



Mississippi Home Corporation Housing Tax Credit (HTC)

Annual Owner Certification (AOC) Report Preparation Guidelines



MISSISSIPPI HOME CORPORATION


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.

 <div> <p>HTC ANNUAL OWNER CERTIFICATION</p> <h1>AOC REPORT COMPONENTS</h1> <p>Due: On or before 11:59 pm, May 31, 2024</p> </div>	
PART A:	<p><u>OCCPC REPORT</u></p> <p>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.</p> <p>The OCCPC Report MUST BE remitted electronically utilizing MHC's Certification Online (COL) system.</p>
PART B:	<p><u>SUPPLEMENTAL CERTIFICATION REPORT</u></p> <p>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.</p>
PART C:	<p><u>OCCUPANCY (RENT ROLL) REPORT</u></p> <p>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.).</p> <p>The Occupancy Report MUST BE remitted electronically utilizing MHC's Certification Online (COL) system.</p>
PART D:	<p><u>DEVELOPMENT FINANCIAL ANALYSIS CERTIFICATION REPORT</u></p> <p>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.</p>
PART E:	<p><u>PROPERTY PRIMARY POINT OF CONTACT</u></p> <p>A Property Contact form is required of all HTC program participants reflecting the current contact information of the property.</p>

HTC Annual Owner Certification (AOC) Report Guidelines

AOC Report Terminology:

Abbrev.	Terminology
AOC:	Annual Owner Certification
COL:	Certification Online System
EUP:	Extended Use Period (year 16 & beyond)
HUD:	Department of Housing & Urban Development
IRS:	Internal Revenue Service
HTC:	Housing Tax Credit
MHC:	Mississippi Home Corporation
OCCPC:	Owner's Certification of Continuing Program Compliance
QAP:	Qualified Allocation Plan
RHS:	Rural Housing Services
UA:	Utility Allowance
DFAR:	Development Financial Analysis Report



HTC Annual Owner Certification (AOC) Report Guidelines

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.*

Annual Owner Certification Form			
OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE			
To: Mississippi Home Corporation 735 Riverside Drive Jackson MS 39202			
Certification Dates:	From: 01/01/20__	To: 12/31/20__	
Project Name:		Project No:	
Project Address:		City:	Zip:
Tax ID # of Ownership Entity:			
<input type="checkbox"/> No buildings have been Placed in Service			
<input type="checkbox"/> 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:			
1. The project meets the minimum requirements of: (check one)			
<input type="checkbox"/> 20-50 test under Section 42(g)(1)(A) of the Code			
<input type="checkbox"/> 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)			
<input type="checkbox"/> Average Income test under Section 42(g)(1)(C) of the Code			
<input type="checkbox"/> 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code			

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

HTC Annual Owner Certification (AOC) Report Guidelines

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		Annual Owner Certification Report	
	NON-PROFIT ADDENDUM TO OWNER'S CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE		MHC 03/2024
	Deadline for submission: On or before May 31, 2024		2023 January 1 - December 31
DIRECTIONS: This form is to be completed by owners of developments that received its credit allocation from the portion of the state ceiling set-aside for projects involving “qualified non-profit organizations” under Section 42(h)(5) of the Internal Revenue Code.			
Project Name: <input type="text"/>		Project No.: MS <input type="text"/>	
IRC 42 (h)(5) requires that each state set aside at least 10% of its state housing credit ceiling for allocations to projects in which qualified nonprofit organizations own an interest and materially participate in the development and operation of the project. “Qualified nonprofit organization” is defined as an IRC 501(c)(3) or 501(c)(4) organization exempt from tax under IRS 501(a) that is determined by the state agency as not being affiliated with or controlled by a for-profit organization, and one of the exempt purposes of the organization includes the fostering of low-income housing.			
For purposes of this allocation, a nonprofit organization must have an ownership interest in the low-income housing project throughout the compliance period and materially participate in the development and operation of the project.			
NON-PROFIT ORGANIZATION INFORMATION			
Nonprofit Organization Name: <input type="text"/>		Tax ID #: <input type="text"/>	
Address: <input type="text"/>		City: <input type="text"/>	State: <input type="text"/>
Phone No.: <input type="text"/>		Email Address: <input type="text"/>	
Contact Person: <input type="text"/>			

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).


HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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.

PART B		Annual Owner Certification (AOC) Report		MHC 03/2024	
		SUPPLEMENTAL CERTIFICATION OF HTC COMPLIANCE REPORT		2023	
		(Deadline for submission: on or before May 31, 2024)		January 1 - December 31	
Project Name: <input type="text"/>		Project No.: MS <input type="text"/>			
Owner Entity: <input type="text"/>		CHECK HERE, IF FIRST REPORTER: <input type="checkbox"/>			
DIRECTIONS: Complete the following report based on compliance activity and fulfillment of state obligations during the reporting period. For any question marked "No", provide an explanation in Part V and attach support documentation, where applicable.					
PART I	TARGETED POPULATION				
			YES	NO	N/A
1	Occupancy and rents have been further income/rent restricted beyond the federal minimum set aside and each household in the set aside has been qualified at a MORE RESTRICTIVE income/rent threshold than the federal minimum set aside (i.e., 30% or 50% of the AMGI). If Yes, COMPLETE & ATTACH Part B - Exhibit A - SPECIAL NEEDS HOUSING UNIT STATUS REPORT .	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The required percentage of households has been qualified at or above 61% of the AMGI as outlined for mixed-income developments in accordance with the governing QAP.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHO is required to submit this 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.

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


HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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 Certification (AOC) Report SPECIAL NEEDS HOUSING & DEEPER-INCOME TARGETING UNIT STATUS REPORT <i>(Deadline for submission: on or before May 31, 2024)</i>	MHC 03/2024
		2023 January 1 - December 31
Project Name: <input type="text"/>		Project No.: MS <input type="text"/>
Owner Entity: <input type="text"/>		
DIRECTIONS: Complete the following report based on compliance activity and fulfillment of state obligations during the reporting period. For any question marked "No", please provide an explanation in Part IV and attach support documentation, where applicable.		
Targeted Special Needs Population (Check all that apply) <input type="checkbox"/> Veteran <input type="checkbox"/> MAOI <input type="checkbox"/> Elderly		
1	Were all unit targeted to house the listed special needs population(s) occupied by the elected qualified special needs household? (Attach evidence to support targeted population eligibility)	1 <input type="text" value="SELECT"/>
2	If no, did the property engage in aggressive marketing in an attempt to house the targeted special needs population?	2 <input type="text" value="SELECT"/>
3	If the project fell below the targeted special needs unit obligation, was each vacated unit held for 30-days to allow for aggressive marketing, outreach and referral? (Attach of a current Rent Roll, Referral form/outreach communication and Unit Make Ready Report)	3 <input type="text" value="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.


HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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.

PART B - Exhibit B		Annual Owner Certification (AOC) Report		MHC 03/2024										
		DEVELOPMENT BASED RENTAL ASSISTANCE ACTIVITY REPORT		2023										
		(Deadline for submission: on or before May 31, 2024)		January 1 - December 31										
Project Name: <input type="text"/>		Tax I.D.: No.: <input type="text"/>		Project No.: MS <input type="text"/>										
Owner Entity: <input type="text"/>				CHECK HERE, IF FIRST REPORTER: <input type="checkbox"/>										
DIRECTIONS: Complete the sections below to identify all development-based rental assistance (DBRA) provided to qualified households throughout the certification period. ATTACH a copy of the monthly financial statements, general ledgers, and ORA Lease Addendum for the covered period. Use an additional sheet, as needed.														
PART I RENTAL ASSISTANCE														
First Subsidy Payment Date: 1 <input type="text"/> 1/0/1900														
OWNER RENTAL ASSISTANCE ACTIVITY LOG: If an owner agreed to provide owner (private) rental assistance to select number of units at the development, complete the chart below. 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.														
No. of Assisted Units:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	<input type="checkbox"/> Check here if figures in the chart include any carryover RA arrearage. Explain in Part II.
TOTAL RA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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.


HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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.

PART B - Exhibit C		Annual Owner Certification Report		MHC 03/2024	
		NOTICE OF PHYSICAL DAMAGE & CASUALTY LOSS		2023	
		<i>Deadline for submission: On or before May 31, 2024</i>		January 1 - December 31	
DIRECTIONS: This form is to be completed for 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.					
Project Name:	<input type="text"/>	Project No.:	MS	<input type="text"/>	
Address:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>
Contact Person:	<input type="text"/>	Email Address:	<input type="text"/>		
NOTE: In the event of a casualty loss in a presidentially declared major disaster area, Rev. Proc. 2007-54 provides that the building's qualified basis at the end of the taxable years of the casualty loss and restoration period is the qualified basis at the end of the taxable year that preceded the President's major disaster declaration. See Rev. Proc. 2007-54, Section 7.02. Source: IRS.gov					
CASUALTY LOSS DETAILS					

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.


HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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 period.

PART B - Exhibit D		Annual Owner Certification Report		MHC 03/2024	
		EMERGENCY HOUSING STATUS REPORT		2023	
		<i>Deadline for submission: On or before May 31, 2024</i>		January 1 - December 31	
DIRECTIONS: This form is to be completed for 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.					
Project Name:	<input type="text"/>	Project No.:	MS	<input type="text"/>	
Address:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>
Contact Person:	<input type="text"/>	Email Address:	<input type="text"/>		
NOTE: In the event of a casualty loss in a presidentially declared major disaster area, Rev. Proc. 2007-54 provides that the building's qualified basis at the end of the taxable years of the casualty loss and restoration period is the qualified basis at the end of the taxable year that preceded the President's major disaster declaration. See Rev. Proc. 2007-54, Section 7.02. Source: IRS.gov					
EMERGENCY HOUSING DETAILS					

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.

HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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.

HTC Annual Owner Certification (AOC) Report Guidelines

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:

- ☐ 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.

HTC Annual Owner Certification (AOC) Report Guidelines



SAMPLE RHS Approval Utility Allowance Notice

NOTICE OF APPROVED RENT (OCCUPANCY CHARGE) AND UTILITY ALLOWANCE CHANGE

Dear [REDACTED],

You are hereby notified that Rural Development has reviewed the request for a change in shelter costs. [REDACTED] considered all justifications provided by project manager [REDACTED] and approved the following rent (occupancy charge) and/or utility allowance rates listed below. The changes for all units will become effective on January 1, 2008.

The change is needed for the following reasons:

- Increase in utility cost

The approved rent changes are as follows:

Unit Size	Present Rent (Occupancy Charge)		Approved Rent (Occupancy Charge)	
	Basic Rate	Note Rate	Basic Rate	Note Rate
2BR	\$380	\$607	\$380	\$607

Unit Size	Present Utility Allowance		Proposed Utility Allowance	
	Basic	Note	Basic	Note
2BR	\$85		\$165	

IAN 5 7 2008

Any tenant who does not wish to pay the Rural Development approved rent changes may give the owner a 30 day notice that they will vacate. The tenant will suffer no penalty as a result of this decision to vacate, and will not be required to pay the changed rent.

However, if the tenant later decides to remain in the unit, the tenant will be required to pay the changed rent from the effective date of the changed rent.

Signature:
 ROBERT D. THIBAUT
 Area Specialist

Attachment

B. PROPOSED CHANGE TO RENT - Effective Date: 1/1/08

UNIT DESCRIPTION	RENTAL RATES			POTENTIAL INCOME FROM EACH RATE		
	UNIT NUMBER	BASIC RATE	NOTE RATE	BASIC RATE	NOTE RATE	NOTE
1	1	790	800	44,480	54,000	
2	2	790	800	149,480	172,160	
1	3	790	800	39,040	32,400	
2	4	790	800	74,080	90,320	
* 20 non-RA units have incentive basic rent of 300 for 1BR and 300 for 2BR per month				Difference is shown on page 1, line 9		
CURRENT RENT TOTALS:				208,200	351,912	
				BASIC	NOTE	BLD

C. PROPOSED UTILITY ALLOWANCE - Effective Date: 1/1/08

UNIT SIZE	UNIT TYPE	NUMBER	MONTHLY DOLLAR ALLOWANCES						TOTAL
			ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	
1		8	80						80
2		24	80						80

AGENCY APPROVAL:
 COMMENTS:
 DATE: 12-3-2007

IAN 5 7 2008

Signature of Authorized Agent required

Signature of Authorized Agent required

SAMPLE SECTION 8 Approval Utility Allowance Notice

NOTIFICATION OF SECTION 8 GROSS RENTS

IDENTIFICATION OF UNITS ("CONTRACT UNITS") BY SIZE AND APPLICABLE CONTRACT RENTS

Section 8 Number: [REDACTED] Rent Effective Date: 04/01/2008

Number of Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
16	1	656	58	714
40	2	708	68	776
32	3	865	83	948
16	4	1049	93	1142

SIGNATURES

Contract Administrator
 Clarksdale Housing Authority

 (Signature)
 Royal Ann Spencer
 (Printed Name)
 Executive Director
 (Official Title)
 4-10-08
 (Date)

Owner

 (Signature)
 (Official Title)
 4/7/08
 (Date)

NOTE: Amended rents are affected by Contract Administrator notice to the Owner of Revised Exhibit A to specify adjusted contract rent amounts in accordance with section 4b of the Renewal Contract.

Signature of Authorized Agent required


HTC Annual Owner Certification (AOC) Report Guidelines



☒ 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.

PART D  MISSISSIPPI HOME CORPORATION		Annual Owner Certification (AOC) Report DEVELOPMENT FINANCIAL ANALYSIS CERTIFICATION REPORT <i>(Deadline for submission is on or before May 31st)</i> Attach: 12/31 of prior year-end Audited Financial Statement, Replacement & Operating Reserve Account Statements		MHC 03/2024 2023 January 1 - December 31	
Project Name: <input type="text"/>		Tax I.D. No.: <input type="text"/>		Project No.: MS <input type="text"/>	
Project Address: <input type="text"/>		City: <input type="text"/>		Zip: <input type="text"/>	
DIRECTIONS: Complete this certification to report on the overall health of the development, the annual debt service coverage ratio, and status of the development's replacement and operating reserve accounts.					
Financial Report Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual					
CAUTION: FIRST TIME DFAR REPORTERS					
i Is the certification period the FIRST YEAR of the CREDIT PERIOD for the subject development?				i <input type="button" value="SELECT"/>	
ii Did the development receive IRS Form 8609 <i>Low-Income Housing Credit Allocation and Certification</i> form(s) during the report period? <i>If YES, attach a copy of all 8609 forms with Part II completed and proceed to question A. If NO, attach a copy of the Multiple Building Election Certification form.</i>				ii <input type="button" value="SELECT"/>	
iii Did the construction loan for the development convert to a permanent loan during the reporting period? IF NO, STOP. A DFAR is not due for the subject development this year! <i>If YES, ATTACH a copy of the loan closing documents, including the Promissory Note and complete this report in its entirety.</i>				iii <input type="button" value="SELECT"/>	

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

HTC Annual Owner Certification (AOC) Report Guidelines



PART E: Property Primary Point of Contact Form

PURPOSE?

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

PART E MISSISSIPPI HOME CORPORATION	Annual Owner Certification (AOC) Report PROPERTY PRIMARY POINT OF CONTACT <i>(For seamless communication, be sure to update this form as changes occur.)</i> Effective Date: <input type="text"/>		
PROPERTY INFORMATION			
Property Name		Project Number	
Property Address		Property Phone Number	
Onsite Manager		Onsite Manager Number	
Email			

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

HTC Annual Owner Certification (AOC) Report Guidelines

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	
<input type="checkbox"/>	Owner Certification of Continuing Program Compliance (OCCPC) Report	<input type="checkbox"/>	AN
<input type="checkbox"/>	Part A - Addendum: Non-Profit Addendum to OCCPC*		
<input type="checkbox"/>	Fair Housing Discrimination Adverse Judgement documentation*		
<input type="checkbox"/>	State/Local Building Code Inspection Report*		
<input type="checkbox"/>	Written response/documentation to support any explanations*		
PART B		SUPPLEMENTAL CERTIFICATION OF HTC COMPLIANCE REPORT - signed & notarized	
<input type="checkbox"/>	Supplemental Certification of HTC Compliance Report		
<input type="checkbox"/>	Part B - Exhibit A: Special Needs Housing & Deeper-Income Targeting Unit Status Report*		
<input type="checkbox"/>	Part B - Exhibit B: Development -based Rental Assistance Activity Log*		
<input type="checkbox"/>	Part B - Exhibit C: Notice of Physical Damages & Casualty Loss*		
<input type="checkbox"/>	Part B - Exhibit D: Emergency Housing Status Certification Report*		
<input type="checkbox"/>	Owner Rental Assistance Addendums*		
<input type="checkbox"/>	Monthly Financial Statements/General Ledgers (to support owner provided rental assistance)		
<input type="checkbox"/>	Written response/documentation to support any explanations		
PART C		OCCUPANCY (RENT ROLL) REPORT (PER LI BUILDING)	
<input type="checkbox"/>	Occupancy (Rent Roll) Report	<input type="checkbox"/>	AN
<input type="checkbox"/>	Utility Allowance Schedule/Letter Support Documentation*		
<input type="checkbox"/>	Copies of TICs and Demographic Profile forms (ONLY IF REQUESTING DATA-ENTRY BY MHC)		
<input type="checkbox"/>	Corrective Action for 'owner-corrected' program violations*		
<input type="checkbox"/>	Written response/documentation to support any explanations		
PART D		DEVELOPMENT FINANCIAL ANALYSIS REPORT (DFAR) - signed & notarized	
<input type="checkbox"/>	Development Financial Analysis Report (DFAR)		
<input type="checkbox"/>	IRS Form 8809 Low-Income Housing Credit Allocation and Certification & IRS 8809A forms*		
<input type="checkbox"/>	HTC Multiple Building Project Certification*		
<input type="checkbox"/>	Audited Financial Statement*		
<input type="checkbox"/>	Loan Closing Documents/Modification*		
<input type="checkbox"/>	RD Workout Plan, if applicable*		
<input type="checkbox"/>	Written Plan of Action/Response/documentation of support, where applicable		
PART E		PROPERTY PRIMARY POINT OF CONTACT FORM	
<input type="checkbox"/>	MHC Property Primary Point of Contact Form		
<input type="checkbox"/>	Notice of GP/Management Change Form, if applicable		
<input type="checkbox"/>	Notice of Property Transfer, if applicable		
<input type="checkbox"/>	Written documentation (Schematic, Operating Agreement, Bylaws/Resolutions, Minutes, Deed) to support		
*REQUIRED, where applicable			

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

HTC COMPLIANCE MONITORING STAFF

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