



To: All Rental Housing Tax Credit Recipients

Notice: MFD 10-26

From: IHCDA Multi-Family Department

Date: November 15, 2010

Re: **HOME, CDBG, and Development Fund Online Reporting Webinar and Owner Certification Reporting Changes**

In an effort to assist our partners report tenant events, IHCDA has created the IHCDA Online Management System. This online reporting tool replaces the Annual Beneficiary Excel spreadsheet that owners/award recipients have completed in the past to report tenant events for the annual report. Effective with the 2010 Annual Owner Certification, all award recipients are required to enter all tenant events for the certification year in the Online Management System. Furthermore, starting in 2011 award recipients will also be required to enter tenant data in the Online Management System every thirty (30) hereafter. IHCDA will no longer accept tenant data on the Annual Beneficiary Excel spreadsheet.

Two (2) webinar trainings have been scheduled to teach/update property managers and/or owners/award recipients the process of submitting their Annual Beneficiary report through the IHCDA Online Management System. The webinar trainings allow trainees to participate from their office or home using their computer with internet access. During the webinar we will also go over the Annual Owner Certification form to be submitted with the 2010 tenant data. The 2010 HOME, CDBG and Trust Fund Annual Owner Certification form and online tenant data will be due to IHCDA by February 28, 2011.

Click on the link below to register:

- 1) December 7, 2010 - <https://www2.gotomeeting.com/register/648856811>
- 2) January 11, 2011 - <https://www2.gotomeeting.com/register/129843346>

Each person who will participate in the webinar must have access to the IHCDA Online Management System prior to the date of the webinar. The following pages are instructions for the owner/award recipient or property manager to request access to the Online Management System.

30 S. MERIDIAN ST. SUITE 1000 - INDIANAPOLIS, IN 46204 - [HTTP://IHCDA.IN.GOV](http://ihcda.in.gov)

P: 317.232.7777 - F: 317.232.7778 - TF: 800.872.0371



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Questions regarding access can be directed to Danielle Anderson at danderson@ihcda.in.gov or George McMannis at gcmannis@ihcda.in.gov.



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