



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





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## COMPLIANCE MONITORING DIVISION

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## System Access

Users may access the Development Financial Analysis Report (DFAR) online at [www.mshc.com](http://www.mshc.com) (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.

If a management company has never accessed the system, users MUST register before logging into the system. To do so, click on [Register](#). 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.

**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.

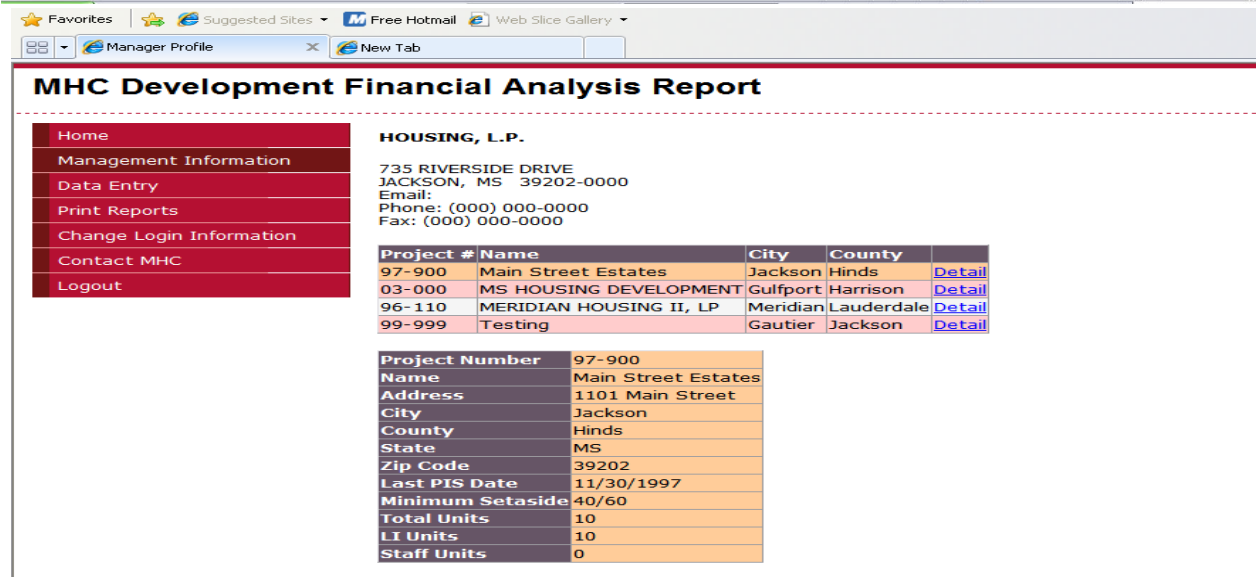
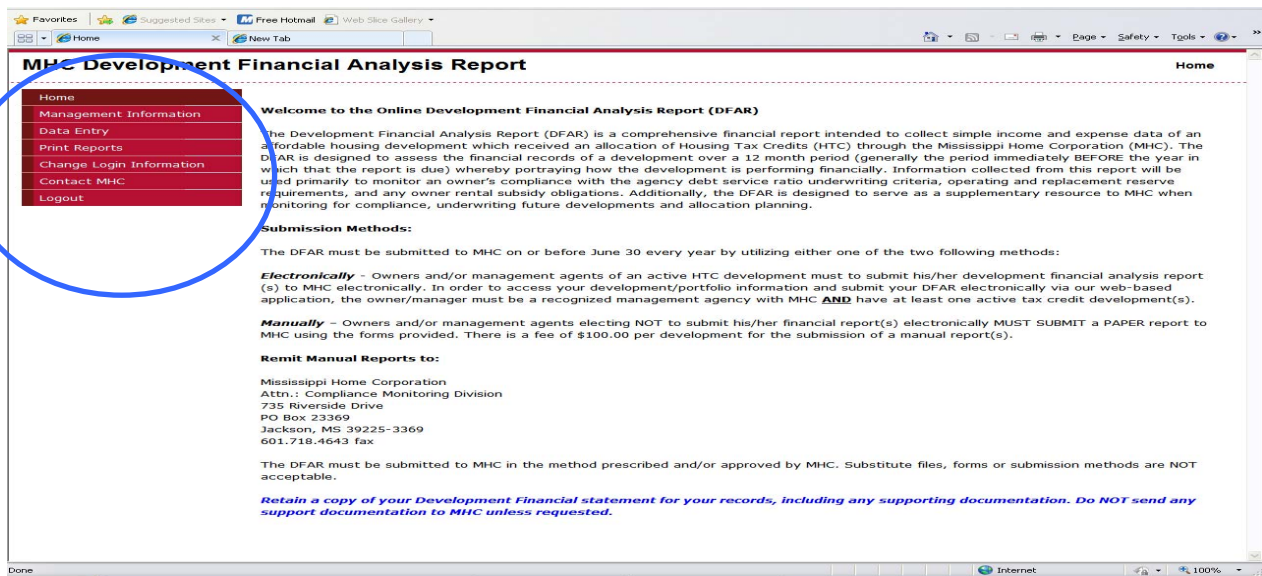
**Once the identity has been verified**, users will need to create a password.

- 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.

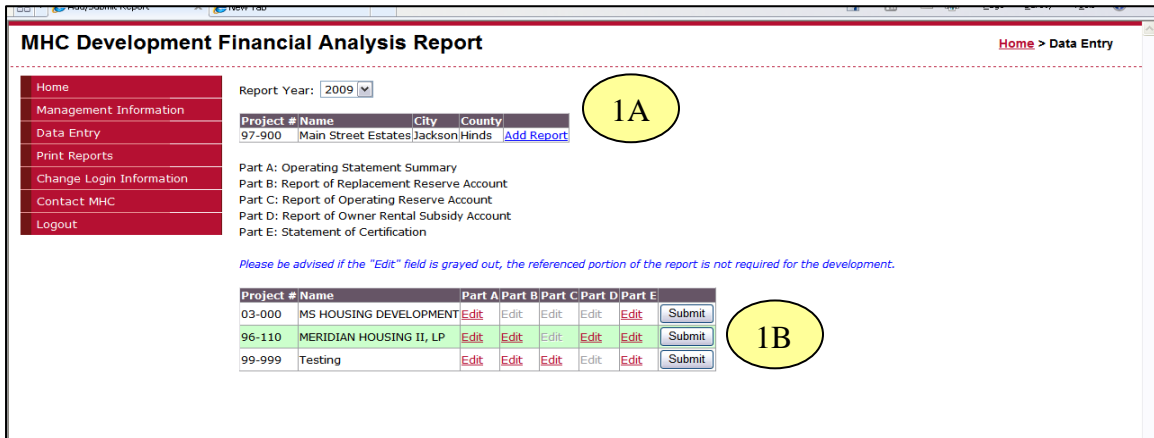
Once in the system, there are seven distinct screens/tabs on the left hand side of the screen.

- **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.

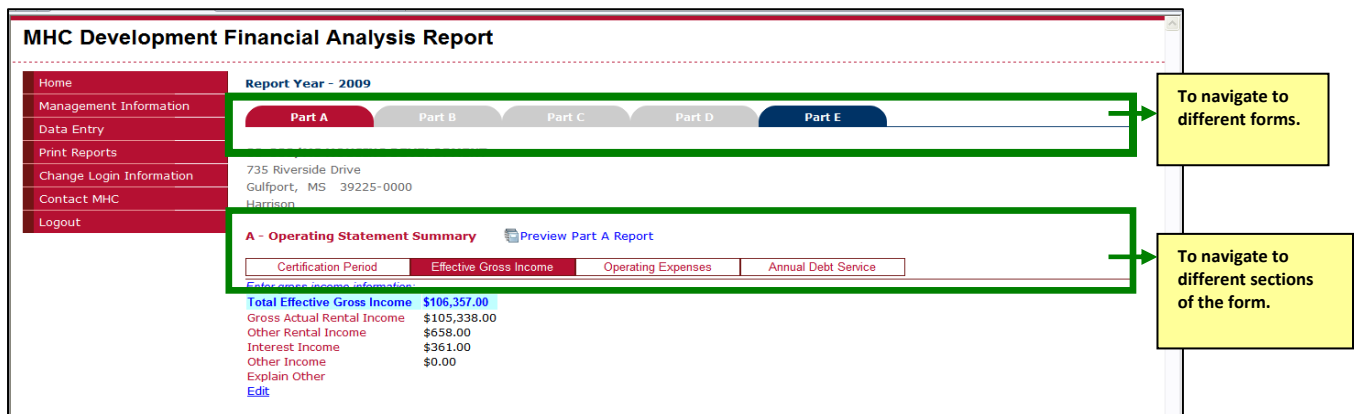


## Data Entry (Also Report Submission)

- 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.



- 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**.



## 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 [Add/Edit](#) 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 Financial Analysis Report

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[Management Information](#)  
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**Report Year - 2009**

Part A
Part B
Part C
Part D
Part E

**03-000/MS HOUSING DEVELOPMENT**  
735 Riverside Drive  
Gulfport, MS 39225-0000  
Harrison

**A - Operating Statement Summary** [Preview Part A Report](#)

Certification Period	Effective Gross Income	Operating Expenses	Annual Debt Service
<a href="#">Enter debt service payment, the ADSP will be calculated.</a> Annual Debt Service Payment: <b>\$13,004.00</b> If Zero, choose a reason: <b>None</b> If Other, describe here: <a href="#">Edit</a>			

**Debt 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**

Report Year - 2009

Part A | **Part B** | Part C | Part D | Part E

99-999/Testing  
Test  
Gautier, MS 39202  
Jackson

**B - Replacement Reserve Account** [Preview Part B Report](#)

**Funding Source** | Balance Holder | Beginning Balance | Data Entry

Check applicable 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.*

**MHC Development Financial Analysis Report**

Report Year - 2010

Part A | **Part B** | Part C | **Part D** | Part E

03-000/MS HOUSING DEVELOPMENT  
735 Riverside Drive  
Gulfport, MS 39225-0000  
Harrison

**B - Replacement Reserve Account** [Preview Part B Report](#)

Funding Source | **Balance Holder** | Beginning Balance | Data Entry

Add Account Holder:

Holder Name	Address	City	State	Zip Code	Balance	Shared	Full Amount
Select BankPlus	136 Winter Row	Madison MS	MS	39110	\$10,000.00	<input type="checkbox"/>	\$0.00
Select Regions	1506 North State Street	Jackson MS	MS	39202	\$18,989.06	<input type="checkbox"/>	\$0.00

Financial Institution:

Development Balance:

Is Account Shared?

If Yes, List Total Account Balance:

If Yes, List All Development(s):

[Insert](#) [Cancel](#)

[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

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Home

Management Information

Data Entry

Print Reports

Change Login Information

Contact MHC

Logout

**Report Year - 2009**

Part A
Part B
Part C
Part D
Part E

99-999/Testing  
 Test  
 Gautier, MS 39202  
 Jackson

**B - Replacement Reserve Account** [Preview Part B Report](#)

Funding Source	Balance Holder	Beginning Balance	Data Entry
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Enter account activities:

Date:

Activity:  Deposit  Withdrawal Deposit Only

Amount:

Note:

[Insert](#) [Cancel](#)

	Date	Activity	Detail	Amount	Note
<a href="#">Edit</a> <a href="#">Delete</a>	1/1/2008	Deposit	Deposit Only	\$2,400.00	
<a href="#">Edit</a> <a href="#">Delete</a>	1/9/2009	Deposit	Deposit Only	\$5,000.00	First Deposit
<a href="#">Edit</a> <a href="#">Delete</a>	2/1/2009	Deposit	Deposit Only	\$2,400.00	
<a href="#">Edit</a> <a href="#">Delete</a>	2/10/2009	Withdrawal	Office Equipment	\$500.00	Test
<a href="#">Edit</a> <a href="#">Delete</a>	3/1/2009	Deposit	Deposit Only	\$2,400.00	
<a href="#">Edit</a> <a href="#">Delete</a>	3/31/2009	Withdrawal	Others	\$5,056.18	
<a href="#">Edit</a> <a href="#">Delete</a>	4/1/2009	Deposit	Deposit Only	\$2,400.00	
<a href="#">Edit</a> <a href="#">Delete</a>	5/1/2009	Withdrawal	Buildings	\$3,018.99	

## 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

The screenshot shows the 'MHC Development Financial Analysis Report' interface for the 'Report Year - 2010'. The 'Part C' tab is selected. The 'Funding Source' tab is highlighted with a red circle. Below it, a list of funding sources is shown with checkboxes: Equity Payment (checked), Operating Account, Other, and Explain Other. An 'Edit' link is also present.

- **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.*

The screenshot shows the 'MHC Development Financial Analysis Report' interface for the 'Report Year - 2010'. The 'Balance Holder' tab is highlighted with a red circle. Below it, a form is displayed with fields for 'Financial Institution' (a dropdown menu), 'Development Balance', 'Is Account Shared?', 'If Yes, List Total Account Balance', and 'If Yes, List All Development(s)'. A 'Go Add/Edit Financial Institution' button is highlighted with a blue circle.

### 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

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[Contact MHC](#)  
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**Report Year - 2010**

Part A
Part B
Part C
Part D
Part E

97-900/Main Street Estates  
1101 Main Street  
Jackson, MS 39202  
Hinds

**C - Operating Reserve Account** [Preview Part C Report](#)

Funding Source
Balance Holder
Beginning Balance
Data Entry

*\*Amount to include security deposits, taxes and insurance reserves for RD developments.*

Date	
Activity	<input checked="" type="radio"/> Deposit <input type="radio"/> Withdrawal <input type="radio"/> Deposit Only
Amount	
Note	

[Insert](#) [Cancel](#)

No data in 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. *Please note that Funding Source, Balance Holder and Beginning Balance will not be available if the owner indicates under the Basic Information tab that the method of applying ORA is solely by direct rental credit.*

The screenshot shows the 'MHC Development Financial Analysis Report' interface. On the left is a navigation menu with options: Home, Management Information, Data Entry, Print Reports, Change Login Information, Contact MHC, and Logout. The main content area is titled 'Report Year - 2009' and features tabs for Part A, Part B, Part C, Part D (selected), and Part E. Below the tabs, the development name '96-110/MERIDIAN HOUSING II, LP' and address '2206 23RD AVENUE, Meridian, MS 39301-0000, Lauderdale' are displayed. A section titled 'D - Owner Rental Subsidy Reserve Account' includes a 'Preview Part D Report' link and a row of tabs: Basic Information (selected), Funding Source, Balance Holder, Beginning Balance, and Data Entry. Below these tabs, there are instructions to 'Enter basic information for your Owner Rental Subsidy reserve account.' and a 'Method of Applying ORA - Direct rental credit and reserve account' section with an 'Edit' link. A 'Project related dates information' section shows 'First Building Placed In Service Date: 5/1/2006', 'First Subsidy Payment Date', and 'No Subsidy Payment Made Yet' with a checked checkbox and an 'Edit' link.

- Data Entry for Part D requires the input of information, such as number of *units* 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.

This screenshot shows the 'Data Entry' tab for Part D. The navigation menu and report header are the same as in the previous screenshot. The 'Basic Information' tab is now selected, and the 'Data Entry' tab is active. Below the tabs, there are instructions to 'Enter Activities for each month:'. A table for data entry is shown with columns for 'Activity Month' (a dropdown menu set to 'Jan'), 'Assisted Units', 'Deposit', 'Withdrawal', and 'Credits'. A 'Note' field is also present. At the bottom of the table are 'Insert' and 'Cancel' links. Below the table, a message states 'No activity entered in your Owner Rental Subsidy Reserve Account.'

## 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

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<a href="#">Home</a> <a href="#">Management Information</a> <a href="#">Data Entry</a> <a href="#">Print Reports</a> <a href="#">Change Login Information</a> <a href="#">Contact MHC</a> <a href="#">Logout</a>	<p><b>Report Year - 2009</b></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="background-color: #004a87; color: white; padding: 5px 10px; border-radius: 5px;">Part A</span> <span style="background-color: #004a87; color: white; padding: 5px 10px; border-radius: 5px;">Part B</span> <span style="background-color: #ccc; color: #666; padding: 5px 10px; border-radius: 5px;">Part C</span> <span style="background-color: #004a87; color: white; padding: 5px 10px; border-radius: 5px;">Part D</span> <span style="background-color: #800000; color: white; padding: 5px 10px; border-radius: 5px;">Part E</span> </div> <p><b>96-110/MERIDIAN HOUSING II, LP</b>                  2206 23RD AVENUE                  Meridian, MS 39301-0000                  Lauderdale</p> <p><b>E - Statement of Certification</b> <a href="#">Preview Part E Report</a></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Primary Lender</span> <span style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Rural Development</span> <span style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Report Preparer</span> </div> <p><a href="#">Enter primary lender information:</a>                  Primary Lender:                  Loan Closing Date:                  Loan Term(Years):  <a href="#">Edit</a></p>
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### MHC Development Financial Analysis Report

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<a href="#">Home</a> <a href="#">Management Information</a> <a href="#">Data Entry</a> <a href="#">Print Reports</a> <a href="#">Change Login Information</a> <a href="#">Contact MHC</a> <a href="#">Logout</a>	<p><b>Report Year - 2009</b></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="background-color: #004a87; color: white; padding: 5px 10px; border-radius: 5px;">Part A</span> <span style="background-color: #004a87; color: white; padding: 5px 10px; border-radius: 5px;">Part B</span> <span style="background-color: #ccc; color: #666; padding: 5px 10px; border-radius: 5px;">Part C</span> <span style="background-color: #004a87; color: white; padding: 5px 10px; border-radius: 5px;">Part D</span> <span style="background-color: #800000; color: white; padding: 5px 10px; border-radius: 5px;">Part E</span> </div> <p><b>96-110/MERIDIAN HOUSING II, LP</b>                  2206 23RD AVENUE                  Meridian, MS 39301-0000                  Lauderdale</p> <p><b>E - Statement of Certification</b> <a href="#">Preview Part E Report</a></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Primary Lender</span> <span style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Rural Development</span> <span style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Report Preparer</span> </div> <p><a href="#">Report preparer information:</a>  <b>Owner/Owner Representative Prepared:</b>                  Name:                  Address:                  City:                  State: MS                  Zip Code:                  Day Time Phone:  <b>Independent Auditor(CPA):</b>                  Name:                  Address:                  City:                  State: MS                  Zip Code:                  Day Time Phone:  <b>Financial Report Prepared Based on:</b>                  Cash <input checked="" type="radio"/> Accrual <input type="radio"/>                  Calendar Year <input checked="" type="radio"/> Other <input type="radio"/>                  If Other, specify here:  <a href="#">Edit</a></p>
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## 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 **all** 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

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**Print Reports**

Report Year:

Project Name:

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*\*Select Report Year and Project to view available report list*

[View All Reports](#)

[Part A: Operating Statement Summary Report](#)

[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**
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**Change Your Password**

Password:

New Password:

Confirm New Password:

