





VII. TENANT INCOME CERTIFICATIONS

- This section can be broken down into:
 - A. Event Details- Manually Adding TICs (current Move-ins & Recerts)
 - B. Compliance Checks Errors and Warning
 - C. Viewing & Printing the Tenant Income Certification (TIC)
 - D. Other Event Updates
 - E. Entering Historic Move-in Events

A. Event Details- Manually Adding TICs (current Move-ins & Recerts)

Important considerations before getting started:

- If your initial information is not in DevCo, please let us know by using the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- All new move-ins need a full certification
- · For Housing Tax Credits, a student status needs to be completed every year
- For HOME, follow the HOME recert schedule
- A version of the Tenant Income Certification (TIC) appears ready to be completed
- If you use Housing Tax Credit (HTC) compliance software you can upload your Tenant Information using the produced XML Files
 - Dates should import correctly based on the dates already in your HTC compliance software (See Section VIII. Using the Data Import Function (XML Upload) for more information on uploading from HTC compliance software)

Return to Property Listing	Event Details			
Manage Users	Event Detailo			
View Documents	Unit #	614		
TEST- Woodland Run-PC	Number of Bedrooms	Studio	Square footage	0
	Event Date Step 2	1/6/2016	Initial Move-in	1/6/2016
± 606 ± 607	Event Type	Move In 🗸	Step 3	Program Unit 🗸
■ 608	Utility Allowance	~	Allowance Amount	0
■ 609 ■ 610	Total Household Income	20000.00	Household Income at Move-in	20000.00
± 611 ± 612	Rent Level %	60% 🗸	Income Level %	60%
■ 613	Tenant Rent Portion	400.00	Federal Rental Assist Amount	0.00
Add New Event Move In - 01/06/2016	Population Served	None V	Non-Federal Rental Assist Amount	0.00
15	Is Disabled		Rental Assist Type	N/A 🗸
	HH Member Count	1	Rental Assist Source	N/A 🗸
	All Student House	No 🗸	Student Count	0
		LIHTC		
	Funding Program	HOME	Student Explanation	N/A 🗸

Step 1: Select: Add New Event

Step 2: Enter the correct event date.

- Event date year must be the same as the certification reporting year you selected at the Property Listing Screen
- If you change to a different effective date while filling out your TIC, you will lose the information you are entering. You will either get a blank TIC or the last TIC entered

e.g., 3/17/2013 Event for Tiffin Acres would *have* to be entered under Tiffin Acres effective date 2013

• Tenant events must be added chronologically.





Properties Assigned to you:						
Property Name 🛛 🏹	Eff Date	Status 🗸	Award Number	Num Buildings	Num Units	*
Forest G. Run (TEST)	2013	Active	F-A-10-999-99, 199999	2	5	
Forest G. Run (TEST)	2014	Active	F-A-10-999-99, 199999	2	5	
Lindbergh Estates (Test)	2013	Active	070050	3	13	
Lindbergh Estates (Test)	2014	Active	070050	3	13	

NOTE: For acq/rehab projects with in-place residents the "move-in" date will be the date the tenant was qualified for the HTC program.

Step 3: Select: Event Type from dropdown

- · Fields to enter information into DevCo will vary based on the type of the event selected
- Select: either Move-in or Recertify (See Sect VII. D. Other Event Updates for more details on other types of events)
 - If the date or event type are incorrect you will need to restart the process of adding a new event.

Event Details				
Unit #	614			
Number of Bedrooms	Studio	Square footage	0	
Event Date	12/6/2015	Initial Move-in	12/6/2015	
Event Type		Unit Identity	Program Unit 🗸 🗸	
Utility Allowance	Move In Move Out	Allowance Amount	0.0	
Total Household Income	Recertify Transfer Out	Household Income at Move-in	0.00	
Rent Level %	Composition Update	Income Level %	18%	
Tenant Rent Portion	Rent Update Student Update	Federal Rental Assist Amount		
Population Served	None V	Non-Federal Rental Assist Amount		

- A Move-in Event must be entered in DevCo online before any other type of event entered for a unit
 - If a move-in event is missing from the system, you will need to enter it from the original reporting year that the move-in occurred (See Sect VII. E. Entering Historic Move-in Events for more details)

Step 4: Correctly Identify the Unit Identity

· Should be listed as Program Unit unless it is a market unit or a type of employee unit

Step 5: Select: Utility Allowance from dropdown

- Allowance Amount will automatically populate once selection is made
- Make sure Utility Allowances are entered and available from the dropdown box
- If the utility allowance is missing go back to Property Details screen to enter utility allowance (See Section V. Adding UAs)

Step 6: Skip Total Household Income this will automatically populate from income calculation



	Return to Property List	ting	Event Details					
	Manage Users							
	View Documents		Unit #	614				
	E TEST- Woodland R	un-PC	Number of Bedrooms	Studio		Square footage	0	
	■ OH-88-02000 E OH-88-02001		Event Date	1/6/2016		Initial Move-in	1/6/2016	
	■ 606		Event Type	Move In	~	Unit Identity	Program Unit	•
	■ 608		Utility Allowance		~	Allowance Amount	0	
	■ 610	01	Total Household Income	20000.00		Household Income at Move-in	20000.00	
	国 611 国 612	Step 7	Rent Level %	60%	~	Income Level %	60%	Step 7
	■ 613	Step 8	Tenant Rent Portion	400.00		Federal Rental Assist Amount	0.00	Step 9
	Add Nev Move In	w Event - 01/06/2016	Population Served	None	~	Non-Federal Rental Assist Amount	0.00	
Bomindor: Topon	t roopining		Is Disabled			Rental Assist Type	N/A 💊	•
Remnuer. Terran	it receiving		HH Member Count	1		Rental Assist Source	N/A 💊	•
subsidy that is Pr	oject-		All Student House	No 🗸		Student Count	0	
based enter the	enant Rent						L	
Portion as the To	tal Tenant			MILIHIC				
Payment			Funding Program	Шноме		Student Explanation	N/A	~

Step 7: Choose Rent and Income Level % from the dropdown boxes

- 30% is the default rent and income level for Add New Events
- If you have a different Rent Level than what is listed, list it in the Notes box and choose the closest corresponding Rent Level %

i.e. If you have a 42% rent limit, you would add to the notes: "42% Rent Limit \$_____ (the amount)", under the Rent Level % dropdown box you would choose 50% because it is the next greatest rent level %

• They appear based on the funding source in DevCo, e.g. HTC, HOME

Income:	
---------	--

MTSP		HERA Special	HOME		
	18%	18%			
	30%	30%			
	35%	35%			
	50%	50%	50%		
	60%	60%			
	80%				

Rent:

MTSP	HERA Special	HOME
18%	18%	Low Rent- 50%
30%	30%	High Rent- 65%
35%	35%	
50%	50%	
60%	60%	
80%		

Note: For more information on HERA Special and the rent & income limits please see the current Income and Rent Limit Implementation Memo (http://www.ohiohome.org/compliance/incomelimits.aspx)

Step 8: Add Tenant Rent Portion

- If the tenant is receiving subsidy in the form of a Housing Choice Voucher, enter their portion of the rent as calculated by the local Public Housing Authority (PHA).
- If the tenant is receiving subsidy that is project-based through either the local PHA or from HUD, then enter the amount listed as the Tenant Rent (TR) as indicated on their 50058 or 50059. If due to low Tenant Payment (TTP) and a high Utility Allowance (UA), the resident is a negative renter that gets Utility Reimbursement check, please use \$0 for the rent and list the correct UA for the unit.

Step 9: Add Rental Assistance Amount, Type and Source

- Types: Property Based or Tenant Based
- Sources: Rural, Section 8 Project Based, HOME, Other, TC, Section 8 Tenant Based
- If no assistance, mark zero for the amount and N/A for the type of source

Step 10: Enter: HH Member Count

Step 11: Select: Funding Program

- Note: if funding programs are not selected, the compliance checks in DevCo will not function properly.
- If a property has Housing Tax Credits (LIHTC) it must be checked on every unit
- For other funding types they should be checked based on what OHFA programs the household is qualifying for





• All funding types that the household is qualifying for should be selected

Step 12: As applicable; enter: Special Needs Code, Is Disabled, and student household fields

Step 13: Select: Add Member

- Enter Household member information
- · Student Status needs to be entered
- Gender must be filled, if unknown select N/A
- Race, Ethnicity, and Special Needs must be filled in if that information has been disclosed. If undisclosed, do not assume.
- "Hispanic or Latino" and "is Disabled" check boxes <u>must</u> be filled in if that information has been disclosed. If undisclosed, <u>do</u> <u>not assume</u>.
- When entering unborn children all fields must be completed for the social security number, all zeroes can be used and the birth date must be entered with a current or previous date. Both fields can be updated once the information is known.
- Skip Current Income this will automatically populate from income calculation

Step 14: Select: Add Non-Asset Income

Use the dropdown to select the tenant(s) for which you are adding income and enter information

Step 15: Select: Add Asset Income

· Use the dropdown to select the tenant(s) for which you are adding income and enter information

Step 16: Select: Calculate Total Household Income and Member Income

• Once you select Calculate Total Household and Member Income, the total income will automatically populate to the Total Household Income (at top) and Household Member Current Income (by household member) fields

Step 17: Select: Update







Step 18: Must manually enter Household Income at Move-in



Note: Skip this step when completing a **Recertification**. The field will be greyed out and can not be edited at that time.

Step 19: Select: Update

B. Compliance Checks - Errors and Warning

Step 20: Correct any errors and warnings that might have occurred

Same errors/warnings that are linked to the Properties Details Screen in **Section VII.**

- Errors Will not let you finalize your project at the end of the year; reflects mostly items not entered
- · Warnings Will let you finalize; reflects items that may be an issue

Categories of Errors and Warnings

Building

- Error

Building Does Not Have A County Selected

Dates

- Error

- Event Date is Not in Selected Certification Year
- Initial Move-In Date is Required
- Event Date is Required

Event Type

- Error

- Event Type is Required
- Event Type is Transfer and No Building is Selected
- Event Type is Transfer and No Unit is Selected

Funding Program

- Error
 - Funding Program Required When Unit is not Market Rate

Income

- Error

- Total Household Income is Required
- Household Income at Move-in is Required
- Income Level is Required
- All Members Must have An Income Entered
- Income Level is Not Valid for the Funding Program
- Household Members Income Exceeds Household
- Income (e.g. user forgot to select calculate)
 Income Less Than Member Income Total

Warning

- \circ $\;$ Total Household Income is Zero
- Income Exceeds County AMI Income Schedule
- Income Exceeds 140%

<u>Rent</u>

- Errors
 Rent Level is Required
 - Tenant Rent Portion is Required
 - Rent Level is Not Valid for the Funding Program
 - Allowable Rent Exceeded
- Warnings
 - Tenant Rent Portion is Zero

Rental Assistance

- Errors
 - Rental Assistance Amount is Required
 - Rental Assistance Source is Required
 - Rental Assistance Type is Required
 - Rental Assistance Type is Required when Amount is Greater than Zero

<u>Student</u>

- Errors
 - Student Count is Required
 - Student Household Status is Not Indicated
 - Student Explanation is Required
 - All Student Household, Student Explanation is Required
 - Students Listed Exceeds Student Count





Tenant Information

- Errors
 - Member With Special Needs, Household Needs Not Selected
 - Special Needs is Required
 - HH Member Count Must be Greater than 0
 - Head of Household Required With Last Name
 - There can Only be One Head of Household
 - There can Only be One Adult Co-Tenant
 - Household Members Listed Exceeds Member Count
 - All Members Must Have Relationship to Head of Household Entered
 - All Members Must Have a Last Name Entered
 - Household Special Needs Selected, Member with Special Needs Not Selected
 - Household Count Does Not Match Member Count

Utility Allowance

- Errors
 - Utility Allowance is Required
 - Utility Allowance Not Selected
- Warnings
 - A More Current Utility Allowance is Available -Utility Allowance is Zero (e.g. user did not enter a current utility allowance in the data base.)
 - Allowance Amount is Not Equal to the Selected Utility Allowance

Step 21: Re-Select: Update after making the corrections

*** Notice it now lists the TIC in the Side Panel with Event Type and Effective Date







C. Viewing & Printing the Tenant Income Certification (TIC)

Step 22: Select: View TIC

Return to Property Listing	Event Detaile					
Manage Users	Event Details					
View Documents	Unit #	614				
TEST- Woodland Run-PC	Number of Bedrooms	Studio	Square footage	0		
OH-88-02000	Event Date	1/6/2016	Initial Move-in	1/6/2016		
■ 606	Event Type	Move In	Unit Identity	Program Unit 🗸		
± 607	Litility Allowance		Allowance Amount	0		
■ 609	Ounty Anowance	*	Allowance Anount	0		
± 610	l otal Household Income	20000.00	Household Income at Move-in	20000.00		
■ 612	Rent Level %	60%	Income Level %	60%		
± 613	Tenant Rent Portion	400.00	Federal Rental Assist Amount	0.00		
Add New Event	Population Served	None 🗸	Non-Federal Rental Assist	0.00		
Move In - 01/06/2016	le Disabled		Rental Assist Type	N/A N		
				N/A *		
	HH Member Count	1	Rental Assist Source	N/A 🗸		
	All Student House	No 🗸	Student Count	0		
		✓ LIHTC				
		Пноме				
	Funding Program		Student Explanation	N/A V		
		Financial Adjustment				
			Notes		1	
				^		
				~		
]	
	Add Mombor					
	Add Weinber					
		HOU	SEHOLD MEMBERS			
	First Name Student Status	Last Name Relationship Rac	SSN Birth	Date Current Income		
	Joe Brown	***-**-000	12/23/1975	20000.00		
	Non-Student V Head of Head	ousehold 🗸 A - Asian	V None	V Male V	Delete	
		🗌 Hispa	nic Or Latino 🛛 Is Disabled			
	Add Non Asset Income	Inputting this information is OPTIO	IAL Information must be input if w	want to consiste a TIC		
	Add Non-Asset Income	inputting this mornation is OF nor	IAL. Information must be input if yo	u want to generate a 116.		
			INCOME C	THER THAN ASSETS		
	Member	Employment or Wages Social Se	ecurity / SSI Pensions	Public Assistance C	hild Support Other Income	Income other than Assets
	Joe Brown 🗸	11000.00 0.00	0.00	0.00 0.00	0.00	Delete
	Totals:	\$11000.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$11000.00
	Add Asset Income Input	ting this information is OPTIONAL	nformation must he input if you wa	nt to generate a TIC		
	Add A Soci meetine mpor		normation made be input if you wa	n to generate a mo.		
			INCOME FROM ASSE	TS (USE ANNUAL AMOUNTS)		
	Member	Type of Assets Current / Imputed Ca	sh Value of Assets Annual Income fr	om Assets Total Imputed	Income from Assets if Cash Value of Assets is	s over \$5,000 Income from Assets
	Joe Brown 🗸	Checking Current v 20	0.00	Delete		
				Passbook Ra	te is 0.0600%	AA AA
	Totals:	\$2	00.00 \$0.00	\$0.00		\$0.00
	Calculate Total Household	Income & Member Income				
	-					
	Hee Ame	punt				
	Non-Optional Charges	0.00				
	Update				Vie	ew TIC Delete This Event

Step 23: View information added to the TIC

- Depending on your internet browser, you will have one of three printing options:
 - \circ $\,$ Option A: A PDF version of the TIC will automatically open to print
 - Option B: Use the Export to PDF button (floppy disk icon), which will manual open a PDF to print
- The Rent and Income Limits are calculated





All move-in and recertification Tenant Income Certifications used for the Housing Tax		v C	¢ [O	.00% 🗸		Find Tenar	Next R	ne Ce	a rtification
Credits (LIHTC) display the max income and max rent limit amount based on the 40-60 or 20-50 set-aside selection made on the 8609s. HERA Special limit are used as peeded	Move In Current Household Size: 1 Unit: 2			Move-In Date: 04/08/2013 Tiffin Acres dba Salmon Project Name: Chase Acres Test # Bedrooms: Square Footage: 200		Cert Salmon t Buik Add	Certification Date: 04/08/2013 Building ID#: OH-07-11111 Address: 123 Meigs Way, Columbus, OH 43220 County: FRANKLIN		13 ay, Columbus, OH
if they apply to a property.			2	7	00				
			PAI	RT II - HOUSE	EHOLD COMPO	SITION			
	Last Name		First Name and Middle Initial	Gender	Relation to Head of Hou	ship usehold	Date of Birth	F/T Student	Last Four digits Social Security or Alien Registration No.
	Crickett		Jimmy	Female	Head of Ho	usehold	04/16/1987	N	6789
	PART III - INCOME OTHER THAN ASSETS								
	Member	(A) Employment or Wages	(B) Social Security /SSI	(C) Pensions	(D) Public Assistance	(E) Child Support	(F) Other Income	Income	(G) other than Assets
	Crickett, Jimmy 6789	12,345.00	0.0	0.0	0.00	0.00	0.00		
Option B : Export to PDF	Totals	12,345.00	0.0	0.0	0.00	0.00	0.00		\$12,345.00
			PART IV - INCO	ME FROM A	SSETS (USE AI	NNUAL AM	OUNTS)		
	Member	(H) Type of Assets	(I) Current/ Imputed	(J) Cash Value of Assets	(K) Annual Income from Assets	Tota from Ass	(L) al Imputed Inco sets if (J) is ove	ome er \$5,000	(M) Income from Assets
	Totals					times cur	un rent passbook n	der \$5,000 ate of 2% = 0.00	\$0.00
		PAR	V-TOTAL AN	INUAL HOUS	SEHOLD INCOM	E FROM A	LSOURCES		
							ERANKLING	untu 1 🖬	usehold Members
	INCOME FROM A	LL SOURCES	\$12,	345.00	1		Cartification (Date:	04/08/2013
	Add (G) a	nd (M)	26%	AMGI	_		Income L	.imit:	\$28,880.00
	Meets Incom	e Restriction a	t: (30%					





	PAR	RT VI - RENT	
		Other Non-Ontional Charges:	\$0.00
Tenant Paid Rent:	\$123.00	Housing Assistance Payment	\$458.00
Utility Allowance:	\$127.00	Rent Assistance Type:	Property Based
GROSS RENT FOR UNIT:		Rent AMI%	Unit meets rent restriction at
(Tenant Paid Rent + Utility Allowance)	\$250.00	16%	60%
Maximum Rent Limit for this unit:	\$927.00		
	PART VI - S	STUDENT STATUS	
Are all occupants full time students?	No	Student Explanation:	N/A
	PART VI - DEMOG	GRAPHIC INFORMATION	
Race of Head of Household: Asian		Is there a disabled household member	er? No
Ethnicity of Head of Household: Not Hispa	nic/Latino	Was anyone in the household homele	ess at application? No
The information on this form will be used to determine	SIG e maximum income eliqi	NATURES bility. I/We have provided for each person(s) set f	orth in Part II acceptable
The information on this form will be used to determine erification of current anticipated annual income. IW ew member moving in. IWe agree to notify the land under penalties of perjury. I/we certify that the inform urther understands that providing failse representatio erimination of the lease agreement. We certify that the information in this tenant certifica- formation contained in this tenant certification form	sig e maximum income eligi ke agrete to notify the lan diord immediately upon a ation ns he icon for t prior to the certification of	INATURES billy. (We have provided for each person(s) set dird immediately upon any member of the hous any member becoming a full time student. : Using the print he first time. tion dates. Shou date, IWe agree to immediately notify manageme	orth in Part II acceptable ehold moving out of the unit or any ur knowledge. The undersigned rmation may result in the ald there be any change in any nt of the changes.
The information on this form will be used to determin erification of current anticipated annual income. IW new member moving in. IWe agree to notify the land Inder penahies of perjury. Iwe certify that the inform uther understands that providing failse representatio ermination of the lease agreement. We certify that the information in this tenant certification formation contained in this tenant certification form IWe certify that my/our income for the period star	sign e maximum income eligi le agree to notify the lan alord immediately upon a aston Option C icon for t tion i con for t tring04/08/20	INATURES billy. IWe have provided for each person(s) set if diord immediately upon any member of the hous any member becoming a full time student. Using the print he first time. tion dates. Shou date, IWe agree to immediately notify management D13and ending04/08/2014	orth in Part II acceptable ehold moving out of the unit or any wr knowledge. The undersigned rmation may result in the ald there be any change in any nt of the changes. is: \$12,345.00
The information on this form will be used to determine effication of current anticipated annual income. IW ever member moving in. IWe agree to notify the land under penalties of perjury, Iwe certify that the inform uther understands that providing failse representatio ermination of the lease agreement. We certify that the information in this tenant certification formation contained in this tenant certification form I/We certify that my/our income for the period star SIGNATURE OF LESSEE	BIG amaximum income eligi k agree to notify the lan dord immediately upon a ation icon for t icon for t itin icon for t itin 04/08/20 DATE	INATURES billy. IWe have provided for each person(s) set if diord immediately upon any member of the hous any member becoming a full time student. Using the print he first time. tion dates. Shou date, IWe agree to immediately notify manageme D13 and ending 04/08/2014 SIGNATURE OF LESSEE	orth in Part II acceptable ehold moving out of the unit or any wir knowledge. The undersigned immation may result in the uld there be any change in any it of the changes. is: \$12,345.00 DATE
The information on this form will be used to determin reinfloation of current anticipated annual income. IW new member moving in. IWe agree to notify the land inder penalties of perjury. Iwe certify that the inform uther understands that providing false representatio ermination of the lease agreement. IWe certify that the information in this tenant certifica formation contained in this tenant certification form IWe certify that my/our income for the period star SIGNATURE OF LESSEE SIGNATURE OF LESSEE	BIG a maximum income eligi a sagree to norme eligi soft of the lan ation icon for ti icon for ti prior to the certification of tring 04/08/20 DATE DATE	INATURES billy. (We have provided for each person(s) set if diord immediately upon any member of the hous any member becoming a full time student. Using the print he first time. bills in the agree to immediately notify manageme bills and ending 04/08/2014 SIGNATURE OF LESSEE SIGNATURE OF LESSEE	orth in Part II acceptable ehold moving out of the unit or any wur knowledge. The undersigned irmation may result in the ald there be any change in any the of the changes. is: \$12,345.00 DATE DATE
The information on this form will be used to determine effication of current anticipated annual income. IW ever member moving in. IWe agree to notify the land of the penalties of perjury, IWe certify that the inform ther understands that providing failse representatio ermination of the lease agreement. We certify that the information in this tenant certifica- formation contained in this tenant certification form IWe certify that my/our income for the period star SIGNATURE OF LESSEE SIGNATURE OF LESSEE ISIGNATURE OF LESSEE	signe e maximum income eligit la agree to notify the lan alord immediately upon a aston Doption C icon for t icon for t inin 04/08/20 DATE DATE s and documentation requi	INATURES billy. IWe have provided for each person(s) set if diord immediately upon any member of the hous any member becoming a full time student. Using the print he first time. tion dates. Shou date, IWe agree to immediately notify manageme D13 and ending 04/08/2014 SIGNATURE OF LESSEE SIGNATURE OF LESSEE Ired to be submitted, the individual(s) named in Part II amended, and the Restrictive Covenant (if applicable	orth in Part II acceptable ehold moving out of the unit or any wr knowledge. The undersigned rmation may result in the ald there be any change in any nt of the changes. is: \$12,345.00 DATE DATE of this Tenant Income Certification), to live in a unit in this Project.
he information on this form will be used to determine effication of current anticipated annual income. IW ew member moving in. IWe agree to notify the land inder penalties of perjury. Iwe certify that the inform ther understands that providing failse representatio ermination of the lease agreement. We certify that the information in this tenant certifica- formation contained in this tenant certification form IWe certify that my/our income for the period star SIGNATURE OF LESSEE SIGNATURE OF LESSEE ased on the representations herein and upon the proof are eligible under the provisions of Section 42 of the in SIGNATURE OF OWNER/AGENT	BIG e maximum income eligi is agrete to norme eligi ation icon for ti icon for ti prior to the certification of tring 04/08/20 DATE DATE s and documentation requi ternal Revenue Code, as	INATURES billy. (We have provided for each person(s) set if dird immediately upon any member of the hous any member becoming a full time student. : Using the print he first time. tion dates. Shou date, IWe agree to immediately notify management 013 and ending 04/08/2014 SIGNATURE OF LESSEE SIGNATURE OF LESSEE Ired to be submitted, the individual(s) named in Part II amended, and the Restrictive Covenant (If applicable	orth in Part II acceptable ehold moving out of the unit or any wur knowledge. The undersigned rmation may result in the ald there be any change in any th of the changes. is: \$12,345.00 DATE DATE In this Tenant income Certification b, to live in a unit in this Project.

Step 24: After Viewing the TIC

- Select: Return to Event Details
- This will take you back to "Event Details" for the selected unit.

ſ	- <u>0</u> - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -	Ohio Housing Finance Agency	DevCo Online Management System
		Tiffin Acres dba Salmon C	
	Return to Event Details	4 4 1 of 1 ▷ ▷ φ	100% V Find Next 🔍 🗘 🖨
		© _© Dev Co	Tenant Income Certification





D. Other Event Updates

Based on the type of Event selected certain fields will be grayed out and unavailable for editing.

Event Details			
Unit#	501		
Number of Bedrooms	2 Bedroom	Square footage	1300
Event Date	12/4/2014	Initial Move-in	11/5/2014
Event Type		 Unit Identity 	Program Unit
Utility Allowance	Move In	Allowance Amount	100.00
Total Household Income	Move Out	Household Income at Move-in	11000.00
Rent Level %	Recertify Transfer Out	Income Level %	60% 🔻
Tenant Rent Portion	Composition Update	Federal Rental Assist Amount	0.00
Special Needs Code	Student Update	Non-Federal Rental Assist Amount	0.00

• Move-In - move-in of household

Update Events:

- Move-Out move-out of household
- Recertify recertification of Household
- Transfer Out household is transfering to a different unit (once transferred Event in new unit will say Transfer In)
- Composition Update addition or removal of non-head of household member
- **Rent Update** tenant portion of rent has changed
- Student Update update to DevCo confirming or changing the student status
 - Note: Student Update should only be used for HTC units

The steps described in this section cover entering a Student Update in DevCo, and the steps will be similar for all the update type of events

• If a move-in event is missing, you will need to enter it from the original reporting year that the move-in occurred (See Section VII. E. Entering Historic Move-in Events)

Step 1: Pick the unit you want to update using the left hand panel

Step 2: Select: Add New Event

Step 5	Non-Student V Head of Ho	usehold V A - Asia	n V None	Male Delete
	Student Status	Relationship Ra	ce and Ethnicity Spe	cial Needs Gender
	Eirot Namo	HO	USEHOLD MEMBERS	irth Data
	Add Member			
				Ç
			Notes	
		Financial Adjustment Factor		
	Funding Program	НОМЕ	Student Explanation	N/A V
	4			Step
Step 5	All Student House	No 🗸	Student Count	0
	HH Member Count	1	Rental Assist Source	N/A V
	Is Disabled		Rental Assist Type	N/A V
	Population Served	None V	Non-Federal Rental Assist	0.00
	Tenant Rent Portion	400.00	Federal Rental Assist Amour	it 0.00
	Rent Level %	60% 🗸	Income Level %	60%
	Total Household Income	20000.00	Household Income at Move-i	n 20000.00
Step 4	Utility Allowance	×	Allowance Amount	0
24.0.0.4	Event Type	Move In	Vunit Identity	Program Unit V
Step 3	Event Date	1/6/2016	Initial Move-in	1/6/2016
	Unit #	614	0	0





Step 3: Add the Event Date

• Student Status needs to be updated annually for HTC

Step 4: Choose Student Update from the Event Type dropdown box

Once you Select the Student Update Event the last certification entered information will appear.

Step 5: Update the Student information if it has changed

- All Student House-Hold drop down: No/Yes
- Student Count
- Student Explanation
 - N/A
 - TANF Assistance
 - Job Training Program
 - Single Parent/Dependent Child
 - Married/ joint return
 - Former Foster Child
- Under Add Member: Student Status for each member of the household

Step 6: Select: Update

Note: You should have a signed Student Certification in the file, this Student Update from DevCo does NOT take the place of the Student Certification in the file and does not need to be printed



E. Entering Historic Move-in Events

A Move-in Event must be entered in DevCo online before any other type of event entered for a unit

- If a move-in event is missing from the system you will need to enter it from the original reporting year that the move-in occurred
- · For DevCo, those move-ins that must be entered before the current year are considered historic move-ins

Step 1: To access an older reporting year, Select: Return to Property Listings

Return to Property Listing Manage Users	Event Details			
View Documents	Unit #	614		
E TEST- Woodland Run-PC	Number of Bedrooms	Studio	Square footage	0
OH-88-02000	Event Date	1/6/2016	Initial Move-in	1/6/2016
■ 606 ■ 607	Event Type	Move In 🗸	Unit Identity	Program Unit 🗸
■ 608	Utility Allowance	~	Allowance Amount	0
± 609 ± 610	Total Household Income	20000.00	Household Income at Move-in	20000.00
	Rent Level %	60% 🗸	Income Level %	60%
■ 613	Tenant Rent Portion	400.00	Federal Rental Assist Amount	0.00
Add New Event Move In - 01/06/2016	Population Served	None 🗸	Non-Federal Rental Assist Amount	0.00
■ 615	Is Disabled		Rental Assist Type	N/A 🗸
	HH Member Count	1	Rental Assist Source	N/A 🗸
	All Student House	No 🗸	Student Count	0
		✓ LIHTC		
	Funding Program		Student Explanation	N/A 🗸

Step 2: Select: Show All Owner Certifications (includes Historic Reporting Years)

• The list will expand to include previous reporting years.

Step 3: Check that the Status for the needed reporting year states Active

If it does not say Active, contact the DevCo Helpdesk at <u>https://devco.ohiohome.org/devcoinquiries</u> to activate that year so it can be edited

Step 4: Select: The correct Eff Date (Reporting Year) for the property

Request another pro My Profile	operty	Properties Listing						
Return To Programs	Listing	TEST - Earhart Properites (GP) 23 Test Street Cleveland OH 43215-6906 Show All Reporting Pars. F Properties Assigned to you:	ilter to one addres	614-466 s first.	3-4385			
	1 /	Property Name 🛛 🖓	Reporting Year	Status 🛛	Award Number	Num Buildings	Num 👚	
Note: "Show All Reporting Years" is graved out until filter for		TEST- Lindbergh Estates-PC	2015	Monitoring	079900	3	14	
		TEST- Lindbergh Estates-PC	2016	Active	079900	3	14	
Property Name is used.		TEST- Merging Projects-PC	2015	Active	N-B-94-9999, N-B-12-9999, 129999	6	26	

Step 5: Select: The unit for which you are adding the historic move-in

- From this previous year, complete steps for adding a move-in event (See Section VII. A. Event Details-Manually Adding TICs)
- If the event details are all grayed out, contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries to activate that year
- · Once finished, you will need to return to the current reporting year to completely any updates on the unit



