



Missouri Housing
Development Commission



MHDC

Asset Management Updates

October 11, 2022



MHDC.com

Agenda

- MHDC Staff
- New MHDC Website
- Asset Management Updates
- AMRS 2.0
- Certification Portal
- Inspections
- Compliance Accounting

Asset Management Contacts

Scott Hanak
Director of Asset management
shanak@mhdc.com

Candace Maupins
Program Compliance
Administrator
cmaupins@mhdc.com

Paula Brewster
Asset Manager
paula.brewster@mhdc.com

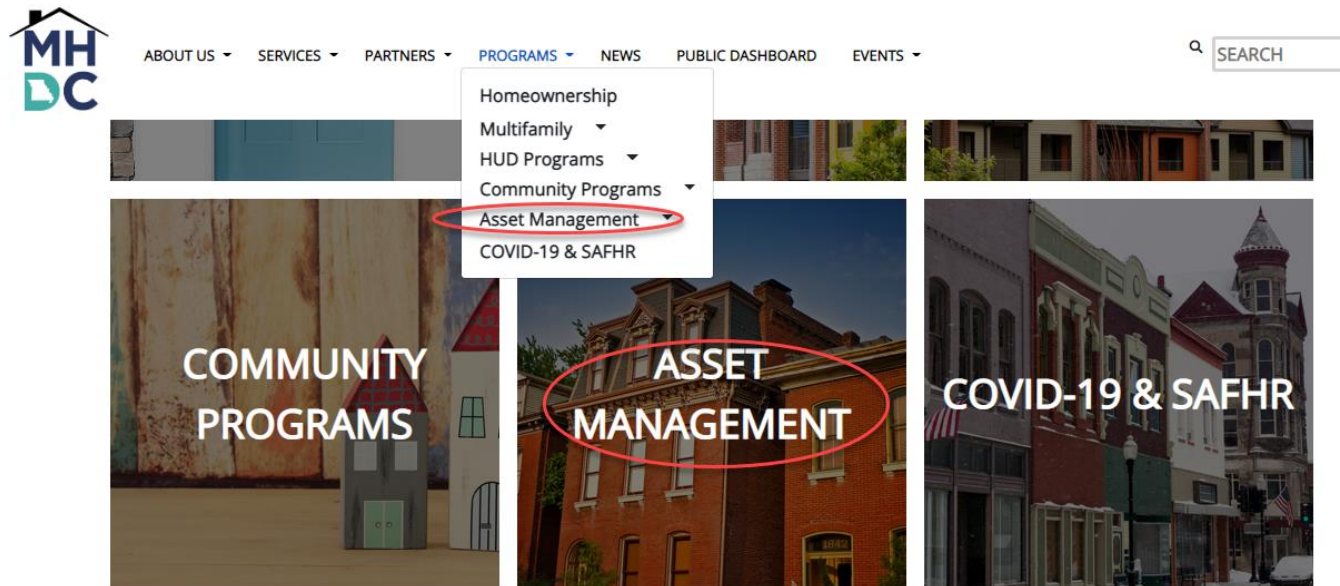
Tasha Douglas
Asset Manager
tdouglas@mhdc.com

Sandi Thomas
HUD PBCA Manager
sandi.Thomas@mhdc.com

Jeff Waltemate
Staff Attorney
jeffrey.waltemate@mhdc.com

MHDC – STL
505 N. 7th Street
St. Louis, MO 63101
20th Floor, Ste. 2000
314-877-1350

New MHDC Website



Don't worry – It's still there!!
<http://mhdc-legacy.mhdc.com/>

- [VAWA Forms Notice](#)
- [Non-Compliance Fee](#)
- [Bed Bug Notice](#)
- [MHDC Electronic Desk Review](#)
- [Securing Kitchen Ranges Notice](#)

Missouri Housing Development Commission
920 Main Street, Suite 1400
Kansas City, MO 64105

Quick Links
Can't Find Something?
Previous MHDC website

Follow Us
f t in



New MHDC Website



ABOUT US ▾ SERVICES ▾ PARTNERS ▾ PROGRAMS ▾ NEWS PUBLIC DASHBOARD EVENTS ▾

SEARCH

Programs

Homeownership

Multifamily

HUD Programs

Community Programs

Asset Management

1 Performance Based Contract Administration (PBCA)

2 Program Compliance
COVID-19 & SAFHR

Asset Management

The Asset Management Department is responsible for the compliance on all of MHDC's affordable housing properties. The primary objective of MHDC's Asset Management Department is to preserve and protect the Commission's affordable housing portfolio. Asset Management achieves these objectives by conducting physical inspections, analyzing property financial performance, following up on resident concerns, and monitoring required regulatory compliance.

In addition, Asset Management oversees the HUD Performance Based Contract Administration (PBCA) Program.

Asset Management staff can be contacted by emailing asset.mgmt@mhdc.com or calling 314-877-1350.

All resident questions should be directed to the Resident Relations Hotline at 866-605-7467.

MHDC Asset Management Department Address is:

505 North 7th Street, Suite 2000, St. Louis, MO 63101

New MHDC Website



[ABOUT US](#) ▾ [SERVICES](#) ▾ [PARTNERS](#) ▾ [PROGRAMS](#) ▾ [NEWS](#) [PUBLIC DASHBOARD](#) [EVENTS](#) ▾

🔍

[HOME](#) / [PROGRAMS](#) / [ASSET MANAGEMENT](#) / [PROGRAM COMPLIANCE](#)

Asset Management
Performance Based
Contract Administration
(PBCA)

Program Compliance

[Compliance Accounting](#)
[Compliance Resources](#)
[Cost Per Unit Data](#)
[Housing Programs](#)
[LIHTC Properties for Sale](#)
[Transfer of Physical Assets](#)

Program Compliance

MHDC's Asset Management Department is responsible for monitoring and enforcing regulatory and policy compliance for the following Federal and State housing programs: LIHTC, HOME, NHTF, MHDC Fund Balance, TCAP/TCR, AHAP, CDBG-DR, and HUD 811.

Compliance requirements vary depending on the type of funding that has been allocated to the development.

Asset Management staff can be contacted by emailing asset.mgmt@mhdc.com or calling 314-877-1350.



New MHDC Website



- [ABOUT US](#) ▾
- [SERVICES](#) ▾
- [PARTNERS](#) ▾
- [PROGRAMS](#) ▾
- [NEWS](#)
- [PUBLIC DASHBOARD](#)
- [EVENTS](#) ▾

🔍

[HOME](#) / [PROGRAMS](#) / [ASSET MANAGEMENT](#) / [PROGRAM COMPLIANCE](#) / [COMPLIANCE ACCOUNTING](#)

Program Compliance

Compliance Accounting

- [Annual Financial Statements](#)
- [Budgets](#)
- [Insurance](#)
- [Occupancy](#)
- [Rent Increases](#)
- [Reserves](#)
- [Residual Receipts](#)
- [Utility Allowance](#)
- [Compliance Resources](#)
- [Cost Per Unit Data](#)
- [Housing Programs](#)
- [LIHTC Properties for Sale](#)
- [Transfer of Physical Assets](#)

Compliance Accounting

MHDC's Asset Management Department is responsible for promoting the financial health of participating developments by monitoring and enforcing the program compliance requirements as outlined in a development's Land Use Restriction Agreement (LURA), Deed of Trust, and/or Regulatory Agreement.

The sections identified will provide further details regarding MHDC's policies and procedures. Each section will include instructions, required forms, frequently asked questions, and explanation of MHDC policy.



New MHDC Website



- [ABOUT US](#) ▾
- [SERVICES](#) ▾
- [PARTNERS](#) ▾
- [PROGRAMS](#) ▾
- [NEWS](#)
- [PUBLIC DASHBOARD](#)
- [EVENTS](#) ▾

[HOME](#) / [PROGRAMS](#) / [ASSET MANAGEMENT](#) / [PROGRAM COMPLIANCE](#) / [COMPLIANCE RESOURCES](#)

[Program Compliance](#)

[Compliance Accounting](#)

[Compliance Resources](#)

- [AMRS](#)
- [Certification Portal](#)
- [Exhibits & Forms](#)
- [Income Limits](#)
- [Management Certification and Fees](#)
- [Manual and Reference Guides](#)
- [Notices](#)
- [Training](#)
- [Cost Per Unit Data](#)
- [Housing Programs](#)
- [LIHTC Properties for Sale](#)
- [Transfer of Physical Assets](#)

Compliance Resources

As regulations and programs evolve, MHDC's Asset Management Department periodically updates its compliance policies and procedures associated with our various housing programs. As an owner or manager of an MHDC-funded property, it is the owner/agent's responsibility to ensure that their developments comply with all applicable local, state and federal laws and regulations.

Within this section, owner/agents will find program monitoring manuals, guides, forms, documents, notices, and other valuable information to help with maintaining compliance with MHDC's policies and ensuring overall development success.



New MHDC Website



- [ABOUT US](#) ▾
- [SERVICES](#) ▾
- [PARTNERS](#) ▾
- [PROGRAMS](#) ▾
- [NEWS](#)
- [PUBLIC DASHBOARD](#)
- [EVENTS](#) ▾

- [Program Compliance](#)
- [Compliance Accounting](#)
- [Compliance Resources](#)
- [Cost Per Unit Data](#)

Housing Programs

- [AHAP](#)
- [CDBG-DR](#)
- [MHDC Fund Balance](#)
- [HOME](#)
- [HUD 811](#)
- [Low Income Housing Tax Credit \(LIHTC\) Compliance](#)
- [NHTF](#)
- [TCAP & TCR](#)
- [LIHTC Properties for Sale](#)
- [Transfer of Physical Assets](#)

Housing Programs

This section contains specific information relating to the various types of housing programs MHDC administers. Typically, MHDC funded developments have multiple funding layers that require a careful understanding of how the various housing programs interact with one another.



New MHDC Website



ABOUT US ▾

SERVICES ▾

PARTNERS ▾

PROGRAMS ▾

NEWS

PUBLIC DASHBOARD

EVENTS ▾



SEARCH

HOME / SERVICES / RENTERS

Services

Homeowners

Renters

Homelessness

Landlords

Lender Resources

Assistance for Renters

Affordable Housing Locator

Are you looking for affordable rental housing options? To search MHDC's statewide affordable housing properties by county or zip code please visit the [Affordable Housing Locator](#).

Housing Resources

Please search [Missouri Housing Resources](#) to connect to housing assistance programs in your area.

Emergency Rental Assistance is available through the Missouri [State Assistance for Housing Relief \(SAFHR\) Program](#). This includes rental arrears, forward rent and utility assistance.



Asset Management Updates

- 2023 Rent Increase Procedures
- 2023 Management Fee
- Management Agent Certification
- Electronic Desk Reviews
- Electronic Signature Policy

2023 Rent Increase

- MHDC will allow automatic rent increase requests of **6%** for both Family and Elderly developments.
- Adjusted the budget based rent increase % cap for family properties to **8%**.
- Compliance still matters.
- MHDC still must issue a Schedule II before rent increase can take affect.

2023 Management Fee

- Management fee for 2023 will be \$45 per occupied unit.
- \$3 increase from 2022.
- Increase based on US Inflation Calculator Index.
- Previous adjustments since 2019 were based on annual Missouri OCAF factor which was similar to Rural Development's process until this year.

Management Agent Certification

- Check MHDC's website to make sure your company is certified!
- Exhibit A-5 Management Agent Certification must now be submitted in AMRS.
- Initial submission can only be viewed by the Management Company's System Administrator.
- System administrators can designate additional staff by giving permission in the users module.
- Management Agent Certification approval letter is saved in AMRS and can be accessed.

Management Agent Certification

Asset Management Reporting System



V.2.0

The management companies listed below have been approved as MHDC Certified Property Management Agents to manage properties in Missouri as of 10/3/2022. Interested parties are encouraged to review the list to ensure that the chosen management agent is included, as the list may change periodically. Should you have any questions regarding the status of a management agent, please feel free to contact that management company directly. If you have questions about management requirements in Missouri, please call (314) 877-1350

MHDC Certified Property Management Agent Listing (97 rows)

Search



EXPORT

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View All

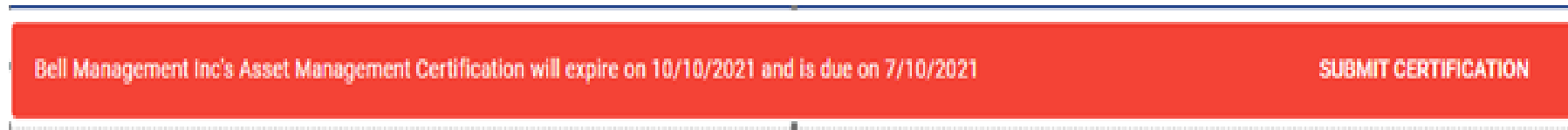
Management Agent	Contact	Email	Telephone #	Address	City	Zip
AHAB of Springfield, Inc.	Sherry Blair	sblair@ahabhousing.com	(417) 865-4055	430 E Brower	Springfield	65802
Allied Orion Group, LLC (aka Orion Real Estate Services Southeast, LLC)	Catherine Ridgway	cathyoha@earthlink.net	660-885-5852	2051 Greenhouse Dr, Ste 300	Houston	77084
Bell Management, Inc.	Mike Landers	ml@bellmanage.com	(417) 624 - 4144	3609 E. 20th Street	Joplin	64801-5849
Belmont Management Company, Inc.	Angie Pearo	apearo@belmontmgt.com	140560450881 ext 1	PO Box 5900	Fort Smith	72913
Beyond Housing/NHS	Cory Dickens	cdickens@beyondhousing.org		6506 Wright Way	St. Louis	63121
Boone County Family Resources	Laura Cravens	lcravens@bcfr.org	573-874-1995	2700 West Ash St	Columbia	65203
Burrell Behavioral Health	Gina Burroughs	gina.burroughs@burrellcenter.com	(417) 761-5860	3401 Berrywood Dr Ste 204	Columbia	65201
Celtic Property Management LLC	Jana Drake	JDrake@celticproperties.net	(816) 368-2014	1711 W. 45th Street	Kansas City	64111
Clinton Housing Authority	Catherine Ridgway	cathyoha@earthlink.net	(660) 885-5852	7 Bradshaw Drive	Clinton	64735
Cohen-Esrey Real Estate	Ryan Huffman	rhuffman@cohenesrey.com	913-671-3300	8500 Shawnee Mission Pkwy, Ste 150	Merriam	66202

<https://mhdc.com/programs/asset-management/program-compliance/compliance-resources/management-certification-and-fees/>



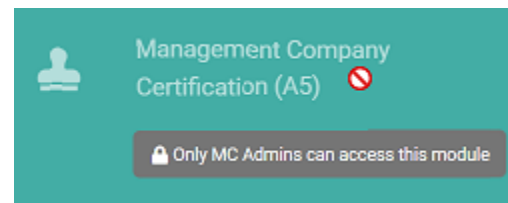
Management Agent Certification

- System Administrators and all Designated users will see this banner.



- To

Management Company	Is MC Admin
Boone County Family Resources	<input type="checkbox"/>



If you see this – the System Administrator has not given you access to the module

Management Agent Certification

Finding the Management Company Approved Management Certification letter

Certified Property Management Company/Agent Application- Exhibit A-5 Approved

18. Does the management company/agent maintain a policy and procedures manual covering all aspects of the management of the property(ies)? MHDC reserves the right to review all policies and procedures manuals.
Yes

Upload should include the following:

- A list of all multifamily communities currently managed by the management company/agent to include location, number of units, and type of property (e.g., conventiona, assisted, tax credit).Place an
- A brief resume of all key management personnel to include years of experience, educational background, and any currently active professional designations such as the HCCP, SHCM and CPM design
- An organizational chart of the management company/agent showing all officers and key management personnel.

[Exhibit A-6 Authorization for Release of Information.](#) [Exhibit A-7 Project Training](#)

OPEN DOCUMENTS IN DOCUWARE

AMRS_Live - Default Result List - DocuWare - Google Chrome

mhdc.docuware.cloud/DocuWare/Platform/WebClient/Client/Result?fc=3d8ef142-b972-4731-a5bf-b0bc5fe3355d&q=%...

AMRS_Live - Default Result List


Type	ModuleName	DocumentTitle	MHDCPropertyID	PropertyName	Md
PDF	A-5	Approval Letter			
PDF	A-5	KMC Fidelity 2022			
PDF	A-5	KMC Training certs 2022			
PDF	A-5	KMC proof of experience 2022			
PDF	A-5	KMC Properties managed 2022			
PDF	A-5	KMC Fidelity 2022			
PDF	A-5	KMC Form A6 2022			
PDF	A-5	KMC Breif resume 2022			
PDF	A-5	KMC Good standing 2022			

Certified
✓ By Peter Ca
06/08/2022

Effe
2

Electronic Desk Reviews (EDR)

- MHDC has permanently adopted the Electronic Desk Review Policy that was utilized when MHDC temporarily suspended inspections.
- See full policy on MHDC's website under Compliance Resources/Notices.
- Planned utilization:
 - Inclement weather
 - Health/Safety reasons
 - Inspector scheduling conflicts
- EDRs are to be submitted at www.mhdc.com/bigfile



ABOUT US ▾ SERVICES ▾ PARTNERS ▾ PROGRAMS ▾ NEWS PUBLIC DASHBOARD EVENTS ▾

HOME / BIGFILE

File Transfer:

Please upload your files to the correct group. Verify with your MHDC contact if you are not sure.

- [Click Here](#) to upload files to MHDC General
- [Click Here](#) to upload files to MHDC Inspections Team
- [Click Here](#) to upload files to MHDC Special Claims Team

Electronic Signature Policy

- See full policy on MHDC's website under Compliance Resources/Notices.
- This policy is optional! Not an MHDC requirement.
- Policy includes guidance on electronic signature, transmission, and storage.
- Adopts HUD's Notice 2020-10 policy and guidance on electronic signature.
- Must complete Exhibit A-23 Electronic Signature Policy Certification and uploaded in AMRS.
- An exhibit that requires notarization still must be notarized.

Electronic Signature Policy

Camdenton Apartments II aka Michael's Place
MHDC #08-051-HT

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes
- Occupancy
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance
- TCAP/TCR
- Compliance Forms
- Inspections

Asset Management Reporting System

Camdenton Apartments II aka Michael's Place (MHDC #08-051-HT)

Compliance Forms (6 rows)

Name	Last Submitted
Exhibit J	NA
Exhibit J-1	07/19/2022
Exhibit A-2	NA
Exhibit G	NA
AFHMP	04/16/2021
E-Signature Policy	NA



Camdenton Apartments II aka Michael's Place (MHDC #08-051-HT)

E-Signature Policy (0 rows)

EXPORT + ADD

Submitted By	Date Submitted	Status	Actions
--------------	----------------	--------	---------

Navigating AMRS

- The System Administrator
- Property Dashboard
- The To do list
- Changing Contacts
- Updating Affordable Housing locator
- Finding my approval letters
 - Schedule IIs
 - Budgets
 - Financial Statements


Navigating AMRS

- Inspection History
- VAWA Transfer Requests
- Special Needs Occupancy
- Compliance Forms

AMRS – System Administrator

- Every Management Company must have a designated AMRS System Administrator.
- The System Administrator will be responsible for setting up all other users within the management company.
- The System Administrator has access rights to view the status of the entire portfolio.
- MHDC verifies all change requests before accepting any new system administrator change.

AMRS – System Administrator

Asset Management Reporting System 

V.2.0

[Forgot Password?](#)

If you are a Management Company and have not registered or need to change your System Administrator, please click [Here](#).
MHDC will only allow one System Administrator per Management Company.
The System Administrator will be responsible for setting up other users.

AMRS – System Administrator



AMRS System Administrator - Add or Change

The System Administrator in AMRS will have access to all of the MHDC properties listed for the Management Company in AMRS ; the System Administrator is the person responsible for setting up users for each property. MHDC has updated AMRS so that the System Administrator can add and modify users for the Management Company, Owner, and CPA. Each Management Company can only have one System Administrator.

Duplicate or change requests may be verified with the Primary contact for the Management Company.

System Administrator*

Add System Administrator Change System Administrator

Management Company*

Name

Email*

Office Phone













Mobile Phone

Role/Position/Title

AMRS – System Administrator – Adding Users

- ToDo List
- Non Compliance
- AFS
- AHL
- Distribution Request
- Budget
- Occupancy
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance
- Notification of Loss/ Insurance Claims
- TCAP/TCR
- Inspections
- Compliance Forms
- Management Company Certification (A5)
- Users**
- Minimize Menu

Users (4 rows) Search + ADD EXPORT

First Name	Last Name	Email	User Name	Actions
Mike	London	m1@ballmanagement.com	m1@ballmanagement.com	  
Andrew	Wright	aw1@ballmanagement.com	aw1@ballmanagement.com	  
Michelle	Johnson	m2@ballmanagement.com	m2@ballmanagement.com	  
Michelle	Wright	m3@ballmanagement.com	m3@ballmanagement.com	  

First Name Last Name

Email Phone () - - -













ALL PROPERTIES **ALL WRITE** **ALL READ**

Utility Allowance	Replacement Reserve	Insurance Claim	Other Reserve	TCAP	AFS	Inspection	Compliance Forms	Global Admin	AHL	A5
<input type="checkbox"/> Ash Grove Gardens	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/> None Read Write	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>
<input type="checkbox"/> Bolivar Fields Apartments	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>		None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>
<input type="checkbox"/> Cambridge Apartments (aka 10140th Place)	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>		None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>
<input type="checkbox"/> Cambridge Apartments (Lamar's Place)	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>		None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>
<input type="checkbox"/> Oak Junction Estates	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>		None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>
<input type="checkbox"/> Oak Junction Estates II	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>		None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>
<input type="checkbox"/> Oakley Towers	<input type="checkbox"/>	<input type="checkbox"/>	None <input type="button" value="x"/>		None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>	None <input type="button" value="x"/>

Management Company Is MC Admin

AMRS – System Administrator – Forgot Password

- ToDo List
- Non Compliance
- AFS
- AHL
- Distribution Request
- Budget
- Occupancy
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance
- Notification of Loss/ Insurance Claims
- TCAP/TCR
- Inspections
- Compliance Forms
- Management Company Certification (A5)
- Users**
- Minimize Menu

First Name ↑	Last Name	Email	User Name	Actions
Mike	Larkin	mjl@bellmanage.com	mjl@bellmanage.com	  
Anthony	Roach	aro@bellmanage.com	aro@bellmanage.com	  
Michelle	Johnson	mj@bellmanage.com	mj@bellmanage.com	  
Melanie	Holliday	meh@bellmanage.com	meh@bellmanage.com	  

AMRS – System Administrator – Noncompliance

- ToDo List
- Non Compliance**
- AFS
- AHL
- Distribution Request
- Budget
- Occupancy
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance
- Notification of Loss/ Insurance Claims
- TCAP/TCR
- Inspections
- Compliance Forms
- Management Company Certification (A5)
- Users
- Minimize Menu

Non Compliance Issues (0 rows) EXPORT

Status: Open YEARS DATES From: To: APPLY FILTER

Status	Compliance Date Notified	Pertaining To	Non-Compliance Type	Comments
--------	--------------------------	---------------	---------------------	----------

AMRS – Property Dashboard

Plaza Apts
LIHTC #

CHANGING PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes
- Occupancy 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections
- Exit Property View
- Minimize Menu

Asset Management Reporting System

Non Compliance Issues (1 rows)

Property	Non-Compliance Date Notified	Pertaining To	Non-Compliance Type
	10/01/2022	Q3 2022	Utility Allowance - Failure to submit quarterly utility allowance information

Uploaded Files (0 rows) EXPORT

File Name	Size (MB)	Actions

Partnership Contacts (1 rows) REQUEST CHANGE EXPORT

Name	Roles	Email	Phone	Company Name
	General Partner			

Management Contacts (3 rows) EXPORT

Name	Roles	Email	Phone	Company Name
	Regional Contact, Financial Contact			
	Compliance Contact			
	Leasing Agent, Primary Contact, Occupancy Contact			

Current Rents | GPR - \$156,908.00 (2 rows) Current Total Number of Units: 28 EXPORT

Effective Date	Expiration Date	Number of Bedrooms	Number of Units	Rent Controlling Authority	Monthly Rent Amount	Square Footage	Comments
10/1/2022	12/31/2099	2	24	HOME	\$685	793	Extended Use Period
10/1/2022	12/31/2099	3	4	HOME	\$818		Extended Use Period
Total:			28				

Occupancy Report (3 rows) EXPORT

Room Type	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Rolling 12 Month Average
2 Bedroom	96%	96%	96%	96%	100%	92%	100%	100%	100%	100%	98%
3 Bedroom	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Total	96%	96%	96%	96%	100%	93%	100%	100%	100%	100%	97%

AMRS – The To Do list

Plaza Apts
 LIHTC #

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List**
- Budget
- Contact Changes
- Occupancy 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections
- Exit Property View
- Minimize Menu

Rejected Submitted Late Locked Pending Not Applicable

Property	Occupancy	TCAP	Occupancy	TCAP	Occupancy	Budget	TCAP	Occupancy
	August 2022 9/12/2022	August 2022 9/26/2022	September 2022 10/11/2022	September 2022 10/25/2022	October 2022 11/10/2022	2023 11/15/2022	October 2022 11/25/2022	November 2022 12/12/2022
Asht Grove Towers								
Collins Fields Apartments								
Camdenstar Apartments II aka Michaels Place								
Camdenstar Apts aka Laurer's Place								
Carl Junction Estates								
Carl Junction Estates II								

AMRS – Changing Contacts

Plaza Apts
LIHTC #

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes**
- Occupancy 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections
- Exit Property View
- Minimize Menu

Contact Change Requests (0 rows) Status Submitted

NEW REQUEST

Property #	Property Name	Certified By	Certified Date	Management Company	Actions
------------	---------------	--------------	----------------	--------------------	---------

Bethany Plaza Apts (LIHTC #96-008)

Contacts (4 rows) ADD EXPORT

Name	Address	Phone	Email	Company Name	Roles	TIN #	Actions
					Compliance Contact		
					General Partner	87-2643337	
					Leasing Agent Primary Contact Occupancy Contact		
					Regional Contact Financial Contact		

Certify

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

CERTIFY

Missing Contact Types

- Leasing Agent
- Primary Contact
- Occupancy Contact

Exhibit L Required

Contacts listed above must match the Exhibit L property data sheet on file with MHDC. Any changes to the contacts should be accompanied with a new Exhibit L uploaded below. The Exhibit L worksheet can be found [here](#).

Uploaded Files (2 rows) EXPORT

File Name	Size (MB)	Actions
Exh L	0.12	
Exh L	0.12	

Upload Documents



AMRS – Affordable Housing Locator

Plaza Apts
LIHTC # [redacted] !

CHANGE PROPERTY

- AFS ✓
- AHL**
- Distribution Request ✓
- ToDo List
- Budget ✓
- Contact Changes
- Occupancy → 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance ! 9/30
- Inspections
- Exit Property View
- Minimize Menu

AHL (2 rows) + Add

File #	Type	Submitted	Reviewed	Status	Actions
28887	1 Signage	11/3/2009	11/3/2009	Approved	🔒
28886	2 Elevation	11/3/2009	11/3/2009	Approved	🔒

AHL History (0 rows) HIDE/SHOW ←

MHDC must approve!

AMRS – Approval Letters - AFS

Plaza Apts
LIHTC #

CHANGE PROPERTY

AFS ✓

AHL

Distribution Request ✓

ToDo List

Budget ✓

Contact Changes

Occupancy → 10/11

Notification of Loss/ Insurance Claims

Other Reserve

Rent Increase

Replacement Reserve



Utility Allowance 9/30

Inspections

Exit Property View

Minimize Menu

Annual Financial Statements (2 rows) Search

Year	Status	Actions
2021	Approved	
2020	Approved	

Annual Financial Statement 2021


Header

- Balance Sheet \ Income Statement
- Stmt Partners Equity
- Stmt Of Cash Flows
- Schedule Of Fund Held
- Related Party Transactions
- Surplus Cash
- Distribution To Owners Calc
- Statement Upload
- Statement Certification

MHDC Generated Documents

Uploaded Files (1 rows) EXPORT

File Name	Size (MB)	Actions
Review Completed - Findings Resolved	0.05	



AMRS – Approval Letters - Budgets

Plaza Apts
LIHTC #

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget**
- Contact Changes
- Occupancy 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections
- Exit Property View
- Minimize Menu

Budget (20 rows) Search

Budget Year	Status	Actions
2023	Not Submitted	
2022	Approved	

Budget Year 2022 Approved

Camdenton Apts aka Lauren's Place (MHDC #00-030HT) Max Management Fee \$54

Actuals 2021 Date Range

Start: 01/01/2021 End: 08/31/2021

0 New Messages DOCUMENTS

Uploaded Files (1 rows) EXPORT

File Name	Size (MB)	Actions
Approval Letter	0.05	

Current Rents | GPR - \$207,456.00 (2 rows) HIDE/SHOW Current Total Number of Units: 32

Rental Income

Name	Code	Audit 2019	Audit 2020	Actuals	Annualized	Budget 2022	2-YR AVERAGE	% CHANGE 2022 vs 2-YR AVG	% CHANGE 2022 vs 2020	Approved Budget 2022	Explanation
Rent Revenue - Gross Potential *	5120	\$172,848.00	\$184,560.00	\$129,440.00	\$194,160.00	\$194,160.00	\$178,704.00	8.65%	5.20%	\$194,160.00	



AMRS – Approval Letters – Schedule II

Plaza Apts
LIHTC #

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes
- Occupancy 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase**
- Replacement Reserve
- Utility Allowance 9/20
- Inspections
- Exit Property View
- Minimize Menu

Rent Increase (4 rows)

Search [] Last 5 Years Type Review Type

+ REQUEST INCREASE EXPORT

Property Name	Budget Year	Submitted Date	Requested Effective Date	Reviewed Date	Status	Review Type	Actions
[REDACTED]	2022	10/05/2021	01/01/2022	11/16/2021	Approved	Budget	
[REDACTED]	2021	10/22/2020	01/01/2021	12/09/2020	Approved	Budget	
[REDACTED]	2020	10/31/2019	01/01/2020	12/30/2019	Approved	Budget	
[REDACTED]	2019	10/26/2018	01/01/2019	12/14/2018	Approved	Auto	

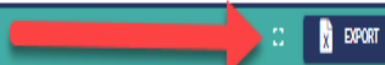
AMRS – Inspection History

Plaza Apts
LIHTC #

CHANGE PROPERTY

- AFS ✓
- AHL
- Distribution Request ✓
- ToDo List
- Budget ✓
- Contact Changes
- Occupancy → 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections**
- Exit Property View
- Minimize Menu

Inspections (9 rows)



Inspection Date	Physical	Management	File	Occupancy	Last Inspector	Status
02/14/2022	Satisfactory	Above Average	Superior	Superior	Grey Jackson	Closed
06/15/2020	-	-	Above Average	-	Chiqueta Harps	Closed
06/27/2018	Satisfactory	Satisfactory	Satisfactory	Superior	Antoinette Perry-Jones	Closed
05/17/2017	Satisfactory	Satisfactory	Satisfactory	Superior	Grey Jackson	Closed
04/19/2016	Satisfactory	Satisfactory	Satisfactory	Superior	Antoinette Perry-Jones	Closed
06/11/2015	Satisfactory	Above Average	Above Average	Superior	Nicole Alber	Closed
05/14/2014	Above Average	Above Average	Superior	Superior	Bill Hunziker	Closed
05/02/2013	Above Average	Above Average	Satisfactory	Superior	Bridgett Day	Closed
06/12/2012	Above Average	Above Average	Above Average	Superior	Bill Hunziker	Closed

AMRS – VAWA Transfer Requests

Plaza Apts
LIHTC #

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes
- Occupancy** TL:11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections
- Exit Property View
- Minimize Menu

Period August - 2022

Room Type	Total Units	Vacant Units	Occupied %
1 Bedroom	24	3	88%
2 Bedroom	95	9	91%
3 Bedroom	27	1	96%
4 Bedroom	10	1	90%
5 Bedroom	2	0	100%
All	158	14	91%

Do you have a Waiting List?

How many people are on the waiting list?
7

Has a resident requested an emergency transfer under the Violence Against Women Act (VAWA)?

Please provide the number of requests received this month.
1

Requests (1 rows)

Date	Outcome
08/08/2022	Resident is waiting to be transferred to next available unit

Outcome:

- Resident transferred to another unit within building
- Resident transferred to another unit on-site
- Resident transferred to another unit off-site
- Resident is waiting to be transferred to next available unit
- Resident is ineligible to be transferred

AMRS – Special Needs Reporting

Plaza Apts
LIHTC #

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes
- Occupancy → 10/11
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance 9/30
- Inspections
- Exit Property View
- Minimize Menu

Period August - 2022

Room Type	Total Units	Vacant Units	Occupied %
Studio	56	6	89%
All	56	6	89%
Special Needs	56	How Many Occupied By Qualified SN HH: 50	Occupied %: 89.285714

Special Needs Vacant Details Information Required *

Special Needs Vacant Details

Unit #	First day of vacancy	First day of tenancy by Non-Qualified Special Needs Household
.312	.08/01/2022	
.308	.08/01/2022	
.309	.06/28/2022	
.411	.08/09/2022	
.409	.06/20/2022	
.316	.09/14/2021	

Date of last contact with Lead Referral Agency
08/30/2022

Outreach efforts for vacant Special Needs units
Continue to work with St. Patrick Center to get qualified application.

AMRS – Compliance Forms

states
MHDC # -MT ✓

CHANGE PROPERTY

- AFS
- AHL
- Distribution Request
- ToDo List
- Budget
- Contact Changes
- Occupancy
- Notification of Loss/ Insurance Claims
- Other Reserve
- Rent Increase
- Replacement Reserve
- Utility Allowance
- TCAP/TCR
- Compliance Forms**
- Inspections

Compliance Forms (8 rows)

Name	Last Submitted	Next Due Date
Bond Compliance Tenant Data	Q2 2022	10/31/2022
IRS 8703	2021	3/31/2023
Exhibit J	NA	
Exhibit J-1	NA	
Exhibit A-2	NA	
Exhibit G	NA	
AFHMP	12/01/2021	
E-Signature Policy	NA	



Upcoming AMRS Due Dates

- 10/1/2022 – O/As can begin submitting 2023 budgets.
- 11/15/2022 – 2023 budgets are due; rent increase requests for a 1/1/2023 effective date are due.
- 12/15/2022 – rent increase requests for a 2/1/2023 effective date are due.
- 1/3/2023 – Quarter 4 Utility Allowance and all rent increase requests are due. Note: the date has been changed due to the New Year holiday.
- 3/31/2023 – 2022 Audit Financial Statements are due.

Certification Portal

- Patience, Patience, Patience.
- Please report all issues so we can provide feedback to our developer.
- Best to utilize the Certification Portal in Chrome.
- Certification Portal information including the user guide can be found at <https://mhdc.com/programs/asset-management/program-compliance/compliance-resources/certification-portal/>
- MHDC Certification Portal Contacts:
 - Tammi Ewing at tewing@mhdc.com
 - Candace Maupins at cmaupins@mhdc.com

Certification Portal

- Reporting is still the same, quarterly submissions until 100% occupancy is achieved.
- MUST let MHDC know when 100% so reporting frequency can be switched to annual.
- Let MHDC know if there are floating HOME, LIHTC, etc units as MHDC needs to update the designations on the back end in order for the project to pass the IRS compliance test.
- Annual Owner Certs are ALWAYS submitted before submitting tenant certs and AOCS should cover the same reporting period as the tenant certs.

Certification Portal

- Old COL System

- “Main Manager” was the only person that could submit, as on-site managers could only enter data.

- New Certification Portal System

- “The Main Manager” is now called a “Super User.” “Super Users” now setup roles in the certification portal and assign onsite management login credentials.
- Onsite staff can only see properties they are assigned.

Certification Portal

- ▶ General Information
- ▶ Import All Building Data
- ▶ Annual Owner Certification

▶ **Buildings (3)**

Project: [REDACTED] APARTMENTS » Buildings

Address: [REDACTED] 4

- Import Building Data
- View Details
- Change Report Period
- Submit Tenant Certs
- Proceed to Units
- Reports
- Close

	Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
	MO-[REDACTED]	11/15/1997	06/30/2021	07/01/2021 - 06/30/2022	Out of Compliance	Not Tested	In Compliance	Submitted	09/26/2022	8
	MO-[REDACTED]	11/15/1997	06/30/2021	07/01/2021 - 06/30/2022	In Compliance	Not Tested	In Compliance	Submitted	09/26/2022	8
	MO-[REDACTED]	11/15/1997	06/30/2022		In Compliance	Not Tested	In Compliance	Not Ready	09/26/2022	16

Not Ready = Open for next reporting period

Ready = Tenant Certification is ready to submit

Submitted = Tenant Certification has been submitted to MHDC

Note: The date in the Last Report Date column is the last date the report was tested and posted.

Property Inspections

- When the Owner/Agent receives an inspection appointment letter email from the assigned Compliance Officer, please be sure to upload the completed ***Exhibit C-5 Management Questionnaire*** and *all* requested pre-inspection documents listed *on the* on the Ex. C-1 that is attached to the email, **within seven (7) business days prior to the inspection date.**
- **If your property is Risk Share and/or FHA insured PBS8**, be sure to have a copy of your most recent REAC inspection report and supporting documentation of all corrections made, if applicable. MHDC MUST follow up on the REAC.
- REAC deficiencies are UPCS, 8823 reportable findings.

Property Inspections

- **Extension Requests**: Due within ten (10) calendar days of the date the report (C-12) is issued to the O/A. This information is noted on the inspection report ratings letter.
- The Ex. T Request for Extension can be found on our website.
- **The extension request must contain explanation and details of the corrective action plan for each specific deficiency noted on the request.** An **anticipated completion date** is also required to be listed for each deficiency.
- The amount of time requested must be reasonable and the explanation should address that. **No more than 180 days** from the inspection report issuance date may be granted.

Property Inspections

- **The Ex. Z Housing Priority Site Visit Certification for Special Needs and/or Service Enriched Properties** set-aside questionnaire must be completed if the project has the Special Needs and/or Service Enriched Priority.
- The O/A must reach out to Scott Hanak and Remona Miller if they are having issues with their LRA/Service Provider.
- The O/A must be aware of this priority if it is applicable to the property and maintain any necessary documentation for review.
- See Special Needs/Service Enriched FAQ on our website for further reference.

Property Inspections

- **The Ex. Z Housing Priority Site Visit Certification for Special Needs and/or Service Enriched Properties** set-aside questionnaire must be completed if the project has the Special Needs and/or Service Enriched Priority.
- The O/A must reach out to Scott Hanak and Remona Miller if they are having issues with their LRA/Service Provider.
- The O/A must be aware of this priority if it is applicable to the property and maintain any necessary documentation for review.
- See Special Needs/Service Enriched FAQ on our website for further reference.

Property Inspections

- **Accessibility Requirements:** MHDC requires properties given funding for limited scope rehab or new construction to comply with building and accessibility codes.
 - **UPCS Definitions Guide:**
 - 1. *All FHEO inspectable items are intended to determine if the building/unit is compliant with FHEO requirements. (i.e. wheel chairs, walkers, etc.).*
 - a. *This inspectable item applies to all occupied buildings regardless of building type that have areas outside of the building that are commonly used by all residents. Outside common areas include parking lots, patios, play areas, and freestanding and attached common buildings such as a laundry building.*

Applicability: first occupancy after March 13, 1991 and new additions.

Compliance Accounting

- Replacement Reserves relaxed requirements ended 6/30/2022.
 - Item must meet the age requirement in the useful life schedule.
 - Invoice cannot be more than one year old.
 - Minimum required R4R balance is 24 months.
- Rent Increases.
 - Noncompliance will delay the review of a rent increase.
 - Property occupancy must be 90% or greater over a rolling 12 month period.
 - Current Rents on rent roll must be charged to at least 90% of the tenants listed.
 - Budget Based Increases – approved amount may be lower than requested if DCR and net surplus is higher than acceptable levels.
 - Make sure the Exhibit A-21 Notice to Residents is signed, posted in common areas, and provided to each resident.
 - Properties with less than 13 units need to submit rent increase requests through AMRS and include rent roll, MHDC budget spreadsheet (A-10), and tenant notification.

Compliance Accounting

- Annual Financial Statements.

- Due Date for 2022 AFS is March 31, 2023.
- Submission window will open February 1, 2023.
- AFS will come via email to the Primary and Financial Contacts.
- Extensions are NOT automatic.
 - Must be requested and approved by MHDC staff.
 - Extensions must provide a legitimate reason for delay

- Surplus Cash.

- Recommend submitting distribution request with audit, (these are reviewed first).
- AFS review has to be closed before distributions are reviewed, so late (or no) response(s) can delay review.
- Noncompliance will delay the review.
- Surplus Cash payments MUST be made within 15 days of the approval letter; otherwise, property will be place in noncompliance.
- Distributions MUST be taken by December 31st.



A simple black silhouette of a house with a chimney on the left side of the roof.
Missouri Housing
Development Commission

Questions?

MHDC.com