



# CERTIFICATION PORTAL MANUAL

This manual is a guide for getting access to the system, setting up users, document types, and some helpful tips.

*For submitting  
financial  
documentation*

## **General Information**

Each year, management companies or property owners must submit an Excel template containing financial data for the previous fiscal year by the June 1st deadline. This data, along with the PDF version of the audited financial statements, should be uploaded via SC Housing's [Certification Portal](#) or secure file exchange.

We use this data to perform a comprehensive risk analysis, comparing it to the audited financials for accuracy. Key risk indicators include vacancy rates, rent non-payment (bad debts), replacement reserve balances, debt coverage ratios, and discrepancies in expense line items.

Two types of developments are required to submit audited financial statements:

- [LIHTC/TEB developments within the 15-year compliance period](#)
- Developments with 10 or more HOME/NHTF units still within the affordability period

The audited financial statements must be submitted in an unlocked, non-scanned PDF format, and should include the following details within the rest of the information.

- Gross potential rental income
- Vacancy details
- Expense breakdowns
- Reserve account details
- Permanent financing information

Failure to submit required information by the deadline will result in a \$1,000 fine per property. Incomplete or inaccurate submissions may lead to further penalties, including suspension or [debarment](#).

## **Who Uploads Documentation**

A Super User (SU) can submit the documentation and/or create users for the non-super roles below.

Financial Auditor – can view/upload financial audit documents only.

Financial Only – can view/upload budget and monthly income and expense documentation only.

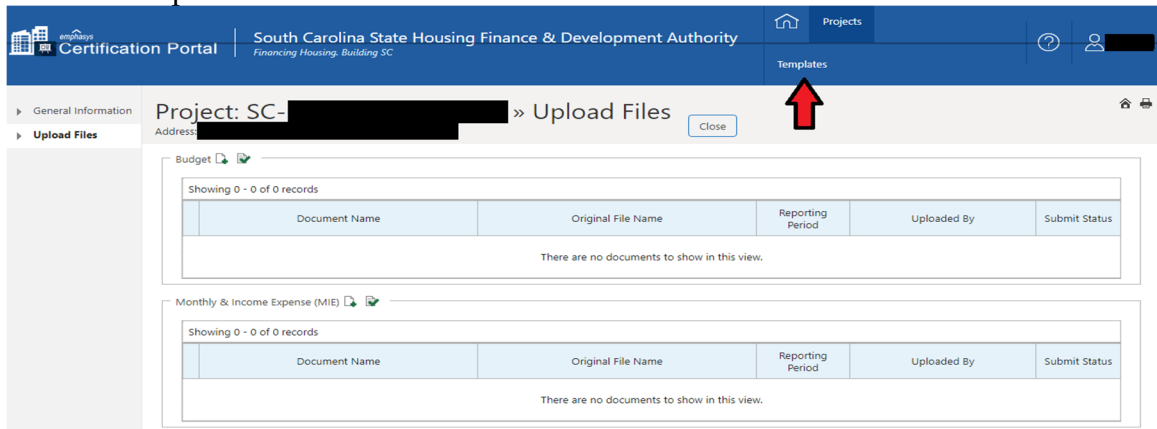
## What Documents to Upload

Uploading financial documents is almost identical to uploading documentation for the AOCs. The only differences are:

### Excel Template

The yearly published **required** template for AFS can be downloaded from the CP or Asset Management webpage. The template needs to be completed, uploaded, AND submitted in the correct section (Financial Audit) **in the exact same Excel Format**. Do not mimic or copy & paste the document. It will not upload correctly and will have to be redone. Do not use older versions of the template unless authorized. A pdf version of the actual audited financial statements can be uploaded (not submitted) through the miscellaneous section or [secure file exchange](#). The latter is preferable.

Depending on your role, when you have selected your project and choose upload files, click the templates icon.



South Carolina State Housing Finance & Development Authority  
Certification Portal

Project: SC- [REDACTED] » Upload Files

Budget

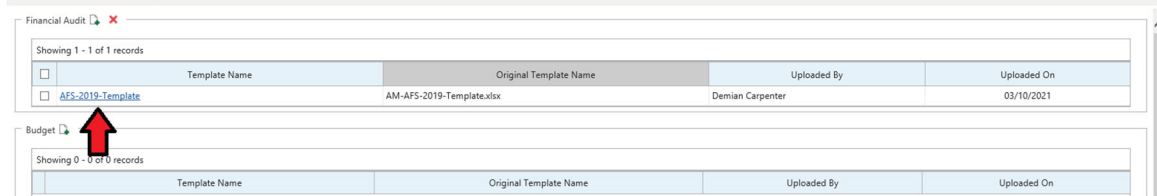
Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
There are no documents to show in this view.				

Monthly & Income Expense (MIE)

Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
There are no documents to show in this view.				

Click on the document that should be named for appropriate reporting period to download it.

Document Templates



Financial Audit

Template Name	Original Template Name	Uploaded By	Uploaded On
<a href="#">AFS-2019-Template</a>	AM-AFS-2019-Template.xlsx	Demian Carpenter	03/10/2021

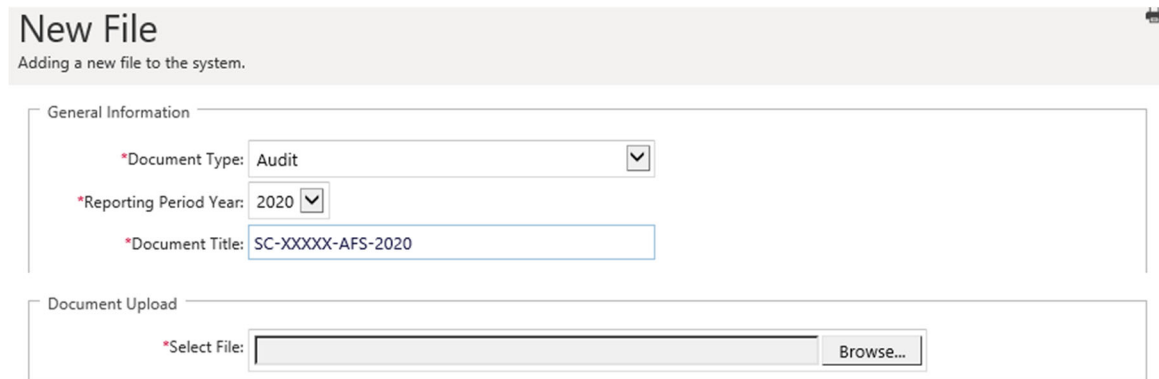
Budget

Template Name	Original Template Name	Uploaded By	Uploaded On
---------------	------------------------	-------------	-------------

Complete the document and upload it. **MAKE SURE TO PUT THE CORRECT PROJECT (Development) NUMBER IN THE EXCEL.**

## Uploading Pop-Up Screen

Selection the appropriate document type, reporting period, and give the document title a name in the fashion as the AOC documents: SC-XXXXX-AFS-2020.



**New File**  
Adding a new file to the system.

General Information

\*Document Type: Audit

\*Reporting Period Year: 2020

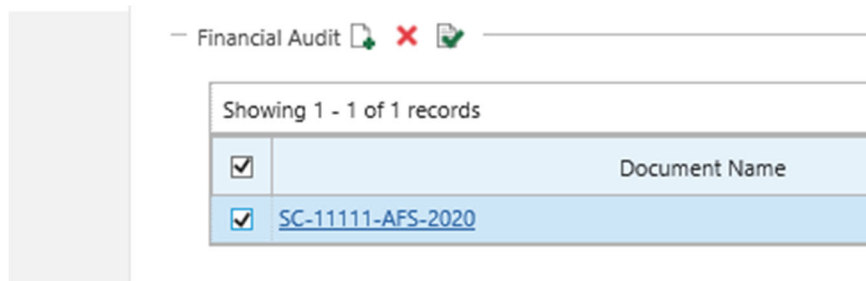
\*Document Title: SC-XXXXX-AFS-2020




Document Upload

\*Select File:  Browse...

## Submitting the Template

After the template is uploaded it will need to be submitted. One can do so by selecting the document by clicking the check box and then clicking the “checked document” icon.



Financial Audit   

Showing 1 - 1 of 1 records

<input checked="" type="checkbox"/>	Document Name
<input checked="" type="checkbox"/>	<a href="#">SC-11111-AFS-2020</a>

A message should appear stating that the submission was successful and a date should appear in the right most column of the table.

## Contact Information

Demian Carpenter  
Multifamily Asset Manager  
[Demian.carpenter@schousing.com](mailto:Demian.carpenter@schousing.com)  
803-896-8741