

Development Financial Analysis Report (DFAR) Electronic Submission Quick Reference Guide



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System Access

Users may access the Development Financial Analysis Report (DFAR) online at <u>www.mshc.com</u> (see Compliance>DFAR). Upon entering the DFAR online system, users will encounter a log-in screen. Please note that the DFAR system is designed to be accessed by the development's governing management company. Upon entering the system, managers should be able to access their complete *active* management portfolio.

MHC's Online Financial Analysis Report First time users MUST <u>Register</u> before login Username: Password: Login	
MHC's Online Financial Analysis Report First time users MUST <u>Register</u> before login Username: Password: Login	
MHC's Online Financial Analysis Report First time users MUST <u>Register</u> before login Username: Password: Login	
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First time users MUST <u>Register</u> before login Username: Password: Login	MHC's Online Financial Analysis Report
Username: Password: Login	First time users MUST Register before login
Vsername: Password: Login	
Password: Login	Username:
Login	Password:
	Login

If a management company has never accessed the system, users MUST register before logging into the system. To do so, click on <u>Register</u>. NOTE 1: Although an individual may be **new** to the system; if the management company to which he/she works has utilized the DFAR system before, there is no need to register. If the user does not know the username and password for the management company, please contact MHC. NOTE 2: MHC will reset the password for the *authorized* management contact only.

Portfolio Verification	
Please enter the tax ID number (with an "F-" in front of the digits) or the owner's SSN (with an "S-" in front of the digits) for your management company/owner and the project number of any one active development listed in your management portfolio.	
MHC IDENTITY:	
Project Number:	
Verify	

To create an online account, users must verify that the management company has a portfolio with MHC.

- For **MHC Identity**, enter the *management* company's tax identification number, preceded by "F-" for federal tax ID number. Please note if an owner is managing the development, the username will be the ownership entity's tax ID number. For owners utilizing their social security number as the ID number, precede the ID with "S-"
- For Project Number, please input the project number of any active development in the management portfolio.
- Once complete, click on the **Verify** button.

Once the identity has been verified, users will need to create a password.

- The **Username** will remain as the management company's tax identification number.
- To set a password, type the chosen password once under **Password** and again under **Confirm Password**. Passwords should be at least six (6) characters.
- Enter the Email address (Optional), and then click on Register to complete the registration.

Once the management company has registered, the user may enter the system using username and password set up during registration.

Once in the system, there are seven distinct screens/tabs on the left hand side of the screen.

- **Home** page provides an overview of the DFAR.
- **Management Information** provides detail contact information regarding the management company, provides a list of the HTC developments in the company's portfolio, and provides details regarding each development.
- **Data Entry** provides screens where the user will input data for the various report components (i.e. operating statement summary, reserve accounts, etc.). From this screen, users will also *submit* the DFAR.
- **Print Reports** allows the user to print out the MHC report forms with the data the user has already entered in the system and submitted to MHC.
- Change Login Information allows the user to change the password.
- **Contact MHC** allows user to contact MHC Compliance staff.
- **Logout** allows user to exit the web application.

Development Fina	anciai Analysis R	ероп				Home
Home	leaves to the Online Devel		ial Analysis Barnat (DE			
Management Information	acome to the online beve	iopment Pinanci	al Analysis Report (DFA	(K)		
Print Reports	e Development Financial Ana ordable housing development	lysis Report (DFA t which received	R) is a comprehensive fin an allocation of Housing T of a development over a	ancial report intended to col ax Credits (HTC) through the	lect simple income and ex e Mississippi Home Corpo	ration (MHC). The
Change Login Information	ich that the report is due) w	hereby portrayin	g how the development is	performing financially. Infor	mation collected from this	s report will be
Logout re	uirements, and any owner re	ental subsidy oblig	gations. Additionally, the	OFAR is designed to serve a	s a supplementary resour	ce to MHC when
1	nitoring for compliance, unde	erwriting future d	evelopments and allocation	n planning.		
Su	bmission Methods:					
Th	e DFAR must be submitted to	MHC on or befor	re June 30 every year by	utilizing either one of the tw	o following methods:	
EA (s) ap	ectronically - Owners and/or to MHC electronically. In or plication, the owner/manage	r management ag der to access you r must be a recog	ents of an active HTC de ur development/portfolio i gnized management ageno	velopment must to submit h nformation and submit your y with MHC AND have at le	s/her development financ DFAR electronically via ou ast one active tax credit	ial analysis report ur web-based development(s).
M	nually – Owners and/or man C using the forms provided.	nagement agents There is a fee of	electing NOT to submit h \$100.00 per development	is/her financial report(s) ele for the submission of a mar	ctronically MUST SUBMIT nual report(s).	a PAPER report to
Re	mit Manual Reports to:					
Mi	sissippi Home Corporation	ivision.				
73	5 Riverside Drive	IVIDION				
PC	kson, MS 39225-3369					
60	1.718.4643 fax					
Th	e DFAR must be submitted to ceptable.	MHC in the met	hod prescribed and/or app	roved by MHC. Substitute f	iles, forms or submission r	methods are NOT
	tain a second of using Development	amont financia	I statement for some so	ande instructions and success	sting documentation. D	a NOT cand any
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Data Entry (Also Report Submission)

- When the user first logs into the system, all active developments should be listed under the first table (1A). As the user adds a report for each development, the development will then move to the second table (1B).
- To begin data entry, select Add Report from table 1A for the desired development. Then, from table 1B, click on Edit under the desired form/Report type (i.e., Part A, Part B, etc.). This will take you to the applicable screens for the form.
 NOTE 1: If the Edit link is not available (grayed-out), the report component/type is not required for the development. If you feel that a report component was disabled in error, please contact MHC immediately.
- **To submit the report,** click the **Submit** button in table 1B. NOTE 2: Once the report is submitted, users will no longer be able to edit the report.

MHC Development I	Financial Analysis Report	Home > Data Entry
Home Management Information Data Entry Print Reports Change Login Information Contact MHC Logout	Report Year: 2009 M Project # Name City County 97-900 Main Street Estates[Jackson[Hinds] Add Report Image: City County Part A: Operating Statement Summary Part B: Report of Replacement Reserve Account Part D: Report of Operating Reserve Account Part D: Report of Operating Reserve Account Part D: Report of Over Rental Subsidy Account Part D: Report of Over Rental Subsidy Account Part E: Statement of Certification Research advised if the "Edit" field is grayed out, the referenced portion of the report is not required for the development. Deviced # Name Deviced Cliced Dilard E	
	03-000 MS HOLISING DEVELOPMENT Edit Edit Edit Edit Edit Submit	
	96-110 MERIDIAN HOUSING II, LP <u>Edit Edit Edit Edit Edit Submit</u>	
	99-999 Testing Edit Edit Edit Edit Edit Submit	

- At any time, if you need to edit another report component, select the desired form tabs from the top of the screen. Tabs in **blue** are available to the user. The tab displayed in **red** indicates the report component current form that the user is currently working on. For report components/forms that are not required, the tab will be disabled and displayed in gray.
- To navigate between different parts of a particular report component/form, click on the white rectangular tabs in the middle of the screen. The tab displayed in red indicates the current section that the user is currently working on.
- Users should begin each report component/form by entering and verifying the Certification Period.

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anagement Information		I o navigate to
ata Entry		different forms.
int Reports		
nange Login Information	735 Riverside Drive	
ontact MHC	Guiport, ms 39225-0000	
ogout	A - Operating Statement Summary Preview Part A Report Certification Period Effective Gross Income Operating Expenses Annual Debt Service	To navigate to
	Total Effective Gross Income \$106,357.00	of the form.
	Gross Actual Rental Income \$105,338.00	

Part A: Operating Statement Summary

- To enter the income and expenses, click on Effective Gross Income or Operating expenses tab.
- To begin data entry or to edit figures, select Edit.
- When making changes, press Update to save the information or Cancel to not save changes and exit from edit mode.
- To review changes made to the Operating Statement Summary Report at any time, click Preview Part A Report.
- For the annual debt service, the annual debt service payment must be entered. If the ADSP is \$0.00, user must indicate reason/explanation.

• If the calculated **Debt Service Ratio** is below 1.15 or above 1.30, a plan of action is requested in the space provided. Click on <u>Add/Edit</u> to enter plan of action. NOTE: If applicable, this report component must be printed, executed by the owner and forwarded to MHC for review in accordance with the prescribed reporting deadline.

MHC Development	inancial Analysis Report	
Home Management Information	Report Year - 2009 Part A Part B Part C Part D Part E	
Data Entry Print Reports Change Login Information Contact MHC	03-000/MS HOUSING DEVELOPMENT 735 Riverside Drive Gulfport, MS 39225-0000 Harrison	
Logout	A - Operating Statement Summar Preview Part A Report Certification Period Effective Gross Income Operating Expenses Annual Debt Service Enter debt service payment: \$13,004.00 If Zero, choose a reason: None If Other, describe here: Both Both Service Ratio: 2.25 Your Debt Service Ratio (DSR) is either less than 1.15 OR greater than 1.3; In this instance, a written explanation is required. Use the space provided below to enter your plan of action to address the cited deficiency.	
	Add/Edit	

Part B: Replacement Reserve Accounts

• Select the applicable funding source(s). Funding Source identifies the source of the deposits into the account

MHC Development	Financial Analysis Report
Home	Report Year - 2009
Management Information	
Data Entry	Part A Part B Part C Part D Part E
Print Reports	99-999/Testing
Change Login Information	Test
Contact MHC	Jackson
Logout	B - Replacement Reserve Account
	Funding Source Balance Holder Beginning Balance Data Entry
	Check applicative funding source(s): Equity Payment Operating Account Other Explain Other Edit

- Select the designated balance holder. Balance Holder identifies the financial institution where the account is held. If the bank is not listed, select Go Add/Edit Financial Institution to add the bank. Users may identify up to three (3) financial institutions which may hold all or part of the required account.
- To enter or edit the beginning balance for the certification period, go to **Beginning Balance**. *Developments, who have submitted reports in the past, will not be able to edit the Beginning Balance*. *The beginning balance will pull from the ending balance of the prior report*.

Home	Report Year - 20	10						
Management Profile	Dort A	Doub R		Doub C		Dout D		Dout F
)ata Entry	Part A	Part B		Part C		Parto	1	Parte
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hange Password	735 Riverside Drive							
Contact MHC	Gulfport, MS 39225 Harrison	-0000						
ogout								
	B - Replacement	Reserve Accou	nt 🗐 Prev	view Part E	Report			
	Funding Source Add Account Holder:	Balance Holder	eginning Balanc	e Data Er	ntry			
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	Select BankPlus	136 Winter Ro	ow Ma	adison MS	39110	\$10,000.00		\$0.00
	Select Regions	1506 North St	tate Street Ja	ckson MS	39202	\$18,989.06		\$0.00
	Financial Institutio	n	Make a Selec	tion	•			
	Development Balar	nce						
	Is Account Shared	1?						
	If Yes, List Total A	Account Balance						
	If Yes, List All Dev	relopment(s)			*			

For developments that *share* accounts:

- Development Balance refers to the amount in the account that is related the referenced development.
- The "Is Account Shared?" checkbox needs to be checked in order to designate the account as a shared account.
- The **Total Account Balance** refers to the total balance in the account including the amounts of all the developments that share the account.
- List All Development(s) that share the referenced account.
- Click Insert.

Data Entry allows users to enter any deposits and withdrawals made to the account throughout the year (similar to a checkbook register). For each activity, please identify if it is a deposit or a withdrawal. A different pull-down menu will appear for each activity type.

- To save an activity, click Insert. As activity is entered, it will be inserted into the activities table. To clear an activity, click Cancel.
- After inserting the information, users may still **Edit** or **Delete** the information.

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anagement Information	
ta Entry	Part A Part B Part C Part D Part E
t Reports	99-999/Testing
nge Login Information	Test
	Gautier, MS 39202
	Jackson
	Enter account activities: Date Activity © Deposit © withdrawal Deposit Only
	Note
	Insert Cancel
	Date Activity Detail Amount Note
	Edit Delete 1/1/2008 Deposit Deposit Only \$2,400.00
	Edit Delete 1/9/2009 Deposit Deposit Only \$3,000.00 rist Deposit
	Edit Delete 2/10/2009 Withdrawal Office Equipment \$500.00 Test
	Edit Delete 3/1/2009 Deposit Deposit Only \$2,400.00
	Edit Delete 3/31/2009 Withdrawal Others \$5,056.18

Part C: Operating Reserve Accounts

This report component is now enabled for developments that were allocated credits after 2008. Data entry for **Part C: Operating Reserve Accounts** follows the same procedure as **Part B: Report of Replacement Reserves.**

• Select the applicable funding source(s). Funding Source identifies the source of the deposits into the account

MHC Development	t Financial Analysis Report
Home	Report Year - 2010
Management Profile	
Data Entry	Part A Y Part B Part C Part D Part E
Print Report	
Change Password	97900/Main Street 1101 Main Street
Contact MHC	Jackson, MS 39202 Hinds
Logout	
(C Operating Reserve Account Preview Part C Report Funding Source Blance Holder Beginning Balance Data Entry Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s): Equity Payment Image: Check application unding source(s

- Select the designated balance holder. Balance Holder identifies the financial institution where the account is held. If the bank is not listed, select Go Add/Edit Financial Institution to add the bank. Users may identify up to three (3) financial institutions which may hold all or part of the required account.
- To enter or edit the beginning balance for the certification period, go to **Beginning Balance**. *Developments, who have submitted reports in the past, will not be able to edit the Beginning Balance*. *The beginning balance will pull from the ending balance of the prior report*.

MHC Development F	inancial Analysis Report
Home	Report Year - 2010
Management Profile	
Data Entry	Part A Y Part B Part C Part D Part E
Print Report	
Change Password	97-900/Main Street Estates 1101 Main Street
Contact MHC	Jackson, MS 39202
Logout	Hinds
	C - Operating Reserve Account Serview Part C Report
	Funding Soux Balance Holder Deginning Balance Data Entry
	Add Account Holder.
	No Financial Institution has been added as Reserve Account Balance Holder.
	Financial Institution Make a Selection
	Development Balance
	Is Account Shared?
	If Yes, List Total Account Balance
	If Yes, List All Development(s)
	Insert Cancel
\langle	Go Add/Edit Financial Institution

For developments that share accounts:

- Development Balance refers to the amount in the account that is related the referenced development.
- The "Is Account Shared?" checkbox needs to be checked in order to designate the account as a shared account.
- The **Total Account Balance** refers to the total balance in the account including the amounts of all the developments that share the account.
- List All Development(s) that share the referenced account.
- Click Insert.

Data Entry allows users to enter any deposits and withdrawals made to the account throughout the year (similar to a checkbook register). For each activity, please identify if it is a deposit or a withdrawal. A different pull-down menu will appear for each activity type.

- To save an activity, click Insert. As activity is entered, it will be inserted into the activities table. To clear an activity, click Cancel.
- After inserting the information, users may still Edit or Delete the information

MHC Development Financial Analysis Report					
Home	Report Year - 2010				
Management Profile					
Data Entry	Part A Part B Part L Part D Part E				
Print Report	02-000 (Main Sharet Edular				
Change Password	s/ source Labes				
Contact MHC	Jackson, MS 33202 Hinds				
Logout					
	C - Operating Reserve Account Please use above form to insert activities.				

Part D: Owner Rental Subsidy Reserve Account

Part D is similar to Part B and Part C; however, Part D has an extra tab for **Basic Information** (see above). The information on this tab must be completed in order to submit the report. <u>Please note that Funding Source, Balance Holder and Beginning</u> <u>Balance will not be available if the owner indicates under the Basic Information tab that the method of applying ORA is solely by</u> <u>direct rental credit.</u>

Home	Report Year - 2009
Management Information	Dart A Dart R Dart C Dart D Dart E
)ata Entry	Puita Puito Puito Puito
Print Reports	96-110/MERIDIAN HOUSING II, LP
Change Login Information	2206 23RD AVENUE
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	Dewriter Rental Subsidy Reserve Account Preview Part D Report Basic Informations Funding Source Balance Holder Beginning Balance Data Entry Enter basic information for your Owner Rental Subsidy reserver account: Method of Applying ORA. Direct rental credit and reserve account: Edit Project related dates information: First Building Placed In Service Date 5/1/2006 First Subsidy Payment Date No Subsidy Payment Made Yet

- Data Entry for Part D requires the input of information, such as number of <u>units</u> assisted and total rental credits provided for each calendar month. NOTE: Fields for total deposits and withdrawals for the month are only available to developments maintaining an owner rental subsidy reserve account. In general, for developments with active reserve accounts and rental credits, the withdrawals should be equal to or less than the credits provided. Please use the *Notes* field to explain any shortage in assistance provided or to explain any difference in withdrawals from the account versus credits provided. As the information for each month is saved, the month will no longer show in the **Activity Month** pull down menu.
- Once information has been inserted for each applicable month, users may still Edit or Delete the information.

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lanagement Information	Part A	Dart B	Part C	Part D	Part E		
ata Entry	Futto	Full b	Fure	Full	Full		
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	Pagia Information	Euroding Courses	Balance Helder	Peginning Palance	Data Entra		
	Basic Information	Funding Source	Balance Holder	Beginning Balance	Data Entry		
	Basic Information Enter Activities for each r Activity Month Jan	Funding Source	Balance Holder	Beginning Balance	Data Entry	 	
	Basic Information Enter Activities for each r Activity Month Jan Assisted Units	Funding Source	Balance Holder	Beginning Balance	Data Entry		
	Basic Information Enter Activities for each r Activity Month Jan Assisted Units Deposit	Funding Source nonth:	Balance Holder	Beginning Balance	Data Entry	 	
	Basic Information Enter Activities for each r Activity Month Jan Assisted Units Deposit Withdrawal	Funding Source	Balance Holder	Beginning Balance	Data Entry	 	
	Basic Information Enter Activities for each r Activity Month Jan Assisted Units Deposit Withdrawal Credits	Funding Source	Balance Holder	Beginning Balance	Data Entry	 	
	Basic Information Enter Activities for each r Activity Month Jan Assisted Units Deposit Withdrawal Credits Credits Note	Funding Source month:	Balance Holder	Beginning Balance	Data Entry		

Part E: Statement of Certification

- **Primary Lender** tab allows users to enter the name of the primary lender, loan closing date, and the loan term. Users should enter the loan term in years.
- Rural Development tab is only required for Rural Development- financed properties.
- **Report Preparer** tab indicates the individual who complete the report, the basis of the financial report and the certification period of the report.

MHC Development	Financial Analysis Report
Home	Report Year - 2009
Management Information	
Data Entry	Part A Y Part B Part C Part D Part E
Print Reports	96-110/MERIDIAN HOUSING II, LP
Change Login Information	2206 23RD AVENUE
Contact MHC	Lauderdale
Logout	E - Statement of Certification 🔤 Preview Part E Report
	Primary Lender Rural Development Report Preparer
	Enter primary lender information: Primary Lender: Loan Closing Date: Loan Term(Years): Edit



Print Reports

- To print the DFAR prior to submission, go to the Data Entry screen and select Preview. Please note that reports printed from these screens will have the words "Review Only" watermarked on the background, indicating that the report is not final. Any reports sent to MHC with this watermark will **not** be accepted.
- Once the report for any development is submitted to MHC, the user may select the **Report Year** and **Project Name** to print the final submitted report.
- To submit the reports, go to Data Entry and click on Submit (see page 5).
- Users will need to mail <u>all</u> applicable components of the report to MHC with original signatures where applicable. First time reporters MUST include with the DFAR the following support documentation:
 - Copy of loan closing documentation, including the Promissory Note

Should the loan be modified, after the initial report, please submit a copy of the loan modification documents.

MHC Development	Financial Analysis Report Home > Print Reports
Home	Print Reports
Management Information	
Data Entry	Report Year: Select Report Year
Print Reports	Project Name: Select a Project
Change Login Information	*Select Report Year and Project to view available report list
Contact MHC	View All Reports
Logout	Part B. Report of Replacement Reserve Account
	Part C: Report of Operating Reserve Account
	Part D: Report of Owner Rental Assistance Reserve Account
	Part E: Statement of Certification

Change Login Information

• To change the Password at any time, type the old password under **Password**. Then enter the new desired password twice under **New Password** and **Confirm New Password**. Then click **Change Password**.

MHC Development Financial Analysis Report		Home > Change Login Information
Home Management Information Data Entry Print Reports Change Login Information Contact MHC Logout	Change Your Password Password: New Password: Confirm New Password: Change Password	