



# 2015 Annual Owner's Compliance Report (AOCR) Webinar

# Contact Information

## Physical Address:

TDHCA

221 East 11<sup>th</sup> Street

Austin, Texas 78701

## Mailing Address

TDHCA

PO Box 13941

Austin, Texas 78711-3941

Website: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

[Firstname.lastname@tdhca.state.tx.us](mailto:Firstname.lastname@tdhca.state.tx.us)

# Annual Owner's Compliance Report

- ❖ Reports available in the Compliance Monitoring and Tracking System (“CMTS”) first week in January
- ❖ All Parts due April 30<sup>th</sup> for reporting data for January 1<sup>st</sup> – December 31<sup>st</sup> of 2015

# Annual Owner's Compliance Report

1. Part A- The Owner's Certification of Program Compliance
2. Part B- Unit Status Report ("USR")
3. Part C- Housing for Persons with Disabilities Report
4. Part D- Form 8703 (Bonds only)
5. Annual Owner's Financial Certification ("AOFC")



# Annual Owner's Compliance Report

- ❖ This reporting year is 2015
  - ❖ All answers and information should be limited to activity that occurred January 1, 2015 to December 31, 2015
  - ❖ If data is used reflective of activity after January 1<sup>st</sup>, ok but discouraged

# Overview

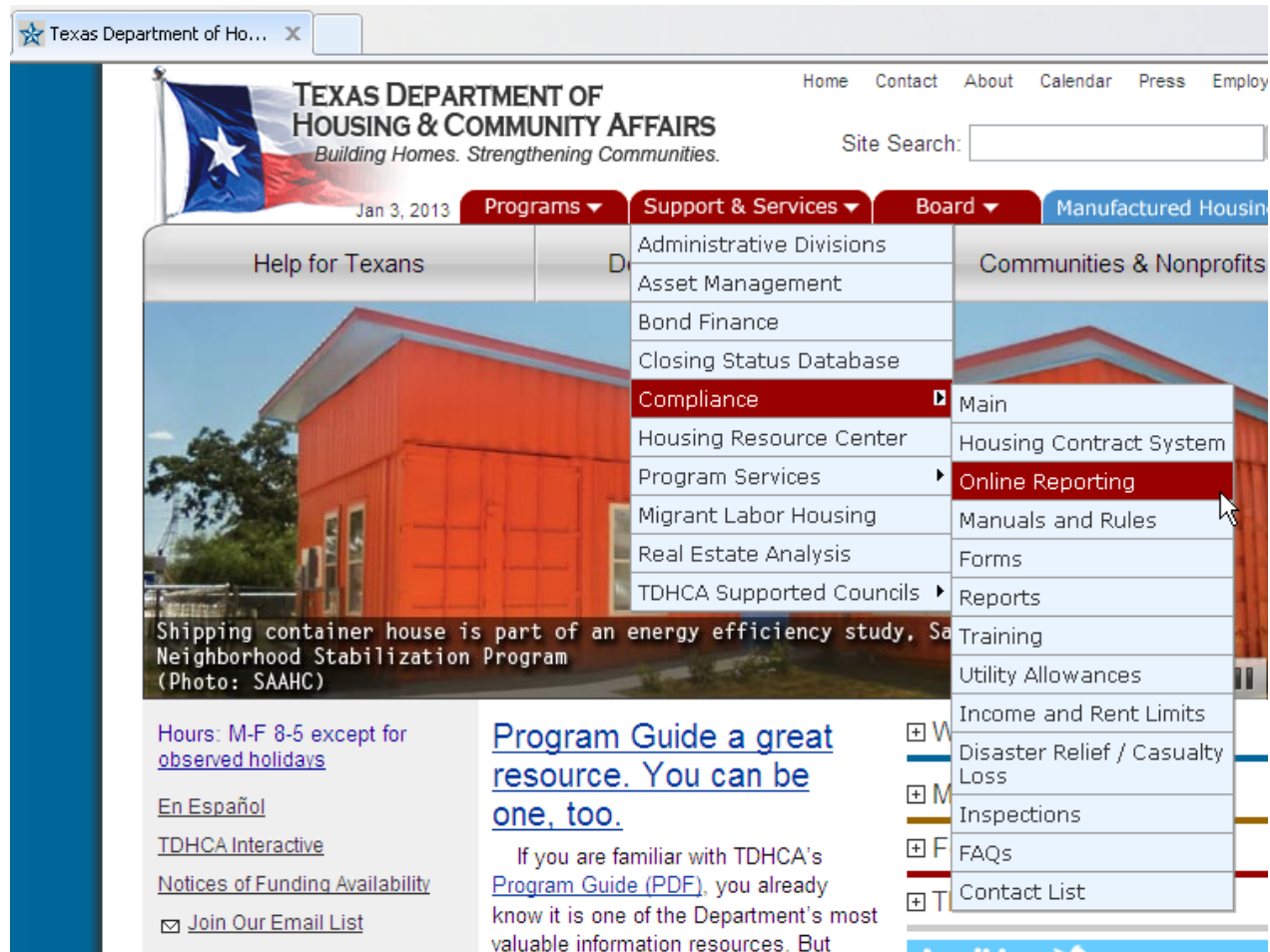
- ❖ All properties are required to submit the reports
  - ❖ Unless your property foreclosed or completed a Qualified Contract Sale
- ❖ The first report is due the 2nd year following the award
  - ❖ e.g. property awarded HTCs in July of 2014. First report due 4/30/2016
  - ❖ Training will cover how to complete reports for properties that have not yet started leasing

# Getting Started

- ❖ Must have a CMTS user ID and password to access system and reports
- ❖ Forms available on website
  - ❖ <http://www.tdhca.state.tx.us/>
- ❖ Must be signed by General Partner
  - ❖ Electronic Compliance Reporting Filing Agreement
  - ❖ Owner's Designation of Administrator of Accounts

# Getting Started

Forms available on the website:



The screenshot shows the Texas Department of Housing & Community Affairs (TDHCA) website. The header includes the TDHCA logo with the tagline "Building Homes. Strengthening Communities." and a navigation menu with links for Home, Contact, About, Calendar, Press, and Employ. A site search box is also present. The main navigation bar features tabs for Programs, Support & Services, Board, and Manufactured Housing. A dropdown menu is open under "Support & Services", listing various services. The "Online Reporting" option is highlighted, and a sub-menu is visible, listing items such as Main, Housing Contract System, Manuals and Rules, Forms, Reports, Training, Utility Allowances, Income and Rent Limits, Disaster Relief / Casualty Loss, Inspections, FAQs, and Contact List. The background of the website features a large image of a red shipping container house. Below the image, there is a news snippet about an energy efficiency study and a "Program Guide" link. The footer contains contact information, including hours, a Spanish language option, and a link to join the email list.

Texas Department of Ho... x

TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS  
Building Homes. Strengthening Communities.

Home Contact About Calendar Press Employ

Site Search:

Jan 3, 2013 Programs Support & Services Board Manufactured Housing

Help for Texans

Administrative Divisions  
Asset Management  
Bond Finance  
Closing Status Database  
Compliance  
Housing Resource Center  
Program Services  
Migrant Labor Housing  
Real Estate Analysis  
TDHCA Supported Councils

Communities & Nonprofits

Shipping container house is part of an energy efficiency study, Sa  
Neighborhood Stabilization Program  
(Photo: SAAHC)

Hours: M-F 8-5 except for [observed holidays](#)

[En Español](#)

[TDHCA Interactive](#)

[Notices of Funding Availability](#)

[Join Our Email List](#)

[Program Guide](#) a great resource. You can be one, too.

If you are familiar with TDHCA's [Program Guide \(PDF\)](#), you already know it is one of the Department's most valuable information resources. But

Main  
Housing Contract System  
Online Reporting  
Manuals and Rules  
Forms  
Reports  
Training  
Utility Allowances  
Income and Rent Limits  
Disaster Relief / Casualty Loss  
Inspections  
FAQs  
Contact List



# Getting Started

Forms available on the website:

## Read the User Guidelines

Read the [User Guide for Online Compliance Reporting \(PDF\)](#) for entering information to the CMTS, or print the guidelines for reference as you enter information to the system. **It is very important that you enter information correctly.** Once you submit your report, the information is automatically reviewed and tested for compliance with program regulations.

[Owner Compliance Report User Guide for Online Reporting \(PDF\)](#) or [\(DOC\)](#)

## Set up to Report Online

If you have not received a user id and password from the Department, two steps are required to initiate online compliance reporting:

1. Read the [Owner Authorization Process \(PDF\)](#) document, then complete and submit two Forms to the Department:
  - [Electronic Compliance Reporting Filing Agreement \(PDF\)](#) or [\(DOC form\)](#)
  - [Owner's Designation of Administrator of Accounts \(PDF\)](#) or [\(DOC form\)](#)
2. Read the [Instructions for Completing the Unit/Building Setup Spreadsheet \(PDF\)](#), then complete and submit the [Unit/Building Setup Spreadsheet \(XLS\)](#) to the Department. This is a one-time setup process.

Once you have sent the Forms and Spreadsheet to the Department, we will process your request and send you an Administrator of Accounts id and password.

# Getting Started

This is the same place you access CMTS to login



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Austin, Texas 70711-5941

## Compliance Monitoring & Tracking System

### Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows developments to submit required reports, such as the Unit Status Reports and the Housing Sponsor Report and other information directly to the Department through online reporting.

### Login to the CMTS

If you have already received your user id and password from the Department, login to review or enter required information.

[Login to CMTS](#)

### Read the User Guidelines

Read the [User Guide for Online Compliance Reporting \(PDF\)](#) for entering information to the CMTS, or print the guidelines for reference as you enter information to the system. **It is very important that you enter information correctly.** Once you submit your report, the information is automatically reviewed and tested for compliance with program regulations.

[Owner Compliance Report User Guide for Online Reporting \(PDF\)](#) or [\(DOC\)](#)

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# Getting Started


- ❖ Owners are required to request a CMTS user ID and password no later than:
  - ❖ 9% Housing Tax Credit- 10% Test
    - ❖ No later than July 1 of the year following the submission of the Carryover Allocation Agreement
  - ❖ 4% Housing Tax Credit- Post Bond Closing Documents
    - ❖ No later than sixty (60) calendar days following closing on the bonds
  - ❖ No later than September 1<sup>st</sup> of the year following the award
  - ❖ Required in 10TAC§10.607(a)

# How to Access the Reports

- ❖ 2 types of usernames are issued
  - ❖ A username for the administration
    - ❖ Starts with **adm**
    - ❖ This is the only username that can be used to access all parts of the AOCR
  - ❖ A username for the property manager
    - ❖ Starts with **mgr**
    - ❖ Can only update Part B: Unit Status Report (USR)

# Basics

- ❖ Use mouse or tab keys to navigate the system
- ❖ Do not use “back” button
- ❖ Do not have to complete reports in their entirety in one sitting, just make sure you save as you go
- ❖ Select the “submit” button to submit the report.
- ❖ **If there is still a link for the report, the report has not been successfully submitted.**

The background features a collage of architectural and construction-related images. On the left, a Texas state flag flies against a blue sky with white clouds. Below the flag, there are images of residential buildings, including a brick house and a multi-story apartment-style building. On the right side, there are architectural blueprints and technical drawings, some with handwritten notes in cursive. The overall color palette is warm, dominated by yellows, oranges, and reds, with the blue of the sky and flag providing contrast.

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HOUSING & COMMUNITY AFFAIRS

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# Part A

## *Owner's Certification of Continued Compliance*

# Part A: Compliance Questions

- ❖ Part A includes:
  1. Updating contact information (e.g. property, management company, owner, HUB, etc...)
  2. Compliance Questions
    - ❖ Screen for compliance related to all program requirements
  3. Tenant Selection Criteria Rule Questions (NEW)
    - ❖ Screen for compliance related to 10TAC§10.610
- ❖ All parts must be completed before Part A can be submitted

# Part A: Compliance Questions

- ❖ Some answers will require you to include an explanation
- ❖ Thing to include
  - ❖ Unit number affected
  - ❖ Dates of noncompliance
  - ❖ If the noncompliance has already been corrected (include date corrected)
  - ❖ Was the noncompliance identified by TDHCA as part of an Onsite Monitoring Review or UPCS Inspection
  - ❖ The more detail provided, the less likely we will have to contact you for additional information to resolve an issue



# Part A: Compliance Questions

- ❖ This presentation only addresses changes made to Part A from 2014 to 2015
- ❖ For details about the questions that did not change, visit:

<http://www.tdhca.state.tx.us/pmcomp/reports.htm>

# Part A: Compliance Questions

All properties must answer this question to begin the questionnaire...

Compliance Questionnaire

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COMPLIANCE

Was this property occupied during the last fiscal year?

If you answered No to this question, then please give the details below. (1000 characters max)

[Save](#)

[Return to Your Property Listings](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

**YES** If you choose YES, once you SAVE, it will direct you to the next screen to complete the Questionnaire

**NO** If you choose NO, you will need to provide details explaining why the property was not occupied (ie. 2012 allocation of Housing Tax Credits and construction is not complete); If your property was not occupied, the report ends here!

# Part A: Compliance Questions

- ❖ You will be directed to a screen containing a series of questions to answer
- ❖ There were only minor changes made to the questions in the Compliance Questionnaire (e.g. a rule reference update)
- ❖ No new questions were added other than...

# Part A: Compliance Questions

- ❖ A new section “Other Programs”
- ❖ To complete, from the list of federal programs, check the box if you have that program at your property
- ❖ Note, none of these programs are administered by the Department

		Other Programs	
24	HUD's OLD Section 202 Program for the Elderly or Handicapped		<input type="checkbox"/>
25	HUD's OLD Section 202 Program with Section-8		<input type="checkbox"/>
26	HUD's OLD Section 202/162		<input type="checkbox"/>
27	HUD's Section 202 PRAC/Capital Advances		<input type="checkbox"/>
28	HUD's Section 236		<input type="checkbox"/>
29	HUD's Section 241(f)		<input type="checkbox"/>
30	HUD's Section 8 Housing Assistance Payments Program for New Construction		<input type="checkbox"/>
31	HUD's Section 8 Housing Assistance Payments Program for Substantial Rehabilitation		<input type="checkbox"/>
32	HUD's Section 8 Housing Assistance Payments Program		<input type="checkbox"/>
33	HUD's New Construction Set-Aside for Section 515 Rural Housing Projects		<input type="checkbox"/>
34	Section 8 Housing Assistance Payments Program Special Allocations (Loan Management Set-Aside and Disposition of HUD-Owned Projects)		<input type="checkbox"/>
35	HUD Public Housing funded under 42 U.S.C. §1437e and designated as Elderly or Elderly/Disabled		<input type="checkbox"/>
36	USDA's 515 Program and received funding for Elderly Units		<input type="checkbox"/>
37	Does your property have any other federal programs not listed in the above that requires an Elderly Preference?		<input type="checkbox"/>
		If you answered Yes to question 37, then please give the details below. (32 characters max)	

# Part A: Compliance Questions

- ❖ All other changes made to the Compliance Questionnaire are minor (e.g. a rule reference update)
- ❖ The questions and resources have not changed
- ❖ Cheat Sheet and previous trainings/FAQs available
- ❖ <http://www.tdhca.state.tx.us/pmcomp/reports.htm>

# Part A: Tenant Selection Criteria Rule Questions

All properties must answer this question to begin the questionnaire...

The screenshot shows a web form titled "TSC Compliance Questionnaire". The form has a header section with the text "TSC COMPLIANCE" and a question: "Does the development have a Tenant Selection Criteria (TSC)?". Below the question is a text input field with a placeholder: "If you answered No to this question, then please give the details below. (1000 characters max)". To the right of the input field is a dropdown menu with "NO" and "YES" options. Below the input field are two buttons: "Save" and "Return to Your Property Listings". At the bottom of the form is the text "Texas Department of Housing and Community Affairs (TDHCA)". A large red "NEW!" watermark is overlaid on the form.

**YES** If you choose YES, once you SAVE, it will direct you to the next screen to complete the Questionnaire

**NO** If you choose NO, you will need to provide details explaining why (e.g. 2014 allocation of Housing Tax Credits and construction is not complete)



# Part A: Tenant Selection Criteria Rule Questions

- ❖ The questionnaire includes 42 questions related to requirements in 10.610
- ❖ The intent is to monitor compliance with policies required in the rule
- ❖ A “Cheat Sheet” has been created to help you navigate through the questions.
  - ❖ <http://www.tdhca.state.tx.us/pmcomp/reports.htm>

# Part A: Contact Information

- ❖ Changes made to Contact Information:
  - ❖ If Post 15 or HTC Exchange, no longer required to enter Syndicator contact information
  - ❖ No longer required to update the nonprofit and/or HUB contact information
    - ❖ Although not required, it is encouraged that these records are current



# Part A: Contact Information

## Annual Owners Compliance Reports

Owners Certification of Continued Compliance - Part A Due 04/30/2015		
Property Update	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Management Update	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Syndicator Update	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Owner Update	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
HUB Update	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Non Profit Update	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Compliance Questions	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Tenant Selection Criteria Rule Questions	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Unit Status Report - Part B Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Housing for Persons with Disabilities Report - Part C Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Annual Owner Financial Certification Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
<b>Required, If Applicable</b>		
8609 Part II Report	<a href="#">Start New Report</a>	
Ownership Changes	<a href="#">Retrieve Form</a>	
Update Federal Tax IDs	<a href="#">Update</a>	

[Return to Your Property Listings](#)

You will need to update all contact fields for the Property, Management Company, Syndicator, and Owner

# Part A: Contact Information

## Annual Owners Compliance Reports

Owners Certification of Continued Compliance - Part A	Due 04/30/2015		
Property Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Management Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Syndicator Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Owner Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
HUB Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Non Profit Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Compliance Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Tenant Selection Criteria Rule Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Unit Status Report - Part B	Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Housing for Persons with Disabilities Report - Part C	Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Annual Owner Financial Certification	Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
<b>Required, If Applicable</b>			
8609 Part II Report		<a href="#">Start New Report</a>	
Ownership Changes		<a href="#">Retrieve Form</a>	
Update Federal Tax IDs		<a href="#">Update</a>	

[Return to Your Property Listings](#)

If there is not any contact information currently entered for the property, click [Start New Report](#)

# Part A: Contact Information

## Annual Owners Compliance Reports

Owners Certification of Continued Compliance - Part A	Due 04/30/2015		
Property Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Management Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Syndicator Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Owner Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
HUB Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Non Profit Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Compliance Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
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Unit Status Report - Part B	Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Housing for Persons with Disabilities Report - Part C	Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Annual Owner Financial Certification	Due 04/30/2015	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
<b>Required, If Applicable</b>			
8609 Part II Report		<a href="#">Start New Report</a>	
Ownership Changes		<a href="#">Retrieve Form</a>	
Update Federal Tax IDs		<a href="#">Update</a>	

[Return to Your Property Listings](#)

If there is existing contact information, to review for accuracy and edits as needed, click [Edit or View Before Submission](#)

# Part A: Contact Information

## Management Update

Name	ABC Management Company	<a href="#">Delete</a>
Tax Identification Number	321654987	<a href="#">Edit</a>
Physical Address	1234 Pine Street	
City	Austin	State TX
		Zip 78701
<small>NOTE: Please enter a mailing address ONLY if it is different from the physical address.</small>		
Mailing Address		<a href="#">Add</a>
Business Phone		<a href="#">Add</a>
Fax		<a href="#">Add</a>
Email	joe.smith@abcmanagement.com	<a href="#">Delete</a>
Website		<a href="#">Add</a>
Contact Person	Joe Smith	Social Security Number ### ## #### <a href="#">Delete</a>

[Return to Update Contact Information](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

If you need to change existing information, you have to Delete then Add  
To add missing information, click Add

# Part A: Contact Information

To Add information:

1. Click Add

• This property has no management company. Click on Add to add one.

**Management Update**

---

Name	<a href="#">Add</a>
------	---------------------

[Return to Update Contact Information](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

2. Enter the prompted information and **Submit Query**

**Management Company Search**

COMPANY SEARCH

Name	<input type="text"/>
Type	<input type="text" value="v"/>
Taxpayer Identification Number	<input type="text"/>

[Submit Query](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

The Department database will be searched to determine if the record already exists

# Part A: Contact Information

If the record exists, Assign to the property

• 1 result(s) returned

## Management Company Search

### COMPANY SEARCH

Name	ABC Management Company
Type	<input type="text"/>
Taxpayer Identification Number	<input type="text"/>

**Submit Query**

### SEARCH RESULTS

Name	Type	Property(s)
ABC Management Company		<a href="#">Assign as Management Company</a>

[Add an Organization](#)

Texas Department of Housing and Community Affairs (TDHCA)

# Part A: Contact Information

If the record does not already exist, Add an Organization to the property

- No results returned

### Management Company Search

COMPANY SEARCH

Name	<input type="text" value="CBA Management Company"/>
Type	<input type="text" value=""/>
Taxpayer Identification Number	<input type="text" value=""/>

[Submit Query](#)

SEARCH RESULTS

Name	Type
------	------

[Add an Organization](#)

Texas Department of Housing and Community Affairs (TDHCA)

# Part A: Contact Information

At minimum, must complete the fields in orange; **SAVE**

### Add a Management Company

MANAGEMENT COMPANY	
Name	CBA Management Company
Minority Status	<input type="text"/>
Organization Type	<input type="text"/>
Tax ID	123321123
CHDO Tax Id	<input type="text"/>
Vendor Number	<input type="text"/>
IRS Non-Profit Type	<input type="text"/>
Organization ID (System Assigned)	<input type="text"/>

**Save**



# Part A: Contact Information

Once saved, update remaining information by clicking Add to each relevant field

### Management Update

Name	CBA Management Company	<a href="#">Delete</a>
Tax Identification Number	123321123	<a href="#">Edit</a>
Physical Address		<a href="#">Add</a>
<small>NOTE: Please enter a mailing address ONLY if it is different from the physical address.</small>		
Mailing Address		<a href="#">Add</a>
Business Phone		<a href="#">Add</a>
Fax		<a href="#">Add</a>
Email		<a href="#">Add</a>
Website		<a href="#">Add</a>
Contact Person		<a href="#">Add</a>


[Return to Update Contact Information](#)

# Part A: Contact Information

- ❖ When updating email addresses for any contact:
  - ❖ You cannot enter more than one (1) email address in the field (new)
  - ❖ If there are currently multiple email addresses listed, you will not be able to submit the report until the issue is resolved
- ❖ If you wish for multiple contacts related to a specific organization, create a group email that you manage and use that

## Part A: Compliance Questions

*Be sure to review the contact information for all parties and update as needed. The Department solely relies on this information and when it is incomplete/incorrect, the right people don't get the right information*

The background features a collage of architectural and construction-related images. On the left, a Texas state flag flies against a blue sky with white clouds. Below the flag, there are images of brick houses and a detailed architectural floor plan with labels like 'CORRIDOR', 'ELECTRICAL ROOM', and 'TRAMP'. The right side of the image is dominated by a dense, golden-yellow collage of architectural drawings and blueprints.

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# Part B


## *Unit Status Report (USR)*

## Part B: Unit Status Report

- ❖ Should reflect occupancy as of 12/31/2015
- ❖ If the property is still under construction, submit blank
- ❖ No changes made to Part B

# Part B: Unit Status Report

To access the Unit Status Report, click [Unit Status Report](#) from the main login screen:



---

**CMTS Property Reporting System**

**Your Property Listings**

PROPERTIES


Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information
4723	Mexia Gardens	<a href="#">Annual Owners Compliance Reports - 2013</a>		<a href="#">Unit Status Report</a>	<a href="#">Update Contact Information</a>
4763	Red Oak Apartments	<a href="#">Annual Owners Compliance Reports - 2013</a>		<a href="#">Unit Status Report</a>	<a href="#">Update Contact Information</a>

[Logout](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

# Part B: Unit Status Report

Click on [Enter Unit Occupancy](#) to start updating the USR:




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**CMTS Property Reporting**

[Update Property Information](#) | **[Enter Unit Occupancy](#)** | [Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#)

 [Download acrobat reader to print reports](#)

Property#4723 Detail	
Name: Mexia Gardens	Type: Ir
Building config: Apartment	Dwelling type: M
Total buildings: 20	Total units: 8
Planned buildings: 20	Planned units: 8

# Part B: Unit Status Report

From the list of Unit #s, select the unit you need to update:

## CMTS Property Reporting System

[Property Selection](#) | [Property details](#) | [Logout](#)

### Property#12 Unit Selection

**Building Search**

Bin#  Bldg #

**Search**

Unit #

UNITS						
Unit#	Bin#	Bldg#	Unit Type	Status		
<a href="#">101</a>	TX0000101	1	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">102</a>	TX0000101	1	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">103</a>	TX0000101	1	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">104</a>	TX0000101	1	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">1001</a>	TX0000110	10	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">1002</a>	TX0000110	10	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">1003</a>	TX0000110	10	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">1004</a>	TX0000110	10	1 bdrm - 1 bath - 684 sqft	Occupied		
<a href="#">1101</a>	TX0000110	10	2 bdrm - 2 bath - 884 sqft	Occupied		
<a href="#">1102</a>	TX0000110	10	2 bdrm - 2 bath - 884 sqft	Occupied		



# Part B: Unit Status Report

Part 1: Complete all relevant Household Information:

Property #12 Unit #101 (1 bdrm - 1 bath - 684 sqft) Previous Next Exit

---

Go To Building: Bin: TX0000101 Number: 1  Go to Unit #: 101  Unit Status: Occupied

**Household Information**

Name: Herman	Move In Date: 12/01/2012	Tic Date: 12/01/2012	Recert?: No
Annual Income: 25000	Tenant Paid Rent(\$): 425	Utility Allow.: 75	
HH Size: 1	Assistance: <input type="button" value="v"/>	Assist. Payment: <input type="text"/>	
LIHTC: 60	LIHTC (rent): 60	BOND: <input type="button" value="v"/>	BOND (rent): <input type="button" value="v"/>
HOME: <input type="button" value="v"/>	HOME (rent): <input type="button" value="v"/>	HTF: <input type="button" value="v"/>	HTF (rent): <input type="button" value="v"/>
TCAP: <input type="button" value="v"/>	TCAP (rent): <input type="button" value="v"/>	HTC Exchange: <input type="button" value="v"/>	HTC Exchange (rent): <input type="button" value="v"/>
CDBGDR: <input type="button" value="v"/>	CDBGDR (rent): <input type="button" value="v"/>	NSP: <input type="button" value="v"/>	NSP (rent): <input type="button" value="v"/>
Move Out Date: <input type="text"/>	Special Needs: <input type="button" value="v"/>		

# Part B: Unit Status Report

Part 2: Complete all relevant Household Composition data:

Household Composition			
<b>Ethnicity</b>	Household refused to provide ethnicity	<input type="checkbox"/>	
	Hispanic	<input type="checkbox"/>	Not Hispanic <input type="checkbox" value="1"/>
<b>Race</b>	Household refused to provide race	<input type="checkbox"/>	
	White	<input type="checkbox"/>	Black / African American <input type="checkbox" value="1"/>
	American Indian / Alaska Native	<input type="checkbox"/>	Native Hawaiian / Other Pacific Islander <input type="checkbox"/>
	Black / African American & White	<input type="checkbox"/>	American Indian / Alaska Native & Black / African American <input type="checkbox"/>
			Asian <input type="checkbox"/>
			Asian & White <input type="checkbox"/>
			American Indian / Alaska Native & White <input type="checkbox"/>
			Other Multi Racial <input type="checkbox"/>
<b>Other</b>	Household refused to provide other	<input type="checkbox"/>	
	Elderly	<input type="checkbox" value="1"/>	Disabled <input type="checkbox"/>
			Disabled & Elderly <input type="checkbox"/>
			Not Disabled or Elderly <input type="checkbox"/>

[\[definitions\]](#)

# Part B: Unit Status Report

Part 3: Update unit accessibility design information:

The screenshot shows a table titled "Unit Accessibility Design" with three columns: "Type", "Description", and "Edit". The first row contains the text "Not Equipped". The "edit" button in the "Edit" column and the "[definitions] [add]" link at the bottom right of the table are circled in red. Below the table are five buttons: "Save and Next Unit", "Save and Exit", "New Household", "Mark Vacant", and "Mark Down".

Type	Description	Edit
Not Equipped		[edit]

[definitions] [add]

Save and Next Unit Save and Exit New Household Mark Vacant Mark Down

The screenshot shows a browser window with the URL "http://cdb.tdhca.state.tx.us/?popup=true&component=propertyunita...". The main content is a "Property Unit Accessibility" popup form. It has a label "\*Type:" with a dropdown menu showing "Mobility", "Vision or Hearing Impairment", and "Not Equipped". There is also a "Description:" label and a text input field. A "Save" button is located at the bottom left of the form.

Property Unit Accessibility

\*Type: Mobility  
Vision or Hearing Impairment  
Not Equipped

Description: [input field]

Save

# Part B: Unit Status Report

Don't forget to SAVE!

Unit Accessibility Design		
Type	Description	Edit
Not Equipped		<a href="#">[edit]</a>

[definitions] [add]

To SAVE and go to the next unit listed, click Save and Next Unit

# Part B: Unit Status Report

Don't forget to SAVE!

Unit Accessibility Design		
Type	Description	Edit
Not Equipped		<a href="#">[edit]</a>

[definitions] [add]

To SAVE and Exit the input screen, click Save and Exit

# Part B: Unit Status Report

Don't forget to SAVE!

Unit Accessibility Design		
Type	Description	Edit
Not Equipped		<a href="#">[edit]</a>

[definitions] [add]

If you have a “down unit”, you can also identify that here; click Mark Down

# Part B: Unit Status Report

To submit the USR, go back to the Unit Selection Screen and click Property details

CMTS Property Reporting System

[Property Selection](#) | [Property details](#) | [Logout](#)

## Property#12 Unit Selection

<b>Building Search</b>	<b>Search</b>
<input type="text"/> Bldg # <input type="text"/>	Unit # <input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Show All Units"/> <input type="button" value="Search"/>

UNITS		
Bldg#	Unit Type	Status
	1 bdrm - 1 bath - 684 sqft	Occupied
	1 bdrm - 1 bath - 684 sqft	Occupied
	1 bdrm - 1 bath - 684 sqft	Occupied
	1 bdrm - 1 bath - 684 sqft	Occupied

# Part B: Unit Status Report

At the Property detail screen, click Submit Reports



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**CMTS Property Reporting**

[Update Property Information](#) | [Enter Unit Occupancy](#) | [Print Unit Status Report](#) | [Submit Reports](#) | [Vacancy Clearinghouse](#)

 [Download acrobat reader to print reports](#)

Property#4723 Detail	
Name: Mexia Gardens	Type: Ir
Building config: Apartment	Dwelling type: M
Total buildings: 20	Total units: 8
Planned buildings: 20	Planned units: 8



# Part B: Unit Status Report

Choose the report you would like to submit and click Submit:

## Unit Status Reports

Unit Status Report				
Report Type	Due Date	Submitted Date	Submit	Print
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/2016	Has not been submitted	<a href="#">Submit</a>	<a href="#">Preview before submitting</a>
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/2016	01/08/2016		<a href="#">Print USR PDF / Excel</a>
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/2016	Has not been submitted	<a href="#">Submit</a>	<a href="#">Preview before submitting</a>
Unit Status Report / Onsite	09/25/2015	09/28/2015		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/2015	01/08/2016		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/2015	07/10/2015		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/2015	04/29/2015		<a href="#">Print USR PDF / Excel</a>
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/2015	04/30/2015		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/2015	01/09/2015		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/2014	10/20/2014		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/2014	07/21/2014		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/2014	07/21/2014		<a href="#">Print USR PDF / Excel</a>
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/2014	04/10/2014		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/2014	01/13/2014		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/2013	10/09/2013		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/2013	07/10/2013		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/2013	04/24/2013		<a href="#">Print USR PDF / Excel</a>
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/2013	04/24/2013		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/2013	01/04/2013		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Onsite	09/26/2012	09/25/2012		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/2012	10/10/2012		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/2012	07/10/2012		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/2012	04/11/2012		<a href="#">Print USR PDF / Excel</a>
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	03/01/2012	02/23/2012		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/2012	02/20/2012		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/2011	10/10/2011		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/2011	09/09/2011		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/2011	09/09/2011		<a href="#">Print USR PDF / Excel</a>
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/2011	02/22/2011		<a href="#">Print USR PDF / Excel</a>


# Part B: Unit Status Report

Enter the date the occupancy data you have entered is through:

---

## CMTS Property Reporting System

### Unit Status Reports

Unit Status Report	
Report Type	Unit Status Report - Part B
Due Date	04/30/2016
Occupancy as of Date	<input type="text"/>  (Enter MM/DD/YYYY)
<input type="button" value="Submit to TDHCA"/>	

By submitting this electronic report, the owner certifies that the development for which the report applies has continually complied with the requirements of the Financing Agreement/Loan Agreement, Deed Restrictions, and Regulatory and Land Use Restriction Agreement (LURA).


The person submitting this electronic report certifies that the representations set forth in this certification are true and correct to the best of his or her knowledge.

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

# Part B: Unit Status Report

## CMTS Property Reporting System

### Unit Status Reports

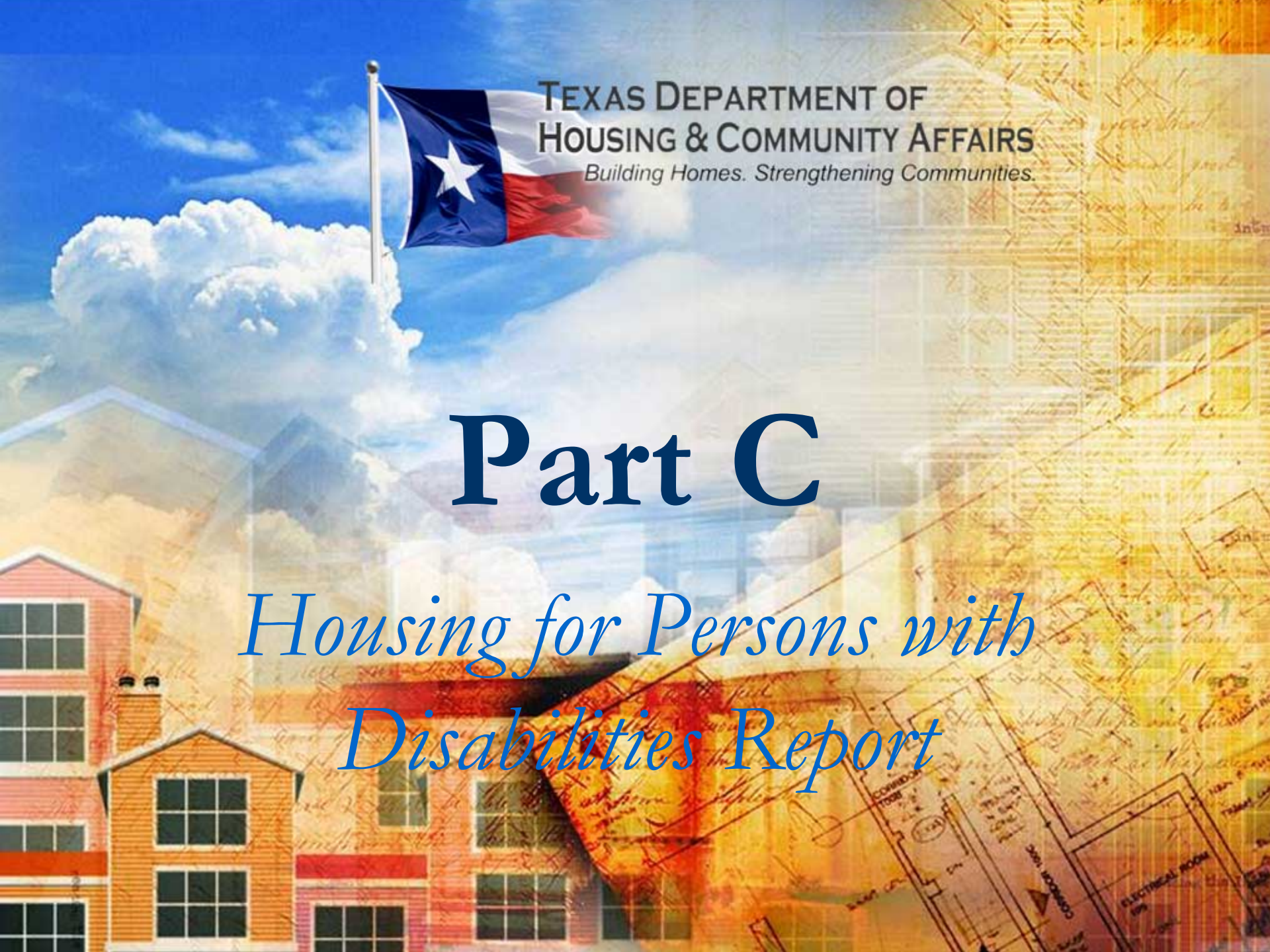
Unit Status Report	
Report Type	Unit Status Report - Part B
Due Date	04/30/2016
Occupancy as of Date	<input type="text"/>  (Enter MM/DD/YYYY)
<input type="button" value="Submit to TDHCA"/>	

Be sure to click  
Submit to TDHCA

By submitting this electronic report, the owner certifies that the development for which the report applies has continually complied with the requirements of the Financing Agreement/Loan Agreement, Deed Restrictions, and Regulatory and Land Use Restriction Agreement (LURA).

The person submitting this electronic report certifies that the representations set forth in this certification are true and correct to the best of his or her knowledge.

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

The background features a collage of architectural and construction-related elements. On the left, a Texas state flag flies against a blue sky with white clouds. Below the flag, there are images of modern brick houses. On the right side, there is a detailed architectural floor plan with various rooms and corridors labeled, such as 'CORRIDOR', 'ELECTRICAL ROOM', and 'TAMM'. The overall color palette is warm, dominated by yellows, oranges, and reds, with the blue of the sky and flag providing contrast.

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# Part C

## *Housing for Persons with Disabilities Report*

# Part C: Housing for Persons with Disabilities Report

To access the Housing for Persons with Disabilities Report, click [Start New Report](#):

## Annual Owners Compliance Reports

Owners Certification of Continued Compliance - Part A	Due 04/30/2014		
Property Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Management Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Syndicator Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Owner Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
HUB Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Non Profit Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Compliance Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Unit Status Report - Part B	Due 01/01/2014	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
<b>Housing for Persons with Disabilities Report - Part C</b>	<b>Due 04/30/2014</b>	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Owners Financial Certification - Part D	Due 04/30/2014	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Ownership Changes		<a href="#">Retrieve Form</a>	
Update SSNs and Federal Tax IDs		<a href="#">Update</a>	

[Return to Your Property Listings](#)



## Part C: Housing for Persons with Disabilities Report

- ❖ Only have to complete this report if there are 20 or more total units
- ❖ For all the following questions, be sure to answer in number format (7 vs. seven)
- ❖ Only have to update if there was a change from last year

# Part C: Housing for Persons with Disabilities Report

All properties must answer this question to begin the questionnaire...

**Compliance Questionnaire**

---

COMPLIANCE

Was this property occupied during the last fiscal year?

If you answered No to this question, then please give the details below. (1000 characters max)

	<input type="radio"/> YES <input type="radio"/> NO
--	-------------------------------------------------------

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

**YES** If you choose YES, once you SAVE, it will direct you to the next screen to complete the Questionnaire

**NO** If you choose NO, you will need to provide details explaining why the property was not occupied (ie. 2011 allocation of Housing Tax Credits and construction is not complete); If your property was not occupied, the report ends here!

# Part C: Housing for Persons with Disabilities Report

Part 1: Enter the total number of units for each question...

## Housing for Persons with Disabilities Report - Part C

PROPERTY NAME: FREEDOMS PATH AT KERRVILLE

Question Number	Questions	Answers
1	Enter the number of units occupied by persons 60 years old or older.	<input type="text"/>
2	Enter the number of units occupied by person with a disability.	<input type="text"/>
3	Enter the number of units initially constructed or subsequently adapted for persons who have disabilities or other special needs.	<input type="text"/>
4	Enter the number of those units which are occupied by such persons.	<input type="text"/>
5	Enter the number of units which were not constructed or adapted, but are occupied by persons who have a disability or other special need.	<input type="text"/>

Save



# Part C: Housing for Persons with Disabilities Report

Part 2: For each unit, select Not Equipped, Mobility, or Vision/Hearing Impaired

- Record updated successfully.

ENTER UNIT ACCESSIBILITY REQUIREMENTS FOR: [ HARMON ELLIOTT SENIOR CITIZENS COMPLEX (2642) ]

Units	Choose Unit Accessibility Type	Accessibility Description(s)
Building: 1 Unit: 801	Not Equipped <input checked="" type="checkbox"/>	
	Mobility <input type="checkbox"/>	
	Vision or Hearing Impaired <input type="checkbox"/>	
Building: 1 Unit: 802	Not Equipped <input checked="" type="checkbox"/>	
	Mobility <input type="checkbox"/>	
	Vision or Hearing Impaired <input type="checkbox"/>	
Building: 1 Unit: 803	Not Equipped <input checked="" type="checkbox"/>	
	Mobility <input type="checkbox"/>	
	Vision or Hearing Impaired <input type="checkbox"/>	
Building: 1 Unit: 804	Not Equipped <input checked="" type="checkbox"/>	
	Mobility <input type="checkbox"/>	
	Vision or Hearing Impaired <input type="checkbox"/>	



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# Part D

*Form 8703*



# Part E: Form 8703

- ❖ What is it?
  - ❖ Annual Certification of Residential Rental Project
  - ❖ Only have to complete if you have Tax Exempt Bonds through the Department
- ❖ Part I: General Information
- ❖ Part II: Annual Determinations
- ❖ Part III: Issuer and Description of Bonds
- ❖ Part IV: Certification

## Part E: Form 8703

- ❖ Due to the Internal Revenue Service (IRS) by March 31<sup>st</sup> after the close of the calendar year for which the certification was made
- ❖ Submit a copy of the filed form for the proceeding calendar year by April 30<sup>th</sup>

## Part E: Form 8703

- ❖ Not a report that is entered in CMTS like all other parts
- ❖ Send the form via email to
  - ❖ [irsform8703annualreporting@tdhca.state.tx.us](mailto:irsform8703annualreporting@tdhca.state.tx.us)

The image features a collage background. On the left, a Texas state flag flies against a blue sky with white clouds. Below the flag, a row of colorful houses is visible. The right side of the image is dominated by a yellowish-gold background with faint architectural blueprints and handwritten notes in cursive. The text is overlaid on this collage.

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# What's Next?

*Department Follow Up*



## Department Follow Up

Have all parts of  
the report been  
submitted?

# Department Follow Up

- ❖ On May 1<sup>st</sup>, the Department will identify properties that have not submitted all parts of the report
- ❖ Notice of Noncompliance sent to properties
  - ❖ The Notification will identify which part(s) has not been submitted
  - ❖ This Notice will be sent to the email address for the owner contact, management company contact and property
- ❖ 30 day corrective action period given to submit the missing part(s)
- ❖ Extensions are not available



# Department Follow Up

- ❖ After the corrective action period, form(s) 8823 will be sent to IRS reporting all HTC properties that did not submit Part A by April 30, 2014
- ❖ Failure to submit all parts of the report by April 30, 2014 is noted in the Department's Compliance Status System
  - ❖ Finding: Failure to submit all or parts of the Annual Owner's Compliance Report
  - ❖ If submitted within the 30 day corrective action period, the noncompliance will be shown as corrected within the corrective action period



## Department Follow Up

A review of the  
answers in  
Part A

# Department Follow Up

- ❖ A report is run comparing anticipated answers to the Compliance Questions and Tenant Selection Criteria Rule Questions to actual answers
  - ❖ i.e. The anticipated answer to a question is “yes” and the submitted response is “no”
- ❖ If this review suggests that noncompliance has occurred based on the answer, a *Notice of Noncompliance* issued
- ❖ 30 day response period

# Department Follow Up

- ❖ If the owner does not respond, 8823s are issued for HTC properties
- ❖ All non responsive properties are entered in the Department's Compliance Status System under the finding "Failure to submit all or parts of the Annual Owner's Compliance Report"

# Department Follow Up

- ❖ If the owner responds during the 30 day period and clarifies that the question was answered incorrectly; if reasonable, review will be closed with no further action

# Department Follow Up

- ❖ If owner responds that the property was out of compliance, the file is reviewed to determine if the Department was already aware of the issue. If so, reviewed closed with no further action
- ❖ If TDHCA was not aware of issue, action taken as appropriate
  - ❖ Filing Form 8823
  - ❖ Entering noncompliance in the Department's Compliance Status System

# Who to Contact with Questions

Type of Issue	Contact	Phone
CMTS	James Roper	512.936.7751
Part A, B and/or C Content	Stephanie Naquin Wendy Quackenbush	512.475.2330 512.305.8860
Part D	Virginia Tucker	512.936.7827
AOFC	The property's Asset Manager	See assignments

All Department email contacts are in the following format:  
[firstname.lastname@tdhca.state.tx.us](mailto:firstname.lastname@tdhca.state.tx.us)



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# The End!

*Thanks for Attending...*

