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Missouri Housing Development Commission Electronic Desk Review (EDR)

Policy Outline and Processes:

- The Compliance Officer (CO) will send an email (“**Email #1**”) to the Owner/Agent (O/A) requesting a list of items that they will need as well as general information concerning how the electronic desk review will be conducted. The information must be submitted **within five (5) business days from the email**. This correspondence will be sent to the Asset Management Reporting System (AMRS) Owner Primary Contact and the Management Primary Contact to schedule Electronic Desk Review (EDR). It is the responsibility of the above contacts to communicate this information to the appropriate site staff.
- A second email (“**Email #2**”) will be sent to the O/A requesting files and supporting documentation after review of the documents listed in Email #1. Any questions should be directed to the assigned CO. The requested files must be submitted within **24 hours**.
- O/A failure to supply all requested documentation in order to conduct an EDR will result in non-compliance.
- After receiving requested resident files for Desk Audit Review, the CO will review documentation based upon normal review operating procedures.
- The CO will email the **Exhibit C-12** Management Review Report and cover letter to the Owner Primary Contact and the Management Primary Contact as listed in AMRS.

Email #1: Notification of Electronic Desk Review

Instructions for uploading requested documents to MHDC: Upload documents to www.mhdc.com/bigfile, **attn. assigned CO** in the message section. Add property name on the “From” line.

Please be sure to check our forms page for updates.

Please upload the following documents in the following order (**applicable documents must be uploaded within five (5) business days from the date of this email**):

1. **Exhibit C-5:** Management Questionnaire (<https://mhdc.com/programs/asset-management/>);
2. **Copy of most recent/current Exhibit A:** Owner’s Certificate of Continuing Program Compliance or **Exhibit EUP-2:** EUP Owner Certification of Compliance (whichever applicable);
3. Blank lease;
4. Blank application;
5. Schedule II, if applicable;
6. Rent Roll;
7. Set-aside list where applicable noting Market Rate units, HOME set-aside Units, Special Needs Units, Work Force units, etc.;
8. Waiting List;
9. Affirmative Fair Housing Marketing Plan (AFHMP);
10. Building System Certificates, if applicable (i.e., elevator, boiler, sprinkler, back-flow, fire extinguishers/fire systems, call-for-aid, systems);
11. Training Certificates (<https://mhdc.com/programs/asset-management/>);
12. House Rules;
13. Application rejection letters.
14. REAC report with evidence of corrective actions for EHS and back up documentation of all other corrections (when applicable);
15. Utility Allowance documentation; and
16. **Exhibit Z** Housing Priority Checklist (if property has Service Enriched and/or Special Needs set-aside).

Review scans before sending them to MHDC.

Make sure that all pages are facing the same direction and are legible.

Email #2 will identify the files selected for review from the Compliance Officer. The O/A will have **24 hours** to upload requested documents to the CO from the date of that email.

Documents (where applicable) needed from the property in this order:

Submit the below items for the move-in/initial certification year, following recertification and most recent recertification.

1. **Exhibit B** Tenant Income Certification;
2. **Exhibit I** Unit Certification (if there is LIHTC);
3. HUD 50059 (where applicable);
4. **Exhibit Q** Non-Employment Affidavit, **Exhibit E** Certification of Zero Income;
5. **Exhibit M** LIHTC Certification of Student Eligibility, **Exhibit M-1** HOME Program Certification of Student Eligibility, **Exhibit F** Student Verification. *Note: For LIHTC, pursuant to IRS Notice 2020-53 as it related to Covid-19, the O/A must continue to follow tax credit student status regulations and monitoring during this relief period. If the property is in the IRS Compliance period, you must still verify student status using the required **Exhibit M: LIHTC Certification of Student Eligibility** form;*
6. Income/Asset verifications/back up documentation, calculation sheets, Self-certification (when applicable, i.e. LIHTC Extended Use Period);
7. **Exhibit D** Under \$5,000 Asset Verification/certification of assets and/or disposal of assets;
8. Application, Resident Selection Plan;
9. Lease(s);
10. **Exhibit O** Tenant Eviction Language Lease Addendum, VAWA, **Exhibit R** Addendum to Lease - HOME Provisions;
11. Drug Free Housing Addendum;
12. Move-in/annual physical inspections;
13. **Exhibit N** Disclosure of Lead Paint-Hazards Warning (Pre 1978);
14. **HUD 27061-H**, Race-Ethnicity data form and Citizenship forms **HUD Exhibit 3-4, 3-5, 3-6** (when applicable), and **3-7**;
15. **Exhibit U** Annual Resident Certification, where applicable; and
16. Two most recent move out files containing: Resident name, unit address, move out date, eviction documentation where applicable, Security deposit information, pro-rated rent information where applicable, and the move-in/move-out inspection form.

Review scans before sending them to MHDC.

Make sure that all pages are facing the same direction and are legible.

Reference:

<https://mhdc.com/programs/asset-management/>. Refer to Program Compliance and Compliance Resources.

https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsg/4350.3

Note: Maintaining Habitable Condition

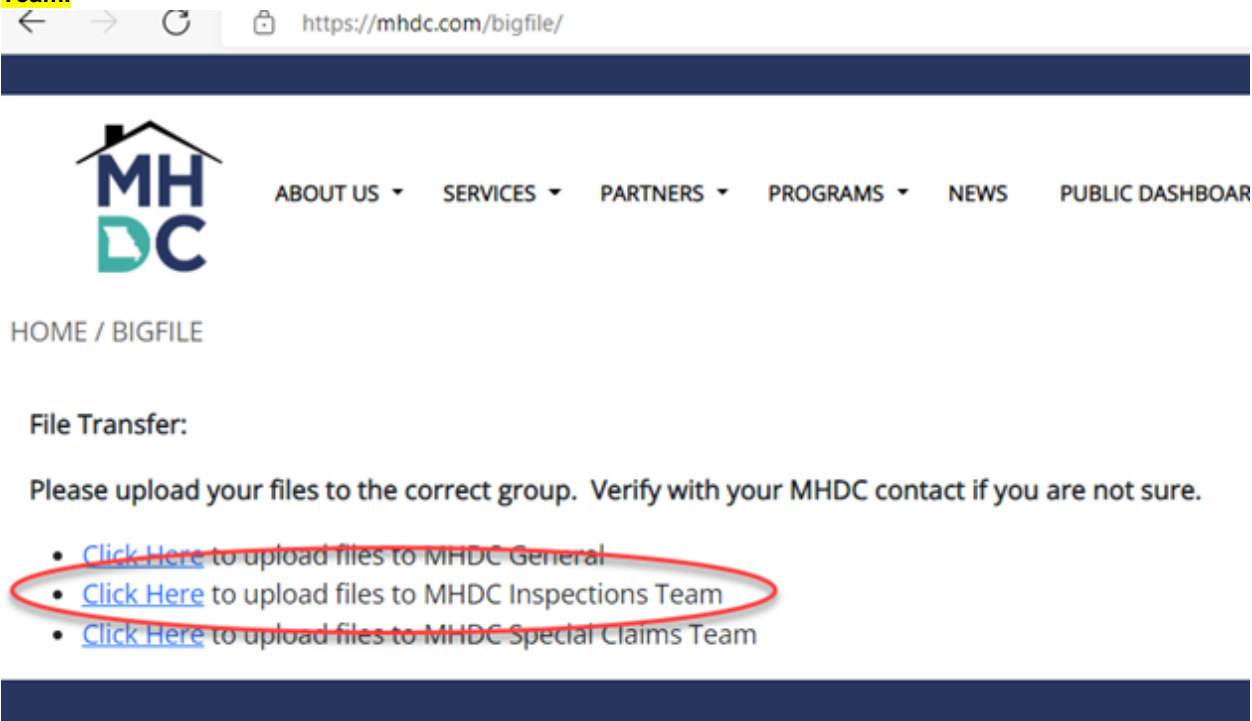
The owner is responsible for ensuring that the property is maintained in a decent, safe, and sanitary condition in accordance with appropriate standards. Failure to do so is a reportable act of noncompliance. The owner guarantees that all units are suitable for occupancy by meeting Uniform Physical Condition Standards (UPCS) requirements, local health, safety and building codes are taken into account, and that the on-site management team complies with all applicable rules, regulations and policies which govern the property. This includes following policies and regulations pertaining to lead-based paint and asbestos disclosure and/or remediation where required.

Instructions for uploading requested documents to MHDC: Upload documents to www.mhdc.com/bigfile, attn. assigned CO in the message section. Add property name on the "From" line.

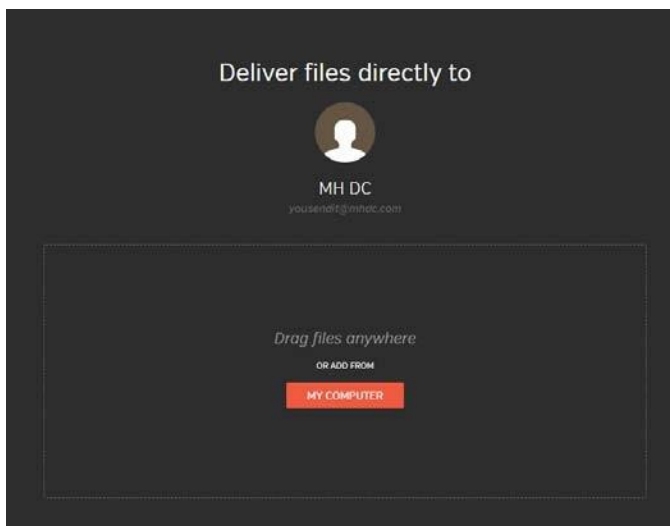
Big File Uploading Instructions:

Send Large File(s) to MHDC

- ❖ Open **Browser**
- ❖ Go to <http://www.mhdc.com/bigfile/>. Be sure to select/upload to the correct MHDC group: **MHDC Inspections Team**.

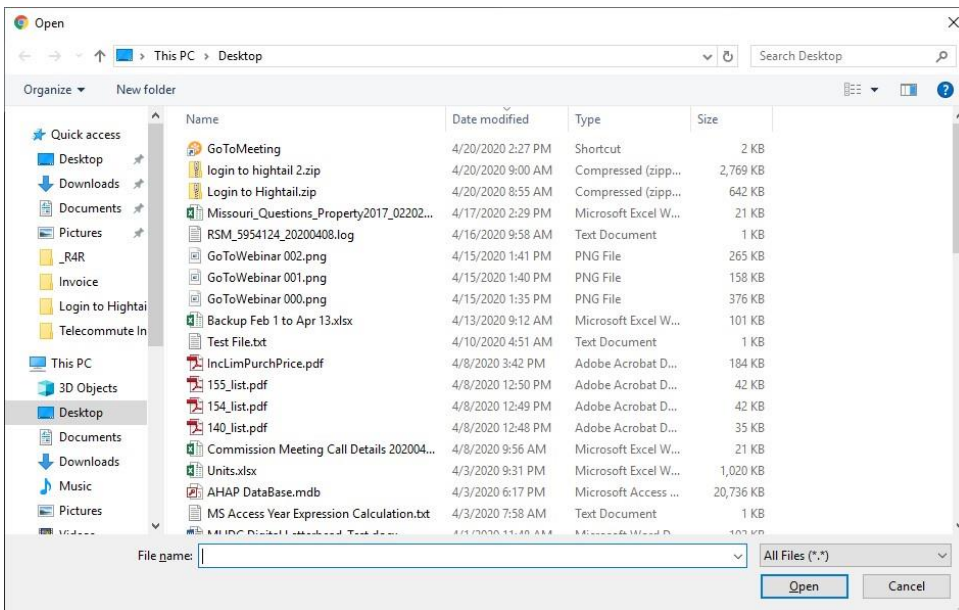


- ❖ Click **Click Here**

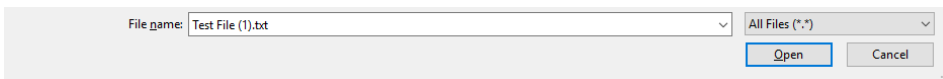


- ❖ Select File(s)

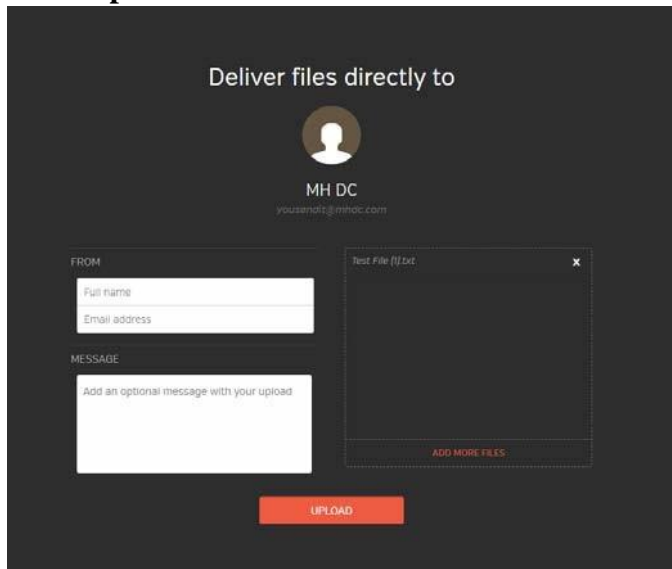
- Click **My Computer** MY COMPUTER



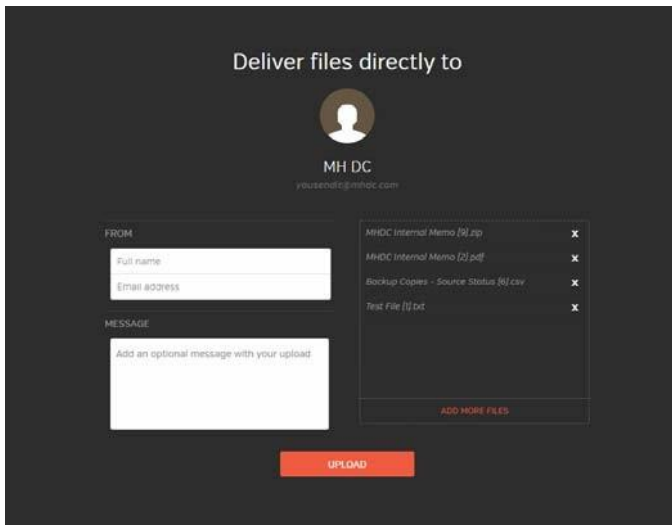
- **Select File(s)**



- **Click Open**



- ❖ Drag File(s)
 - From any File Explorer Window
 - Click on File(s) to select
 - Drag selected File(s) to Browser Window



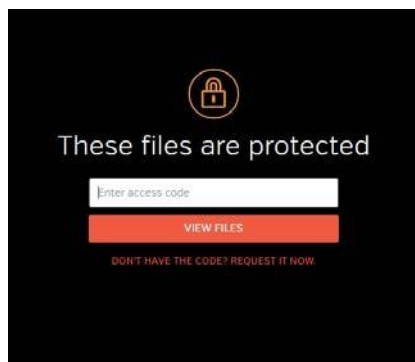
- ❖ Add Identifying Information
 - Put in **Full Name and Property name**
 - Put in **Email Address**
 - Put in **Message**
 - MHDC Department Name-**Contact Name-Reason for File(s)**
 - For Example: Asset Management-Scott-Special Claims
- ❖ Click **Add More Files** if needed
- ❖ Click **Upload** when all files are added
- ❖ You will receive an email that File(s) have been uploaded
- ❖ MHDC will also receive an email that File(s) have been uploaded
- ❖ **Please notify the Compliance Officer via email when the files have been uploaded**

Receive Large File(s) from MHDC

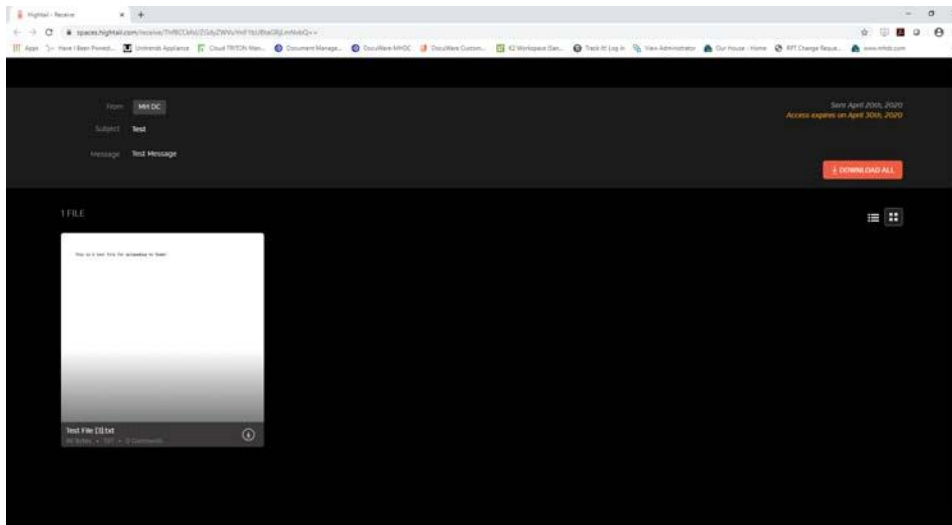
- ❖ You will receive an email from **MH DC** [<delivery@spaces.hightailmail.com>](mailto:delivery@spaces.hightailmail.com)





- ❖ Click **View All Files**
 - If there is an **Access Code**, it should come in separate email from MHDC



❖ Click View Files



- ❖ Click **Download** icon on File 
 - File will download to **Computer** -> **Downloads** folder
- ❖ Click **Download All**  **DOWNLOAD ALL** if more than 1 file
 - File will download as **.zip** file