

## 2019- Rental Program Annual Performance Reporting of Compliance Submission Instructions

Every year, owners and managers of affordable rental housing funded through Kentucky Housing Corporation (KHC) are asked to prepare and submit an Annual Performance Reporting (APR) packet by April 1<sup>st</sup> for the previous calendar year. **The current APR packet submission deadline is April 1<sup>st</sup> to avoid penalties being assessed.**

To decrease costs for partners and KHC, the Owner's Annual Certification of Compliance, tenant data and Annual Operating Expense/Income Information is required to be submitted through **KHC's Tenant Data Certification System (TDCS)**.

The electronic submission affects all affordable rental housing programs that are required to submit annual performance reports to Kentucky Housing's Compliance Department. This includes projects allocated Housing Credits and funding from the Section 1602, TCAP, Risk-Sharing, HOME Investment Partnerships, Small Multifamily Affordable Loan programs, Affordable Housing Trust Fund, National Housing Trust Fund, RHS 515, and RHS 538.

### **Step 1**

Go to: [www.kyhousing.org](http://www.kyhousing.org)

Select Quick Links.

Select Asset Management.

Select Rental Program Annual Reporting (APR) Forms.

### **Electronic Signature Authorization Form**

KHC no longer requires an Electronic Signature Authorization Form to be submitted to the compliance department. Current Electronic Signature Authorization Forms must be maintained at the project/management office. KHC compliance officers will audit and request the form during monitoring visits.

## **Step 2**

Go to: [Tenant Data Certification System \(TDCS\)](#).

### **Select Project for APR Submission**

#### **Annual Certification:**

Select year and complete questionnaire for each funding source. Click save and review answers before submitting. Once information is submitted, no additional entries can be made. **Please ensure all current tenant information is up to date for each household in the TDCS system and the Building Status Report is current. Please be advised, if the tenant data system is not current with all resident household information, the system will not allow the Annual Reporting documents to be submitted.** If changes need to be made after submission, please contact Phyllis Clem or Aaron Watkins toll-free in Kentucky at (800) 633-8896 or (502) 564-7630, extension 221 for Phyllis Clem or 785 for Aaron Watkins; TTY 711; or email at [pcclem@kyhousing.org](mailto:pcclem@kyhousing.org) or [awatkins@kyhousing.org](mailto:awatkins@kyhousing.org).

**Please be advised that all Annual Certifications for each Funding Source associated with the project must be completed along with the Operating Expense/Income & Rental Rate Information prior to submission to KHC. Any certifications electronically submitted with missing or incorrect documentation will be considered late and may be subject to a late fee.**

#### **TDCS Marketing Demand**

The Owner's Annual Certification of Compliance will capture the property management company's opinion on the current marketing demand for the property. **One of the four Marketing questions must be selected before submission of Annual Reports will be allowed.**

#### **Operating Expenses/Income Tab:**

Operating Expense/Income for reporting year – Select year, select Annual for reporting period, enter total project expenses, complete each section for project expenses/income and submit.

#### **Additional Financial Instructions:**

Once you have entered your financial information, the system allows you to attach supporting documentation. All; Risk Sharing, TCAP, Exchange (TCEP), and Recovery Kentucky projects are required to attach their audits. Projects with KHC surplus cash loans are required to attach financials as required per their loan agreements. While not required, all other projects are encouraged to attach a copy of the financial statement used in completing this section of the APR.

**Current Year Budget:**

Select year, Select Budget for reporting period. Enter total budgeted expenses for current year. Complete each section for budgeted expenses/income and submit. The budget report is not required for reporting year unless requested by KHC staff.

If changes need to be made after submission, please contact Phyllis Clem or Aaron Watkins toll-free in Kentucky at (800) 633-8896 or (502) 564-7630, extension 221 or 785, respectively; TTY 711; or e-mail [pclem@kyhousing.org](mailto:pclem@kyhousing.org) or [awatkins@kyhousing.org](mailto:awatkins@kyhousing.org).

**In order to avoid late fees, please ensure all items are correct and completed prior to submission.** Once you have submitted the APR report, exit the TDCS system and log back in to confirm the report was submitted. For confirmation, please note, under the Annual Certification tab, you will see the date, time, and name of the person that submitted the report. This is confirmation that your report was submitted.

**Online Invoice & Payment:**

- Select year; generate invoice, print for your records. Fee Submission instructions may also be viewed in TDCS under Frequently Asked Questions (FAQ).
- **Checks will no longer be accepted without prior written consent from KHC. Request for submission of a check will need to be submitted by email to Phyllis Clem at [pclem@kyhousing.org](mailto:pclem@kyhousing.org). The request needs to be submitted prior to April 1<sup>st</sup> deadline in order to avoid late fees. Should this request be approved there will be a check processing fee of \$25.00 per check to be added with the APR fees. When submitting check for payment, you must include the printed invoice from TDCS.** (Not applicable unless there is an allocation of Housing Credit or Risk Share.)

**Electronic Signature Authorization Form** – No Additional Paper or Data Entry Fee Applies.

A copy must be maintained at the project/management company office.

Electronic Submission  
(PDF Format)

Current Management Agreement (if applicable) – **No Additional Paper or Data Entry Fee Applies.**

**NOTE:** If there has been a change in the management company since last notification to Compliance, please go to the Compliance website to complete the change in management company and submit a copy of the current Management Agreement to Connie Allen at [callen@kyhousing.org](mailto:callen@kyhousing.org) or Phyllis Clem at [pclem@kyhousing.org](mailto:pclem@kyhousing.org). To complete the change, please access TDCS and update company and/or contact information in Property Details. Failure to submit this document may preclude KHC from releasing project information to the new Managing Company. **FYI, always remove contacts from TDCS that have access if they no longer are associated with the project.**