

2018 CHART Replacement

Please check your Secure Management folder. **We have replaced the 2018 CHART template "shell"** provided to you in mid-December after discovering a programming error in the HTC Limits tab. The cells to enter 100% limits were locked. The cells now are unlocked so that you may enter the correct data to calculate the correct rent limits for your project and complete an accurate TIC. **We have provided an EXCEL document with all current limits tables so you can enter the dollar amounts for the 100% rent limits.**

Please also see another document named [CHART2018-to-CHART2018-IMPORT](#)

If you already have started to use the "old" 2018 CHART template "shell" to document compliance for 2018, and to use as you complete TICs for 2019, use this CHART2018-to-CHART2018-IMPORT tool to import directly from your "old" 2018 CHART to the corrected 2018 CHART template "shell." This will ensure that data you already have proofread or updated will not be lost. Assuming you have already started working with the previously-provided "old" 2018 CHART "shell," you will need to import data into a new 2018 CHART "shell" twice: once to import data for the report you will submit on February 15, 2019, and a second time to import data for the report that is in process to document compliance for 2019.

Yardi will release a correction to their software that generates the new 2018 CHART in the next few days. Please contact your Yardi rep or create a case to get the latest CHART. Yardi clients are not required to upgrade to latest Voyager platform to generate the 2018 CHART for AHC. If you already have generated your Yardi 2018 CHART, simply use the [CHART2018-to-CHART2018-IMPORT](#) tool to create the corrected CHART for submission by February 15, 2019.

HTC and HOME PY 18 Due Dates

All CHART Authorization forms and 2018 AHC CHART shells have been uploaded to the Secure Management Company. Yardi 2018 CHART has been released. Call Yardi or create a case to get the latest CHART.

DUE BY 5 p.m. on FRIDAY, FEBRUARY 15, 2019: Sec. 42 and HOME annual Owner Reports

- Owner 2018 CHART Authorization & Owner Certification
- 2018 HTC-12 Annual Owner Certification of Continuing Program Compliance (use the 2018 CHART tab)
- 2018 CHART (Use the 2018 CHART User Guide to review accuracy and completeness before submission)
- 2018 HOME Owner Certification **HOME Project Compliance (use the 2018 CHART/HOME CHART tab)**
- 2018 HOME Report shell **(for HOME projects in Dakota, Hennepin and St. Louis Counties)**

See the home page on AHC's website www.ahcinc.net for details

Tips for Successful CHART Submissions

To ensure that CHARTs are completed accurately, please refer to the final versions of the 2017 CHART for each project (saved in your management folder) as well as the CHART User Guide. To aid you in successful CHART submissions here is a brief list of common issues and how to avoid these errors:

- Do NOT use abbreviations. You must spell out the full word 'Saint' for projects in St. Paul or St. Cloud. In addresses all words must be fully spelled out (e.g. Avenue, Street, West, etc.). Project tab, Building list tab, and Tenant Data tab addresses must be consistent, including ZIP code.
- All zip codes must contain 9 digits. The full 9-digit zip code may be found online (<https://tools.usps.com/go/zip-code-lookup.htm>) for most addresses. For those that are unknown, enter an additional four 0's to the end of each zip code.
- Use consistency in owner and management contact information (e.g., if an owner contact in one project lists a middle initial, make sure all projects with the same owner contact list a middle initial. Use the same phone number and street address for the management company throughout each CHART in the portfolio. Use the same street address and phone number for the management contact throughout each CHART in the portfolio, etc.)

If you are using a third-party software such as Yardi or Real Page you will need to make sure the data entered into these systems conform to CHART requirements (e.g., spelling out words, using initials in names, phone numbers and addresses for each contact, etc.).

CHART TIC Clarification

CHART and CHART TIC have been available since early 2016. The use of CHART TIC should have been implemented at that time. If the Minnesota Housing TIC was used in error, we advise that it be voided but kept in the file to document timely signatures. All adult household members must sign and date page 1 of CHART TIC with a current date "as of" the effective date and an Owner/Management representative must sign and date page 2 and/or 3 of CHART TIC with a current date "as of" the effective date.

CHARTs due February 15, 2019 must include all data that are collected on CHART TIC.

Social Security FAQ

Q. An applicant for my Sec. 42 senior housing recently received their yearly benefit letter, undated. It shows in the body of the award letter that the payment amount starts January 2019. My applicant wants to move into the project in January. Is this undated award letter considered adequate support for an income determination? Will a management company date stamp be adequate?

A. An undated social security letter is unacceptable for purposes of income verification. Management or applicant must request a dated form. Alternatively, applicant can create a free account with the social security administration and print the award determination letter. Go to: <https://www.ssa.gov/myaccount/> This approach to adequate documentation of income is consistent between AHC and MN Housing; it also applies to any Sec. 42 household that receives Sec. 8. Verifications must be dated so the credit allocator and IRS know that the information is current within 120 days of receipt by the owner and the TIC effective date.

2018 Fair Housing Conference

On December 5, 2018, the Board of AHC hosted an important conversation with over 50 other Minnesota leaders in housing and economic development to explore the challenge of how to create more inclusive communities using fair housing and interrelated land use policies.

Former Hamline University Law School professor and AHC Board member Dr. Tom I. Romero II, an expert in the multiracial context of urban development, led a conversation about the ways that real property and interrelated policies of land use, housing, and economic development are deeply connected to racial ideologies and racist practices. He presented a PowerPoint presentation titled **THE UNBEARABLE WHITENESS OF PROPERTY: CONFRONTING RACE AND RACISM IN OUR LAND PRACTICES**

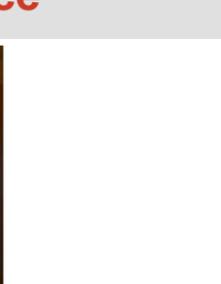
After his presentation, participants divided into small groups to identify ways that policy makers, land use and housing professionals, and advocates together can and must use a color-conscious lens to confront on-going and deeply embedded barriers to the creation of equitable and inclusive communities.

The photos are of Dr. Romero and several AHC Board members who facilitated group discussions.

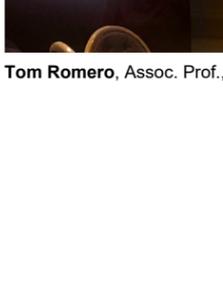
On December 6, 2018, Dr. Romero led a workshop for over 100 housing professionals who attended AHC's annual industry conference, titled: *So, You Want to Be an Inclusive Housing Professional? How to Liberate Yourself from Color-Blindness.*



Tom Romero, Assoc. Prof., Stur姆 College of Law



Bryan Hartman, Program Director, Bloomington HRA



Barbary Dacy, Executive Director, Washington Cty. CDA



Shannon Guernsey, Executive Director, MN NAHRO

Please forward this to anyone in your organization you believe would benefit.

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