SECTION VII

TENANT INCOME CERTIFICATIONS

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)

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.

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.

- 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

Reminder: Tenant receiving subsidy that is Project-based enter the Tenant Rent Portion as the Total Tenant Payment

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 **must** be filled in if that information has been disclosed. If undisclosed, **do not assume**.
- 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

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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**
  - Total Household Income is Zero
  - Income Exceeds County AMI Income Schedule
  - Income Exceeds 140%

Rent
- **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

Student
- **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

Move-in TIC Appears.

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

Step 22: Select: View TIC

Step 23: View information added to the TIC

- Depending on your internet browser, you will have one of three printing options:
    - 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 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 limits are used as needed if they apply to a property.

Option B: Export to PDF

Tenant Income Certification

Move In	Move-In Date: 04/08/2013	Certification Date: 04/08/2013
Current Household Size: 1	Project Name: Tiffin Acres dba Salmon Chase Acres Test	Building ID#: OH-07-11111 Address: 123 Meigs Way, Columbus, OH 43220
Unit: 2	# Bedrooms: 2 Square Footage: 700	County: FRANKLIN

PART II - HOUSEHOLD COMPOSITION

Last Name	First Name and Middle Initial	Gender	Relationship to Head of Household	Date of Birth	F/T Student	Last Four digits Social Security or Alien Registration No.
Crickett	Jimmy	Female	Head of Household	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	(G) Income other than Assets
Crickett, Jimmy 6789	12,345.00	0.00	0.00	0.00	0.00	0.00	
Totals	12,345.00	0.00	0.00	0.00	0.00	0.00	$12,345.00

PART IV - INCOME FROM ASSETS (USE ANNUAL AMOUNTS)

Member	(H) Type of Assets	(I) Current/ Imputed	(J) Cash Value of Assets	(K) Annual Income from Assets	(L) Total Imputed Income from Assets if (J) is over $5,000	(M) Income from Assets
Totals					under $5,000 times current passbook rate of 2% = 0.00	$0.00

PART V - TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES:	$12,345.00	FRANKLIN County, 1 Household Members
Add (G) and (M)	26% AMGI	Certification Date: 04/08/2013
Meets Income Restriction at:	60%	Income Limit: $28,860.00

PART VI - RENT	
Tenant Paid Rent: **$123.00**	Other Non-Optional Charges: $0.00
Utility Allowance: **$127.00**	Housing Assistance Payment: $456.00
	Rent Assistance Type: Property Based
GROSS RENT FOR UNIT: (Tenant Paid Rent + Utility Allowance) **$250.00**	Rent AMI% 16%
	Unit meets rent restriction at: 60%
Maximum Rent Limit for this unit: **$927.00**	

PART VI - STUDENT STATUS

Are all occupants full time students? **No** Student Explanation: **N/A**

PART VI - DEMOGRAPHIC INFORMATION

Race of Head of Household: Asian Is there a disabled household member? No

Ethnicity of Head of Household: Not Hispanic/Latino Was anyone in the household homeless at application? No

SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/We have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/We agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/We agree to notify the landlord immediately upon any member becoming a full time student.

Under penalties of perjury, I/we certify that the information [...] to the best of my/our knowledge. The undersigned further understands that providing false representations he[...] or incomplete information may result in the termination of the lease agreement.

Option C: Using the print icon for the first time.

I/We certify that the information in this tenant certification i[...]ation dates. Should there be any change in any information contained in this tenant certification form prior to the certification date, I/We agree to immediately notify management of the changes.

I/We certify that my/our income for the period starting 04/08/2013 and ending 04/08/2014 is: $12,345.00

SIGNATURE OF LESSEE   DATE   SIGNATURE OF LESSEE   DATE

SIGNATURE OF LESSEE   DATE   SIGNATURE OF LESSEE   DATE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Restrictive Covenant (if applicable), to live in a unit in this Project.

SIGNATURE OF OWNER/AGENT   DATE

Report generated on 3/24/2014 at 1:37:52 PM   Page 1 of 1

Step 24: After Viewing the TIC

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

D. Other Event Updates

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

- **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 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 <u>before any other type</u> 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

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 https://devco.ohiohome.org/devcoinquiries to activate that year so it can be edited

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

Note: "Show All Reporting Years" is grayed out until filter for Property Name is used.

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