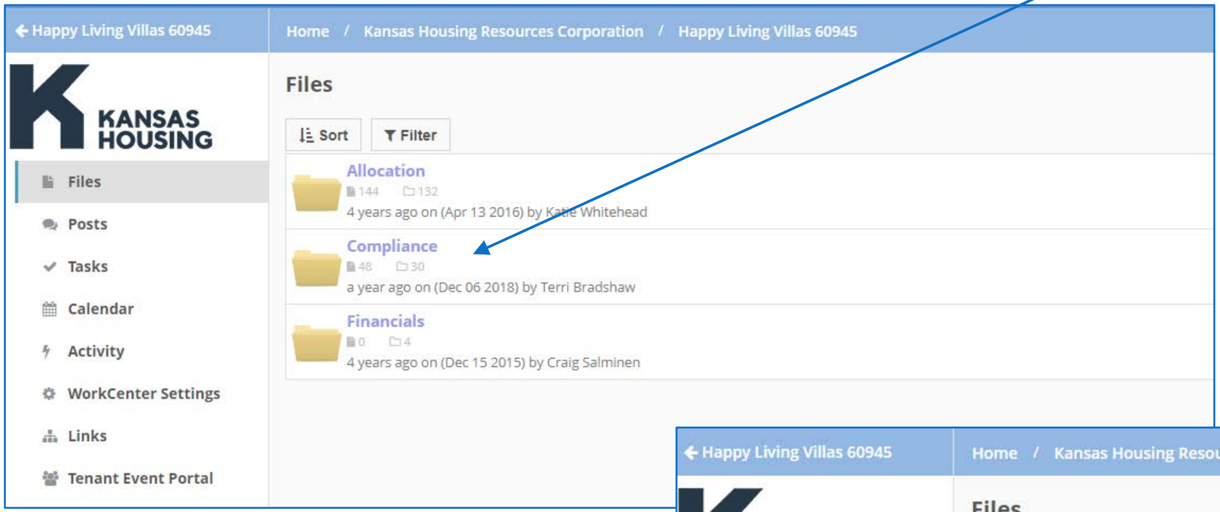
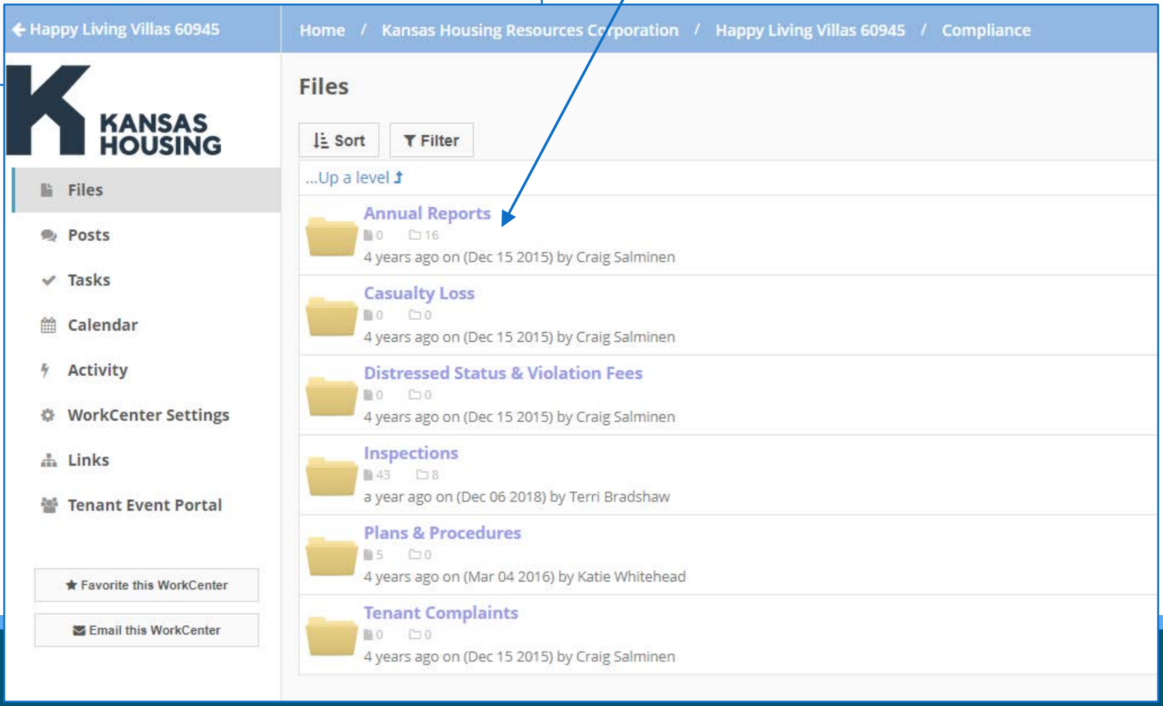
Kansas Housing Resources Corporation

LIHTC Annual Report Requirements

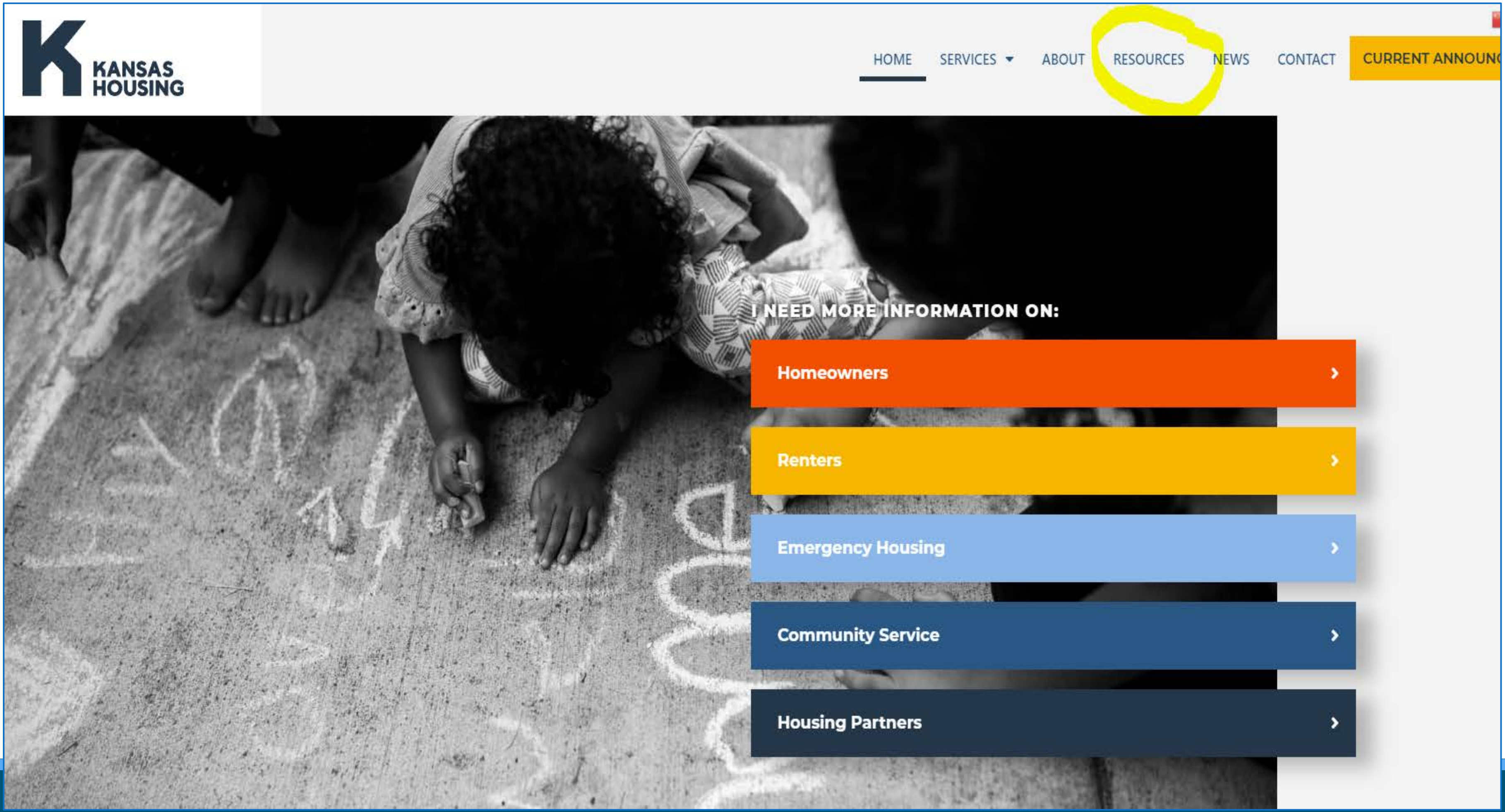
The annual report notification letter and compliance fee invoice will be provided via the property's Procorem work center each year in December. Invoices are no longer mailed. To find the letter and invoice, in the work center click Compliance, then Annual Reports.





Forms necessary to complete the annual report are available on KHRC's website. www.kshousingcorp.org

To find them, click Resources at the top of the Home page. Then click Forms. Next click the white arrow next to Low Income Housing Tax Credit (LIHTC) Compliance. Next click Annual Report Forms.



The report and fee are due March 15th each year.

View the Annual Report Checklist (on KHRC's website) for what is required.

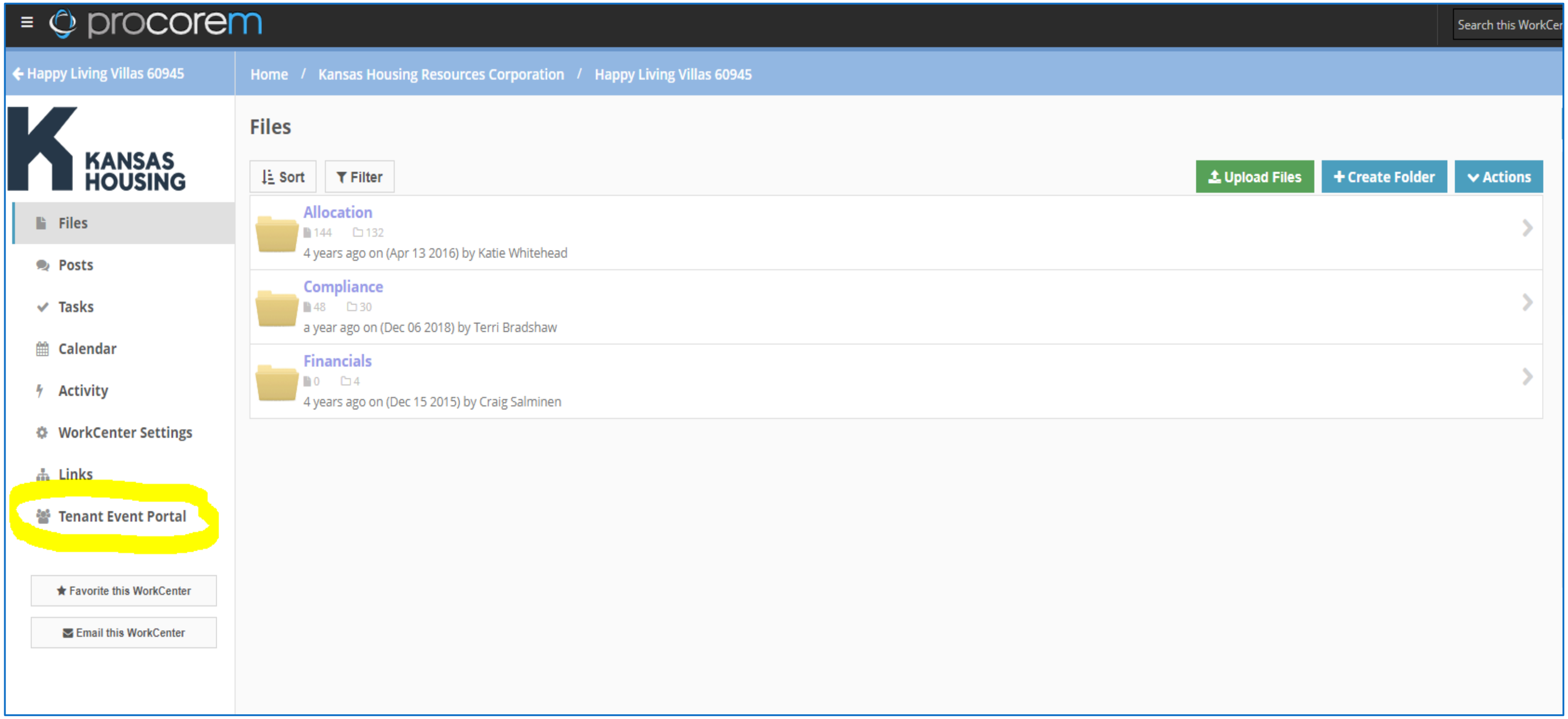
Compliance fee payments should be submitted to KHRC with the invoice # on the memo line.

Extension requests can be submitted and will be granted for reports only. Additionally, the amount of time granted will only be up to 60 day. Extensions are **not** allowed for compliance fee payments.

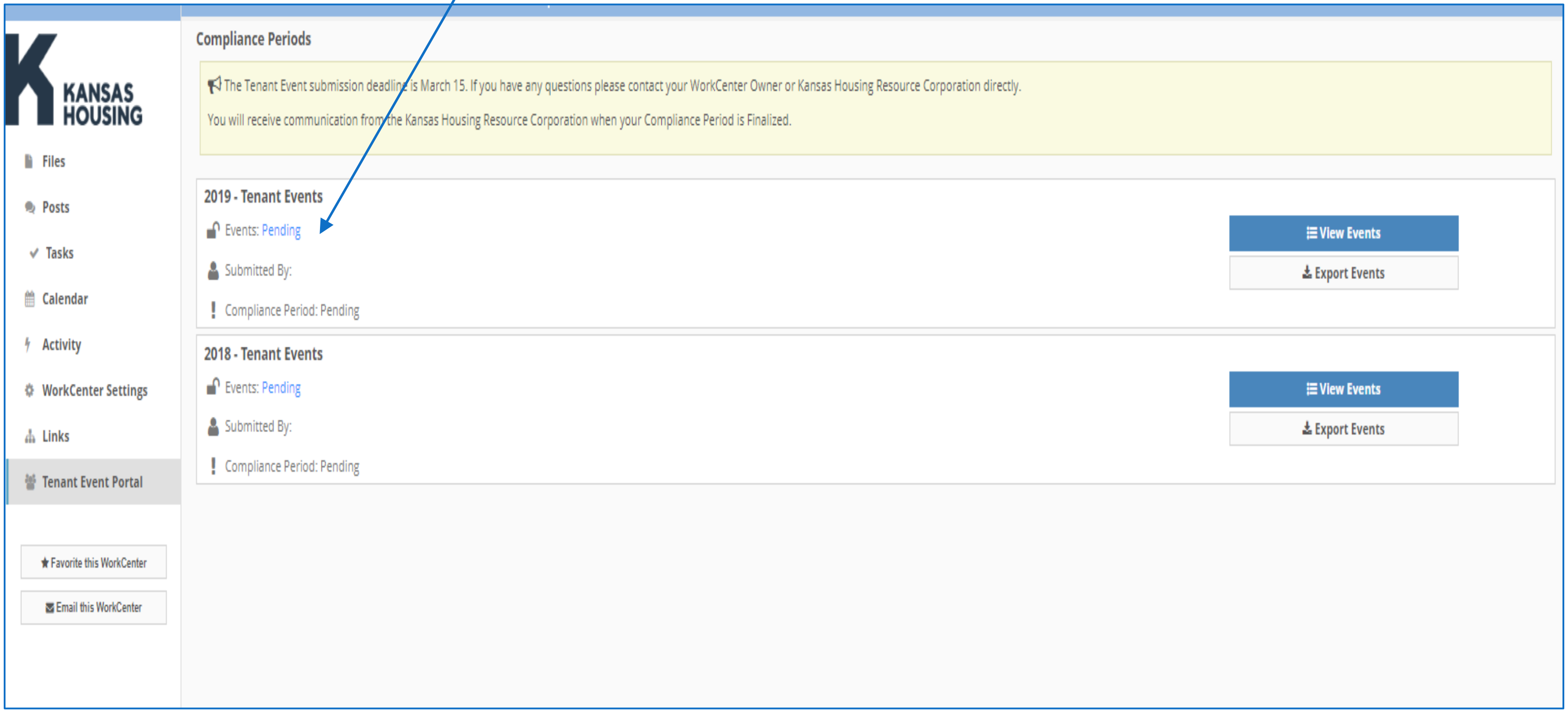
To file an extension, submit State Form #7 via the work center. (State Forms are available on KHRC's website.)

If the extension is approved, the annual report task in the work center will be updated to reflect the new due date.

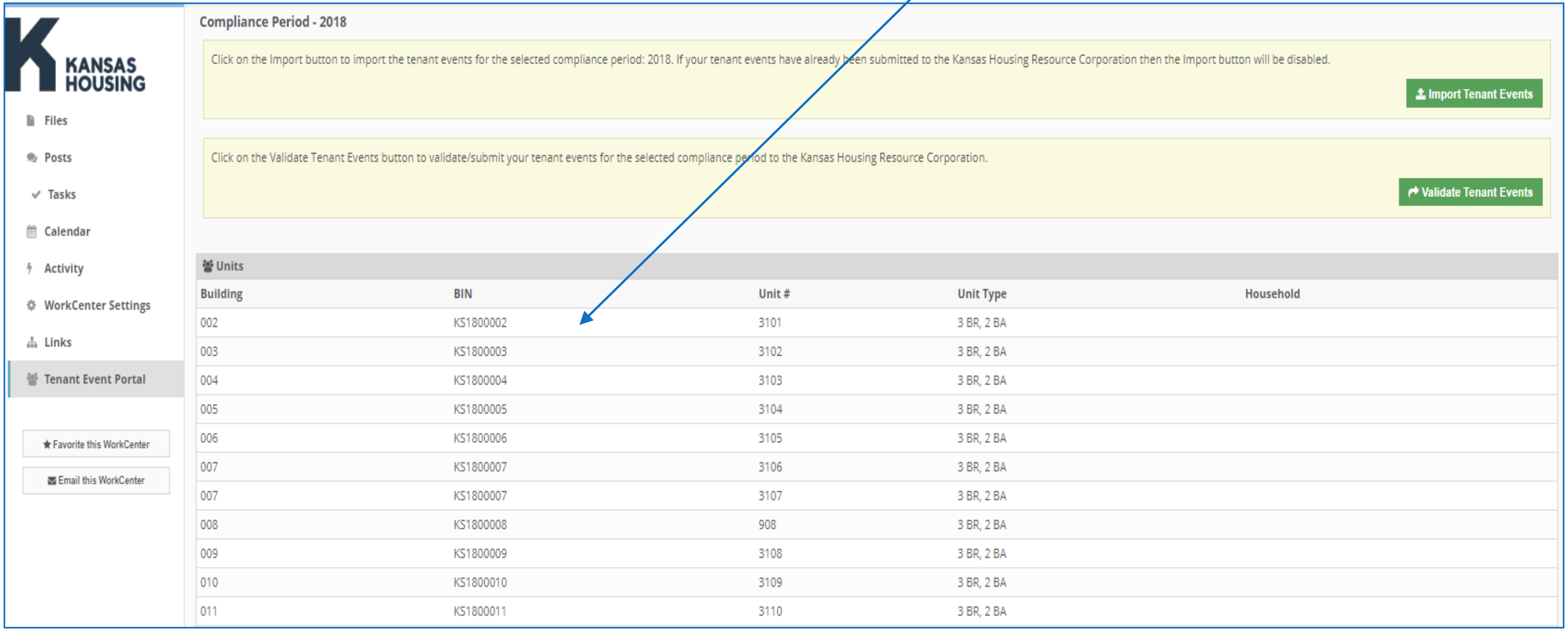
Tenant Data for the year must be entered in the Tenant Event Portal.



To enter the tenant data for the year you are reporting, click on that year to enter events that were *effective* during that year. To be able to enter and save events, the year must be in "pending" status. You must also be in the correct year based on the effective date of the event you are entering.

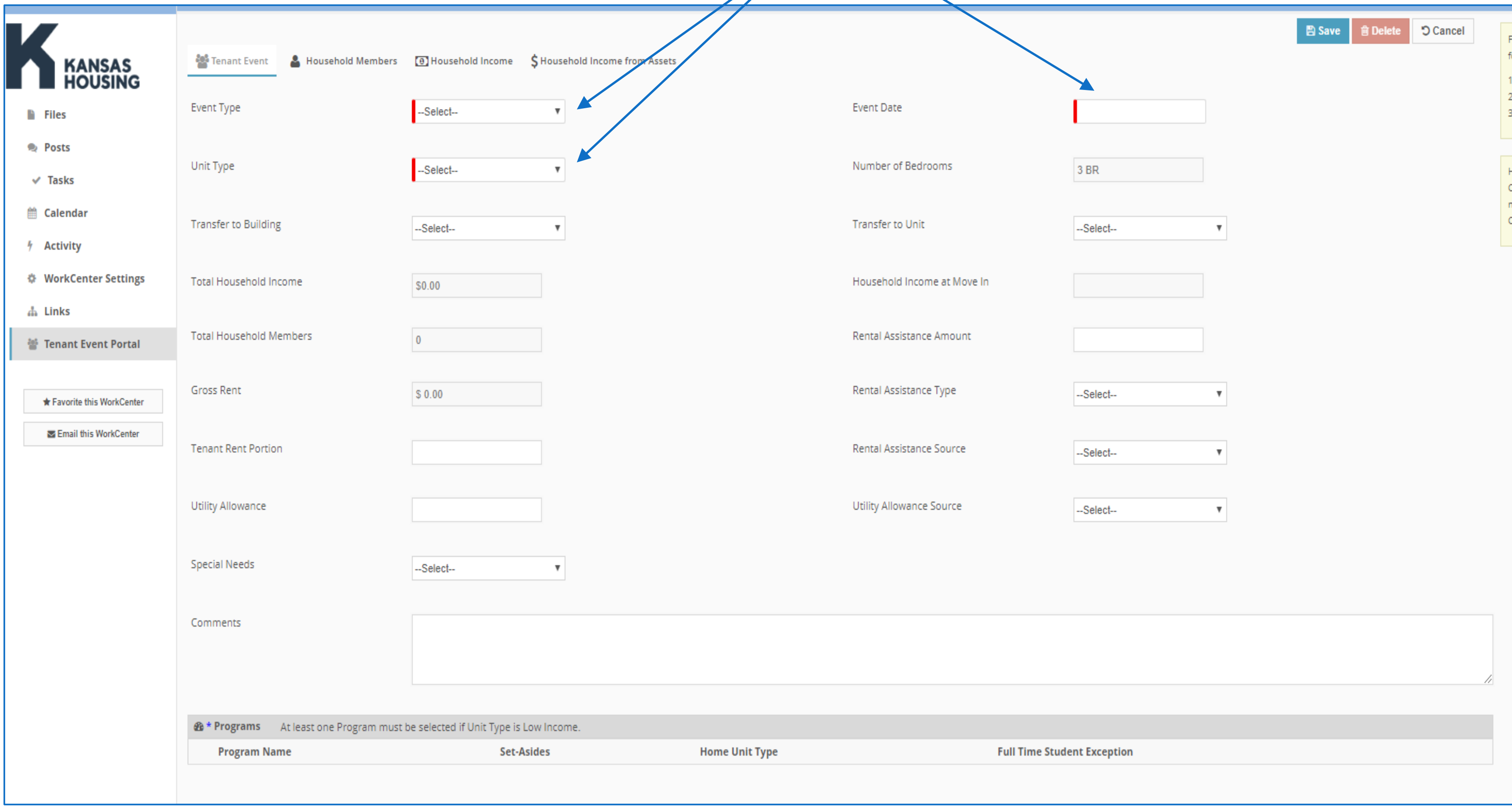


Once you’ve entered the reporting year, you will see the list of BINS and units. Click into each to enter the information.

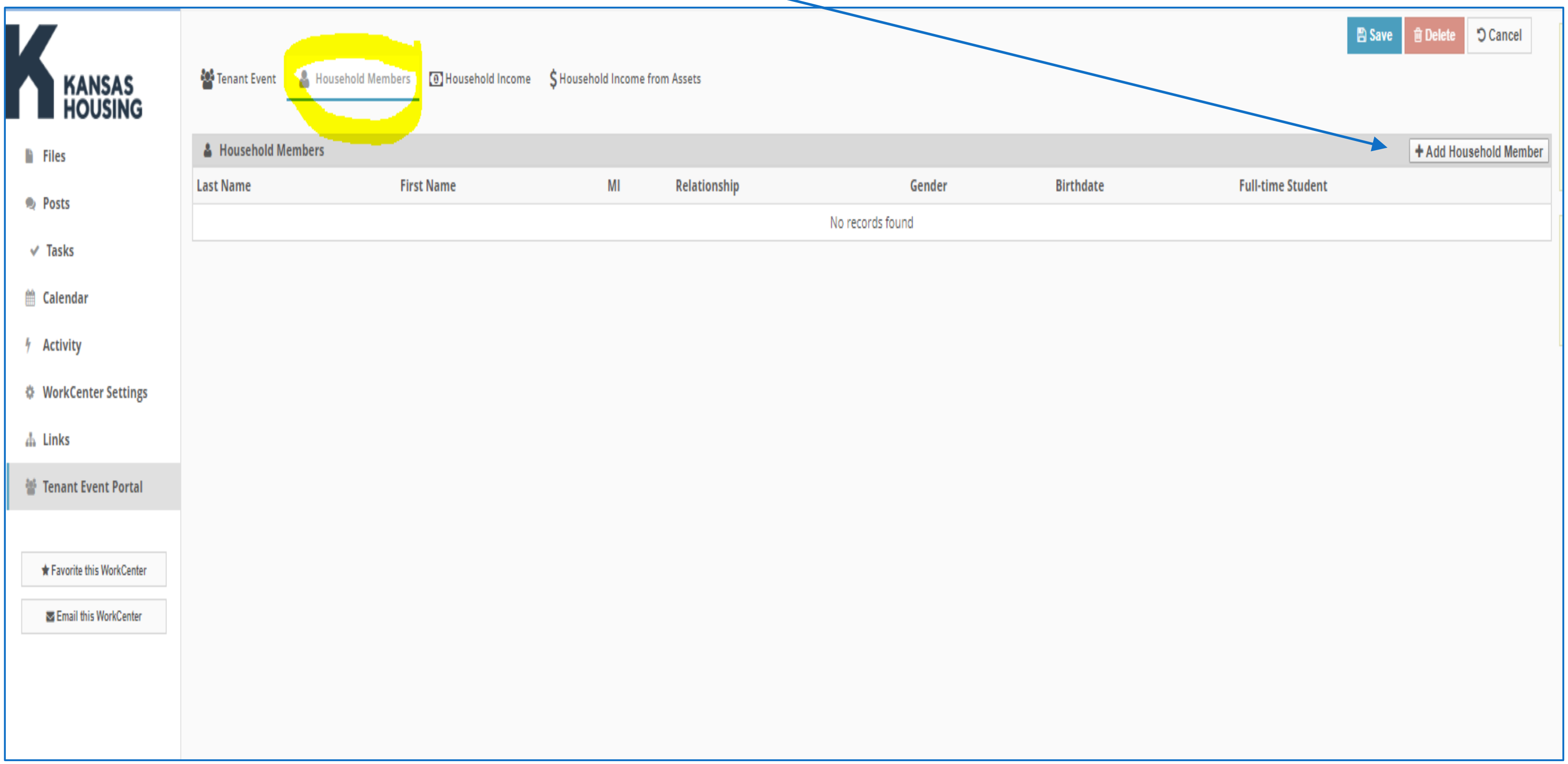


Building	BIN	Unit #	Unit Type	Household
002	KS1800002	3101	3 BR, 2 BA	
003	KS1800003	3102	3 BR, 2 BA	
004	KS1800004	3103	3 BR, 2 BA	
005	KS1800005	3104	3 BR, 2 BA	
006	KS1800006	3105	3 BR, 2 BA	
007	KS1800007	3106	3 BR, 2 BA	
007	KS1800007	3107	3 BR, 2 BA	
008	KS1800008	908	3 BR, 2 BA	
009	KS1800009	3108	3 BR, 2 BA	
010	KS1800010	3109	3 BR, 2 BA	
011	KS1800011	3110	3 BR, 2 BA	

Once you've clicked on the BIN/Unit you want to add information for, click "Add Tenant Event". Next, you will fill in the different fields. Fill in the "red" fields first, then hit SAVE, then continue with the remaining fields.



If the event being enter is a move-in, you will need to enter each household member, the income and the assets. You will click “Household Members” at the top of the screen, then +Add Household Member.



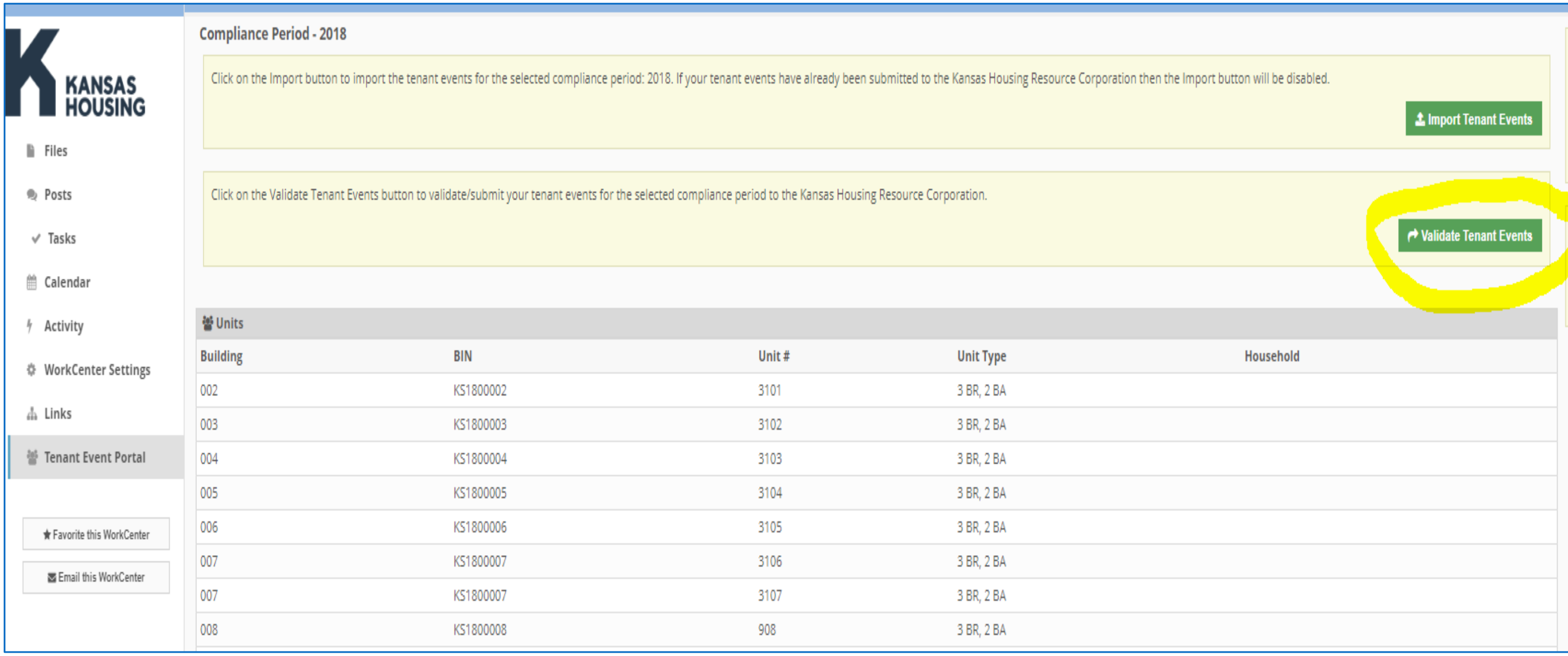
Follow the same steps to enter/add Household Income and Household Income from Assets.

If the event being entered is a recertification, transfer out or move-out, several fields (ones with information that generally won't change), will be auto-filled based on the information entered at move in. Please note: The transfer in event type is not available yet so a transfer out event should be followed by a move in event.

Please review *all* the information that is auto-filled and update where necessary (for example, household members moved out/in).

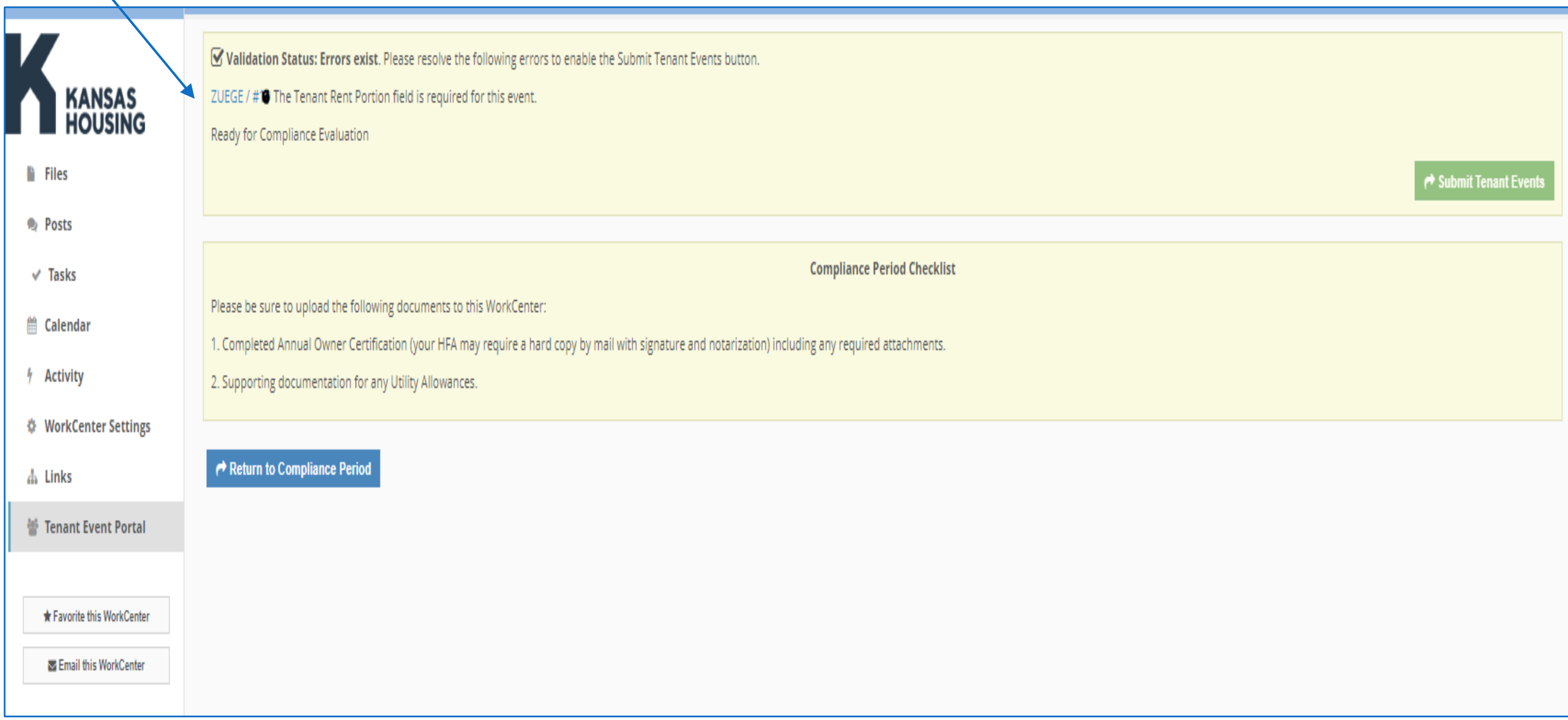
Annual Household Update event types should not be used and are not necessary. Only use Move in, Transfer Out, Recert, and Move Out.

Once this has been completed for each BIN and unit, you must "validate" the data for that period. Click the green button.



If the validation status is "passed", and you are finished entering all the events, then hit "submit". This will lock the period. If you later realize you need to enter additional data, you will need to post in the work center asking KHRC to "unlock" the period.

If the validation status indicates "Errors exist" a list of units will appear. Each unit number will have an explanation next to it stating what is needed. You can click the name/unit number, which will take you directly to the screen to enter the information.



Referring back to the annual report checklist, Item #1 on the list is the Kansas Certificate of Good Standing.

You are not required to pay for the certificate. You can print the "Good Standing" report directly from the website.

If the property is in "Not Good Standing" or "Forfeited" status, you must explain why.

Item #	Annual Report Item Description	Owner/Agent Initials
1	**Kansas Certificate of Good Standing (FOR THE PROPERTY):** Print the verification of Good Standing from the Secretary of State office website at http://kssos.org. You are not required to pay for the certificate. You may print the "Good Standing" report directly from the website page. If the owner is in "Not Good Standing" or "Forfeited" status, you must explain why.	

KANSAS HOUSING

Item #2 on the checklist is the Owner's Certificate of Continued Program Compliance. This form is found on KHRC's website with the Annual Report forms. All questions must be answered. If #13 on the form is marked "true", you must also submit State Form #1. Both must be signed by the owner.

2	**Owner's Certificate of Continued Program Compliance:** Answer all 15 questions of the owner's certification. If the allocation was subject to nonprofit set-aside (check 8609s) the owner must submit State Form #1 describing the Owner's Non-Profit participation. **The owner must sign both of these forms.**	

KANSAS HOUSING

Item #3 on the checklist is the Utility Allowance. Utility Allowance information must be obtained and updated annually. If the utility allowance did not change, a statement, email, etc. from the utility allowance provider must be submitted.

Please note – Utility allowances that have not been “updated” by Public Housing Authorities, etc. is not the same as stating “The utility allowance did not change”. It is the owner’s responsibility to ensure the utility allowance data is checked/updated annually. This may mean using a different method other than the PHA if they are not updating it as often as is necessary.

3	**Utility Allowance:** Provide a copy of the 201[redacted] UA. Properties to which HOME funds were committed on or after 8/23/13 must use either the HUD Utility Schedule Model or a project-specific methodology, which includes one of the following methods: Multifamily Housing Utility Analysis, Utility Company Estimate, LIHTC Agency Estimate (KHRC not currently offering), or Energy Consumption Model/Engineer Model to determine the UA for the HOME units. **Upated UAs must be provided in order to evaluate the tenant events.**	

Item #4 on the checklist is the Reserve for Replacement Account Information.

4	**Reserve for Replacement Account:** Provide the end of year bank statement for the Reserve for Replacement Account. If the owner was unable to fund the account based on requirement outlined in Exhibit B of the LURA/RUC, submit State Form #5 to waive the original requirements for 2019.	

Item #5 on the checklist is the Fair Housing Tracking Sheet. This form is found on KHRC's website under the Annual Report Forms. The property will need to list any activities completed or upcoming activities that address the impediments to Fair Housing.

5	**Fair Housing Tracking Sheet:** Provide the Fair Housing Tracking Sheet identifying activities and actions taken during 2019 and planned for 2020. Please identify which impediment to Fair Housing your activities address.	

KANSAS HOUSING

Item #6 on the checklist requests any certificates received from training be provided. If the Kansas Housing Conference was attended, please just provide a statement indicating this. If you wish to receive a certificate of attendance for attending the Kansas Housing Conference, please contact KHRC.

6	**Training Certification:** Provide training certificates received by ownership and/or management for compliance training completed in 201[illegible].	

The budget and financials are required and must be submitted using the Excel templates provided by KHRC. They can be found on KHRC's website under the Annual Report forms. If you are submitting annual reports for multiple properties, please be aware you must obtain a new template from the website for each property. Do NOT do a "Save As" for additional copies of the template.

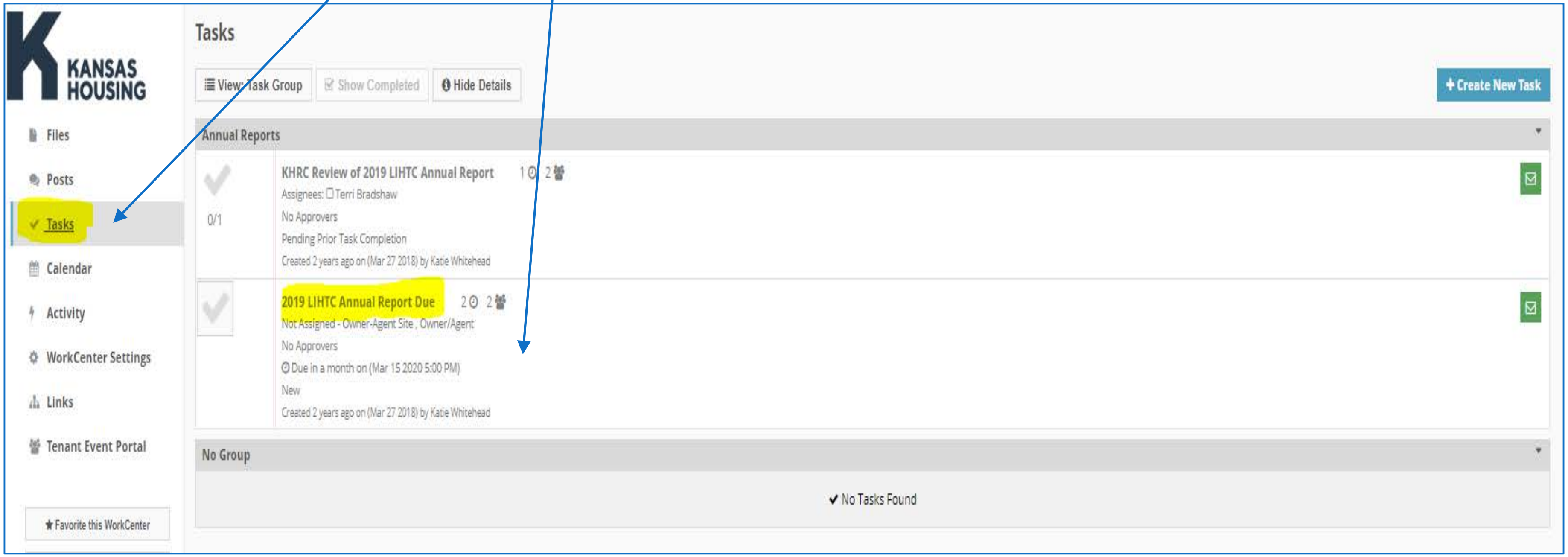
Also, be aware the same template cannot be used from year to year. A new template must be obtained from the website *each year* to submit with your report.

The Excel documents should be submitted in Excel format, NOT converted to a pdf.

Please follow the document naming and upload instructions provided in the notification letter.

Please make sure all parts of the report are complete and submitted prior to marking the task as finished in the work center.

To mark the task complete, click Tasks on the left side of the work center. Next, click the task you wish to view.



Once you've entered the screen for that task, click "finished" next to your name. This will trigger a task to start for KHRC staff to review your report.

After KHRC has reviewed your report submission, you will either be issued a 60-day notice outlining items that need to be corrected or you will receive a final response.

If you have questions regarding the annual report submission or how to provide any necessary corrections, please do not hesitate to post in the work center. The compliance staff assigned to your property will respond via post or may contact you via phone to discuss.

We thank you for your partnership and for providing affordable housing to fellow Kansans!

KANSAS HOUSING