPC Report may be submitted manually. Forms needed to complete a manual report may be obtained from MHC's website at www.mshomecorp.com>For Property Managers>Compliance-HTC>HTC Compliance Forms& Resources>Annual Owner Certification Report

WHAT are the possible required attachments associated with this report type?

- Part A- Addendum: Non-Profit Addendum to OCCPC
- Fair Housing Discrimination Adverse Judgment documentation
- State / Local Building Code Inspection Report
- Written documentation to support any explanations



Part A – Addendum: Non-Profit Addendum to Owner's Certification of Continuing Program Compliance

PURPOSE?

To acquire a more detailed certification from owners of developments that received its credit allocation from the portion of the state ceiling set-aside for a project involving a "qualified non-profit organization" as defined by IRC 501(c)(3) or 501(c)(4).

PART A - ADDENDUM	Annu	al Owner Certification Report			
	NON-PROFIT ADDE	NDUM TO OWNER'S C	ERTIFICATION	MHC	03/2024
MISSISSIPPI HOME CORPORATION	OF CONTINUING PROGRAM COMPLIANCE Deadline for submission: On or before May 31, 2024			20)23
				January 1 - I	December 31
DIRECTIONS: This form is to be co	ompleted by owners of developm	ents that received its credit allocat	tion from the portion of the	e state ceiling s	et-aside for
projects involving "qualified non-	profit organizations" under Section	on 42(h)(5) of the Internal Revenue	Code.		
Project Name:			Project No.:	MS	
organizations own an interest and an IRC 501(c)(3) or 501(c)(4) orga	d materially participate in the deve Inization exempt from tax under IP	eloopment and operation of the pr RS 501(a) that is determined by the organization includes the fostering	roject. "Qualified nonprof state agency as not being	it organization'	is defined as
organizations own an interest and an IRC 501(c)(3) or 501(c)(4) organ by a for-profit organization, and on For purposes of this allocation, a n	d materially participate in the deve unization exempt from tax under IP ne of the exempt purposes of the nonprofit organization must have a	eloopment and operation of the pr RS 501(a) that is determined by the organization includes the fostering on ownership interest in the low-inco	roject. "Qualified nonprof state agency as not being of low-income housing.	it organization' affiliated with	is defined as or controlled
organizations own an interest and an IRC 501(c)(3) or 501(c)(4) organ by a for-profit organization, and on For purposes of this allocation, a n	I materially participate in the deve inization exempt from tax under IP ne of the exempt purposes of the nonprofit organization must have a velopment and operation of the pro-	eloopment and operation of the pr RS 501(a) that is determined by the organization includes the fostering on ownership interest in the low-inco	roject. "Qualified nonprof state agency as not being of low-income housing.	it organization' affiliated with	is defined as or controlled
organizations own an interest and an IRC 501(c)(3) or 501(c)(4) organ by a for-profit organization, and on For purposes of this allocation, a n and materialy participate in the dev	I materially participate in the deve inization exempt from tax under IP ne of the exempt purposes of the nonprofit organization must have a velopment and operation of the pro-	eloopment and operation of the pr RS 501(a) that is determined by the organization includes the fostering on ownership interest in the low-inco	roject. "Qualified nonprof state agency as not being of low-income housing.	it organization' affiliated with	is defined as or controlled
an IRC 501(c)(3) or 501(c)(4) orgative a for-profit organization, and on For purposes of this allocation, a nand materially participate in the device NON-PROFIT ORGANIZATI	I materially participate in the deve inization exempt from tax under IP ne of the exempt purposes of the nonprofit organization must have a velopment and operation of the pro-	eloopment and operation of the pr RS 501(a) that is determined by the organization includes the fostering on ownership interest in the low-inco	roject. "Qualified nonprof state agency as not being of low-income housing. ome housing project through Tax ID #:	it organization' affiliated with	is defined as or controlled
organizations own an interest and an IRC 501(c)(4) or 501(c)(4) organ by a for-profit organization, and on For purposes of this allocation, a n and materially participate in the dev NON-PROFIT ORGANIZATI Nonprofit Organization Name:	I materially participate in the deve inization exempt from tax under IP ne of the exempt purposes of the nonprofit organization must have a velopment and operation of the pro-	eloopment and operation of the pr IS 501(a) that is determined by the organization includes the fostering in ownership interest in the low-inco- oject.	roject. "Qualified nonprof state agency as not being of low-income housing. ome housing project through Tax ID #:	it organization' affiliated with ghout the comp	is defined as or controlled

WHO is required to submit this attachment?

The Non-Profit Addendum to Owner's Certification of Continuing Program Compliance must be completed by ALL owners of a HTC development that received its credit allocation from the portion of the state ceiling set-aside for project involving "qualified non-profit organizations" under Section 42(h)(5) of the Internal Revenue Code.

HOW should this attachment be submitted?

The Non-Profit Addendum must be submitted to MHC manually along with a hard copy of the Owner's Certification of Continuing Program Compliance (OCCPC).



PART B: Supplemental Certification of HTC Compliance Report

PURPOSE?

The Supplemental Certification of HTC Compliance Report is generally utilized to ensure compliance with state specific requirements by examining an owner's compliance with certain point selection criterions as stipulated in the governing QAP for the development.



WHO is required to submit this report?

The Supplemental Certification of HTC Compliance Report is required of ALL owners certifying to certain statespecific (per the development's final HTC application) requirements. Support documentation must be provided and attached, where applicable.

HOW should this report be submitted?

The Supplemental Certification of HTC Compliance Report must be submitted in pdf format via email.

WHAT are the possible required attachments associated with this report type?

- Part B Exhibit A: Special Needs Housing & Deeper-Income Targeting Unit Status Report
- Part B Exhibit B: Development-Based Rental Assistance Activity Log
- Part B Exhibit C: Notice of Physical Damages & Casualty Loss
- Part B Exhibit D: Emergency Housing Status Certification Report
- Owner Rental Assistance Addendums
- Monthly Financial Statements/General Ledgers
- Written response/documentation to support any explanations



PART B – Exhibit A: Special Needs Housing & Deeper – Income Targeting Unit Status Report

PURPOSE?

The Special Needs Housing & Deeper-Income Targeting Unit Status Report is to provide a listing of units that are reserved for households meeting the special needs housing and deeper income targeting requirements.

	PART B - Exhibit A					
		Annual Owner Certif	fication (AOC) Report	МНО	03/2	2024
	MISSISSIPPI HOME CORPORATION	TARGETING UNIT	ING & DEEPER-INCOME STATUS REPORT on or before May 31, 2024)	_	. 02 - Dec	. 3 cember 31
Proje	ect Name:		Project No.:	MS		
Owr	ner Entity:					
	•	ing report based on compliance activit provide an explanation in Part IV and at	_	_	ting	period. For
	Targeted Special Needs Popula	ation (Check all that apply) Ueter	ran MAOI [Elderly		
1	_	the listed special needs population(s) o o support targeted population eligibility)		lneeds	1	SELECT
2	If no, did the property engage in	aggressive marketing in an attempt to h	ouse the targeted special needs popul	ation?	2	SELECT
3		eted special needs unit obligtion, was ea and referral? (Attach of a current Rent Re	•		3	SELECT

WHO is required to submit this report?

The Special Needs Housing & Deeper-Income Targeting Unit Status Report is required of ALL owners that elected to set-aside a minimum number of units for individuals with special needs (i.e. elderly, persons with disabilities, veterans, etc.) and those with gross annual incomes that are more restrictive than the federal minimum set aside.

HOW should this report be submitted?

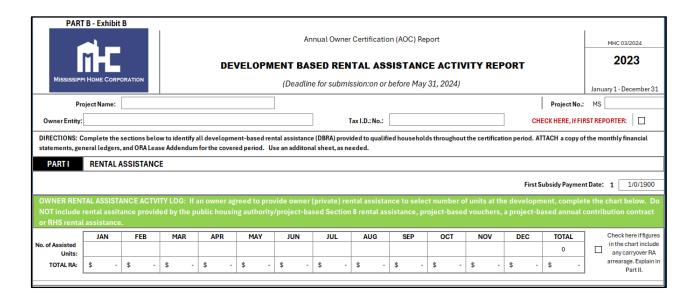
The Special Needs Housing & Deeper-Income Targeting Unit Status Report must be submitted in PDF format via email.



PART B – Exhibit B: Development Based Rental Assistance Activity Report

PURPOSE?

The Development Based Rental Assistance Activity Report is intended to capture the rental subsidy that was provided during the applicable certification period.



WHO is required to complete this Report?

The assistance activity log is required to be completed by ALL owners that have provided Development-Based Rental Assistance to qualified households throughout the certification period.

NOTE: Do NOT include rental assistance provided by the public housing authority/project-based Section 8 rental assistance, project-based vouchers, a project based annual contribution contract or RHS rental assistance.

HOW should the assistance activity log be completed?

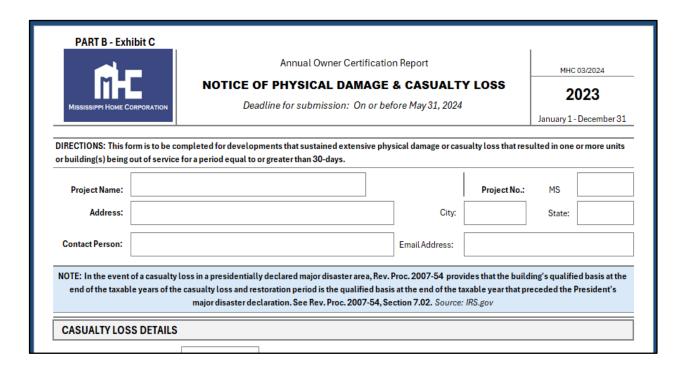
- The First Subsidy Payment Date is the date of the first issuance of DBRA at the development.
- The total number of assisted units that were provided rental assistance should be entered for each month.
- Total RA is the amount of assistance provided monthly.
- The Total column calculates the total assistance that was provided in the certification period.



PART B – Exhibit C: Notice of Physical Damage & Casualty Loss

PURPOSE?

The Notice of Physical Damage & Casualty Loss Form is to document extensive physical damage or casualty loss during the certification period.



WHO is required to complete this form?

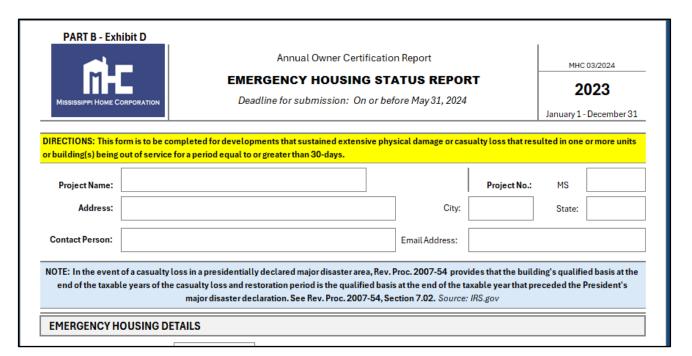
The Notice of Physical Damage & Casualty Loss Form is to be completed for all developments that sustained extensive physical damage or casualty loss that resulted in one or more units or building(s) being out of service for a period equal to or greater than 30 days.



PART B – Exhibit D: Emergency Housing Status Report

PURPOSE?

The Emergency Housing Status Report is to document extensive physical damage or casualty loss during the certification



WHO is required to complete this Report?

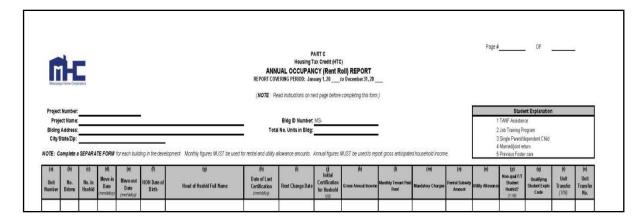
The Emergency Housing Status Report is to be completed for all developments that sustained extensive physical damage or casualty loss that resulted in one or more units or building(s) being out of service for a period equal to or greater than 30 days.



PART C – Annual Occupancy Rent Roll Report

PURPOSE?

The Annual Occupancy (Rent Roll) Report is utilized to obtain eligibility information as it relates to the income eligibility, rent restriction, full-time student status, etc., of qualifying households.



WHO is required to submit this report?

The annual report of occupancy data is required of ALL owners of active (PIS) HTC developments.

HOW should this report be submitted?

The Annual Occupancy (Rent Roll) Report must be submitted to MHC two ways: Electronically and Email.

Electronic Submission: By way of MHC's AOD/COL system @ www.mshomecorp.com, an owner is to certify statements based on the events applicable to the certification period.



CAUTION: MHC must grant access to this online system.

Email Submission: Once the report has been submitted electronically, a PDF copy of the report (executed by the owner & notarized) must be emailed to MHC (compliance.htc@mshc.com).

NOTE: For owners of development without online access or unable to transmit electronically, the OCCPC Report may be submitted manually. Forms needed to complete a manual report may be obtained from MHC's website at www.mshomecorp.com>For Property Managers>Compliance-HTC>HTC Compliance Forms& Resources>Annual Owner Certification Report

ARE there fees that apply to the manual processing of the Occupancy Report processed?

Yes. Because electronic submission of this report is required, reports submitted manually will be assessed a \$60.00 per unit processing fee. No component of the AOC Report will be processed without payment of assessed fees.

WHAT are the possible required attachments associated with this report type?

- Utility Allowance Schedule(s) Support Documentation a schedule covering the FULL certification period
- Copies of the TIC AND Demographic Profile Reporting Forms, per LI Unit
- Copies of Corrective Action documentation addressing "Owner-identified" noncompliance events
- Written Plan of Action / Statement of Response



WHERE can I obtain my Utility Allowance estimate applicable to my development?

1. Public Housing Authority (PHA)

The Public Housing Authority (PHA) generates a utility allowance estimate based on average usage consumption data for a particular area. Generally, unless a development is subject to the utility allowance guidelines as stated in IRS Reg. 1.42-10, the PHA is the appropriate utility allowance estimate source provider for MOST HTC developments.

2. Department of Housing and Urban Development (HUD)

HTC projects/buildings whose rents and utility allowances are reviewed by HUD annually MUST UTILIZE HUD approved utility allowances. Utilization of the HUD provided utility allowance is also required of:

Ш	Projects/buildings with a below-market HUD loan;
	A HTC project/development/unit that has/had a resident(s) that receives(ed) HUD Section
	8 assistance

3. Rural Housing Services (RHS)

A Rural Housing Service (RHS) approved utility allowance estimate must be used for a development that received RHS assistance, including any units occupied by households receiving Section 8 Rental Assistance payments. Additionally, a unit occupied by a resident that receives RHS rental assistance must also utilize the RHS utility allowance.

4. Local Utility Company

Alternatively, the owner (or the tenant) may obtain utility cost estimates from the appropriate local utility company. Prior to utilization, the owner must furnish MHC with a copy of the utility company's estimated utility costs for units of similar size, construction and geographic area to the low-income development. If the utility service is deregulated, the estimate may be obtained from just one of the multiple utility companies offering the same utility service to the building. Use of a Utility allowance estimate from this source provider MUST HAVE BEEN pre-approved by MHC.

5. HUD Utility Schedule Model

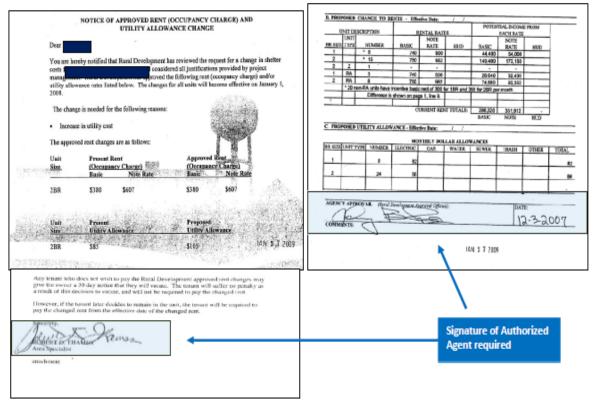
A HTC building owner may calculate a utility estimate using the HUD Utility Schedule Model that can be found on the HTC page at www.huduser.org/datasets/lihtc.html (or successor URL). Utility rates used for the HUD Utility Schedule Model must be no older than the rates in place 60 days prior to the beginning of the 90-day period before new rates have to become effective. Use of a Utility allowance estimate from this source provider MUST HAVE BEEN pre-approved by MHC.

6. Energy Consumption Model

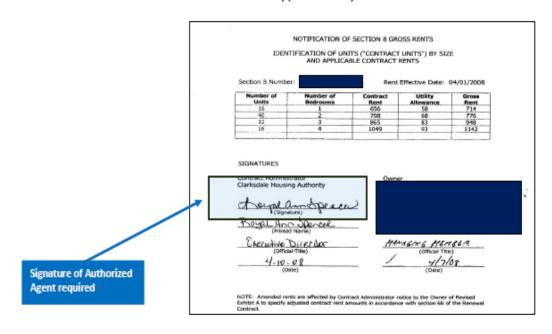
A HTC building owner may utilize a utility allowance estimate compiled based on an energy and water and sewage consumption and analysis, an energy consumption model, prepared by a licensed engineer or a qualified professional. Use of a Utility allowance estimate from this source provider MUST HAVE BEEN pre-approved by MHC.



SAMPLE RHS Approval Utility Allowance Notice



SAMPLE SECTION 8 Approval Utility Allowance Notice





PART D: Development Financial Analysis Certification Report

PURPOSE?

The Development Financial Analysis Certification Report (DFAR) is to assess the overall health of the development, the annual debt service coverage ratio, and the status of the development's replacement and operating reserve accounts.



WHO is required to submit this report?

A DFAR is required of ALL developments that received an award of HTCs AND has an active permanent loan on the property as of 12/31 of the reporting period. Developments that entered the extended use period (EUP) PRIOR TO 2022 do NOT need to complete Part D of the AOC Report component as this reporting obligation has been deemed satisfied.

HOW should this report be submitted?

The DFAR must be submitted in pdf format via email.

WHAT are the possible required attachments associated with this report type?

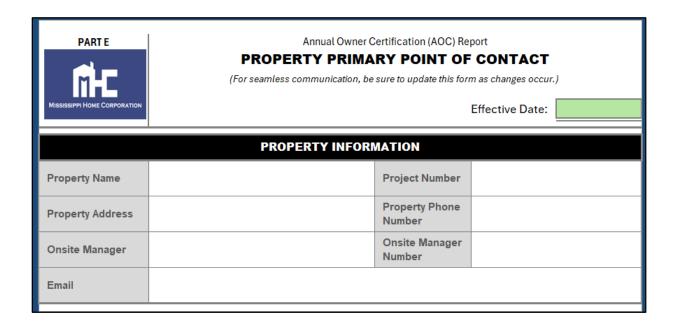
- IRS Forms 8609 HTC Allocation and Certification, per building (with Part II completed and signed) or Multiple Building Project Listing, per project
- 12/31 of prior year-end Audited Financial Statement
- **Replacement Reserve Account Statement**
- **Operating Reserve Account Statement**



PART E: Property Primary Point of Contact Form

PURPOSE?

The purpose of the Property Primary Point of Contact Form is to captures current contact information for all developments.



WHO is required to submit this form?

The Property Primary Point of Contact Form is required of ALL owners of active (PIS) HTC developments.

HOW should this form be submitted?

The Property Primary Point of Contact Form must be submitted in pdf format via email.

WHAT are the possible required attachments associated with this form?

- Notice of GP/Management Change Form, if applicable
- Notice of Property Transfer, if applicable
- Written documentation (Schematic, Operating Agreement, Bylaws/Resolutions, Minutes, Deed) to support

PACKAGING

In an effort to expedite the Annual Owner Certification (AOC) Report review process, each report must be packaged in accordance with the following:

- 1. A separate pdf of the AOC Report must be prepared and submitted for each development receiving an allocation of Housing Tax Credits (HTCs).
- 2. All components of the AOC report must be submitted in the format (form) established and/or generated by the Compliance Division, where applicable.
- 3. Compliance fees (i.e., late submission), if applicable, must be attached to the top of the AOC Report using the supplied Payment Processing Form. A separate payment and form must be completed for each development.

PART A OWNER CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE (OCCPC) REPORT - signed & notarized	
□ Owner Certification of Continuing Program Compliance (OCCPC) Report □ AN □ Part A - Addendum: Non-Profit Addendum to OCCPC* □ Fair Housing Discrimination Adverse Judgement documentation* □ State/Local Building Code Inspection Report* □ Written response/documentation to support any explanations*	
PART B SUPPLEMENTAL CERTIFICATION OF HTC COMPLIANCE REPORT - signed & notarized	
Supplemental Certification of HTC Compliance Report □ Part B - Exhibit A: Special Needs Housing & Deeper-Income Targeting Unit Status Report* □ Part B - Exhibit B: Development -based Rental Assistance Activity Log* □ Part B - Exhibit C: Notice of Physical Damages & Casualty Loss* □ Part B - Exhibit D: Emergency Housing Status Certification Report* □ Owner Rental Assistance Addendums* □ Monthly Financial Statements/General Ledgers (to support owner provided rental assistance) □ Written response/documentation to support any explanations	
PART C OCCUPANCY (RENT ROLL) REPORT (PER LI BUILDING)	
Occupancy (Rent Roll) Report	
PART D DEVELOPMENT FINANCIAL ANALYSIS REPORT (DFAR) - signed & notarized	
□ Development Financial Analysis Report (DFAR) □ IRS Form 8609 Low-Income Housing Credit Allocation and Certification & IRS 8609A forms* □ HTC Multiple Building Project Certification* □ Audited Financial Statement* □ Loan Closing Documents/Modification* □ RD Workout Plan, if applicable * □ Written Plan of Action/Response/documentation of support, where applicable	
PART E PROPERTY PRIMARY POINT OF CONTACT FORM	
□ MHC Property Primary Point of Contact Form □ Notice of GP/Management Change Form, if applicable □ Notice of Property Transfer, if applicable □ Written documentation (Schematic, Operating Agreement, Bylaws/Resolutions, Minutes, Deed) to support □ MRCOUNDED	
*REQUIRED, where applicable	

Remember to retain a copy of your AOC Report submission for your records!

HTC COMPLIANCE MONITORING STAFF

Ensuring Compliance through Education and Training

Karen C. Georgetown
Senior VP of Program Compliance
Karen.Georgetown@mshc.com; 601.718.4630

Apiphany Smith
Assistant VP of Program Compliance
Apiphany.Smith@mshc.com; 601.718.4675

Shelisa Williams
Senior Compliance Officer
Shelisa.Williams@mshc.com; 601.718.4667

Sandraetta Rice Compliance Officer II Sandraetta.Rice@mshc.com; 601.718.4637

Cierra Hughes
Compliance Officer
Cierra.Hughes@mshc.com; 601.718.4622

Danyell Graves
Compliance Officer
Danyell.Graves@mshc.com; 601.718.4625

Cassandra Smith
Compliance Assistant
Cassandra.Smith@mshc.com; 601.718.4606



MISSISSIPPI HOME CORPORATION

735 Riverside Drive Jackson, MS 39202 601.718.4642

www.mshomecorp.com