



Tenmast WinTen2

Version WT2_2025.02

Low Income Housing Tax Credit (LIHTC) HOTMA
Rural Development HOTMA

Revised September 2025

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EHCV Special Program Code

The certification special program code to indicate when a family is transitioning from EHV funding to HCV funding, “EHCV” has been added to ORC to populate field(s) 2n(1) or 2n(2) for regular 50058 program types.

HOTMA Background

WinTen2 now supports the Final Rule “Housing Opportunity Through Modernization Act of 2016: Implementation of Sections 102, 103, and 104” for **Low Income Housing Tax Credit (LIHTC)** and **USDA Rural Development** program types.

HOTMA compliance dates

Low Income Housing Tax Credit

The HOTMA compliance certification effective date for LIHTC can vary from state to state. Please reach out to your state administering agency for guidance on when to enable HOTMA for Tax Credit in your database and what effective date to use.

Rural Development

The published HOTMA compliance date for **Rural Development** certifications is **7/1/2025**. Rural Development certifications effective on or after this date must follow the HOTMA Sections 102 and 104 certification rules.

The latest USDA Rural Development Multi-Family Housing Release Notes published on 1/15/2025 states that the MINC Application will implement HOTMA changes effective 7/1/2025.

Enabling HOTMA features in your database

Enable HOTMA calculations by data area in **ORC Setup**.

- A new field, “HOTMA Date” has been added to the bottom right of the **Default Settings** tab.
 - Adding a HOTMA effective date will enable HOTMA calculations on certifications with that effective date and later.
 - Leave “HOTMA Date” field blank to *disable* HOTMA calculations.

WT2 now supports both calculations

When HOTMA calculations are enabled in your database, the system will support both pre-HOTMA and HOTMA-compliant certification calculations. In WT2, HOTMA features are enabled with an effective date.

For example, if HOTMA for LIHTC is effective for 7/1/2025 in your database, certifications with an effective date prior to 7/1/2025 will use pre-HOTMA calculations. Certifications with an effective date on or after 7/1/2025 will use HOTMA-compliant calculations.

If a certification with an effective date on or after the HOTMA effective date was finalized *prior* to enabling HOTMA, the certification will need to be re-opened or voided to use the HOTMA-compliant calculations.

New HOTMA-Compliant Certification Forms

LIHTC Tenant Income Certification (TIC) Form

The HOTMA-Compliant Spectrum Tenant Income Certification (TIC) is available to print from **ORC Tenant Detail's Main** tab from the **Report menu**.

If your agency uses a state-specific HOTMA TIC form, please reach out to MRI Tenmast customer support team to request that your TIC form becomes available to print from your software.

Rural Development RD-3560-8 Form

The HOTMA-Compliant RD-3560-8 Form is available to print from **ORC Tenant Detail's Main** tab from the **Report menu**.

Inflationary adjustments

The following certification values will now be defined in the data area's **ORC Setup** and can be annually updated by your agency when the new amounts are published on [HUD's website](#).

- The **Imputed asset threshold** amount can now be defined on **ORC Setup's Default Settings** tab.

Setup

Default Settings | Signature Lines | Project Validation | Max Rent Table | FSS/w/tw | Special Funcs

Organization Name: TENMAST HOUSING AUTHORITY HUD Address 1: _____

Address: 100 MRI SOFTWARE RD HUD Address 2: _____

City, State: ANYTOWN IL HUD Address 3: _____

Zip: 12345 Phone: (100)200-3000 HUD Address 4: _____

Signatures Appear on Certification: No Signature Lines

Signatures Appear on Lease: No Signature Lines

Owner/Manager Signature on Lease: ☒

Signature Lines Appear On the Notes: ☐

Effective Date Appears on Worksheet: ☒

Housing Program Type: Other Project-Based Projects

Area Submits to TRACS: ☐

HA was chosen for MTW program: ☐

Utility Allowances: ☐ Multiple Utility Allowances ☐ Utility Allowance Calculation ☒ Fixed Utility Allowance

Default Tenant Type: E - Tax Exempt

Minimum Wage: 0

Minimum Rent: 25

Passbook Percentage: 0.06

HA Number: 032

Asset Threshold: 50000

Round Up from: 0.5

Round Each Step: ☒

Additional Lease Text: (Appears at the bottom of the Lease Amendment)

TO THE TENANT ONLY

If you disagree with this decision, you may request an informal hearing. If a hearing is desired, you must submit a written request to this office within ten (10) days of this notice or your right to a hearing will be waived.

Edit Lease Amendment Paragraph 6 Verbage

User Defined Impairments

Label 1: _____

Label 2: _____

Label 3: _____

Label 4: _____

Label 5: _____

HOTMA Date: 7/1/2025

- Other inflationary adjustments can now be defined on the **ORC Setup's Special Funcs** tab by clicking the **Parameters** button.
 - Fields that can be modified for HOTMA inflationary adjustments are "Dependent Allowance," "Elderly Allowance," and "Passbook Percentage."

Setup

Default Settings | Signature Lines | Project Validation | Max Rent Table | FSS/w/tw | Special Funcs

Parameters Edit Rent Calculation Parameters

Re-calc Re-calculate All Tenant Rent

Baseline Create PIC Baseline Record

Force Change Force ORC Changes for other

Calculation Parameters

File Edit

	Pre-HOTMA Value	HOTMA Value
Dependent Allowance	480	480
Elderly Allowance	400	525
Medical Percentage	3 %	3 %
Passbook Percentage	0.06 %	0.45 %
Default Percentage	0 %	

Prorate using Actual Days in Month: ☒

Certifications are done: 3 months ahead.

New imputed asset calculation

On HOTMA-compliant certifications, income from assets will calculate following the HOTMA asset calculation rule.

The new imputed asset calculation rule:

- If the certification's **net assets total** is equal to or greater than the **imputed asset threshold**:
 - Assets where actual income cannot be calculated will calculate an imputed amount by multiplying the cash value by the asset passbook rate.
 - Assets where actual income *can* be calculated will not calculate an imputed amount.
 - Actual asset income plus imputed asset income equals the total income from assets.

ORC Tenant Detail – New Asset Fields

Two fields have been added to the **ORC Tenant Detail's Asset** tab that can be used to capture additional asset data.

- "Type of Asset" – For HOTMA-compliant imputed asset calculation, select if the asset's income is "current actual" or "imputed."
- "Property Type" - If applicable for the TIC form your agency is using, select the asset's "property type" from the drop-down.

The screenshot shows the 'Tenant Detail' window with the 'Assets' tab selected. At the top, there's a menu bar (File, Edit, Tools, Help) and a header section with fields for Head Name, SSN, Household # (39320), and Effective Date (10/01/2025). Below this is a navigation bar with tabs: Main, Certifications, Household, Income, Assets (selected), Expenses, References, Totals. The status is 'In Process'.

The main area displays a table of assets:

SSN	Name	Asset Type	Asset Value	Actual Income
		CHECKINGS	\$20.83	\$0.00
		CHECKINGS	\$523.51	\$0.00
		SAVINGS	\$54.39	\$0.00
		VEHICLE	\$60,000.00	\$0.00

Below the table, the 'VEHICLE' asset is selected, and its details are shown in a form. The form includes fields for Asset Owner, Asset Owner SSN, Verified on, Description (VEHICLE), Asset Value (\$60,000.00), Interest Rate (0 %), Actual Income (\$0.00), Asset Type (Imputed), Property Type (Non-Necessary Personal Property), Divested Date, and a Calculator button. There are also fields for Source, Contact, Address, Second Address, City, St & Zip, Phone, Extension, Second Phone, Fax Number, E-mail Address, and Notes. A red note at the bottom states: '* Some fields are not editable without an 'In Process' certification'.

Tenant Detail – Totals tab

The **Tenant Detail's Totals** tab now has a function that displays the HOTMA asset calculation. On the "Asset Income" line, click on the **calculator icon** to open the **Asset Calculation** pop-up.

The **Asset Calculation** pop-up shows the details of how the asset amount is calculated using the HOTMA imputed asset rule.

The screenshot displays the 'Tenant Detail' application window with the 'Totals' tab selected. The 'Asset Income' line item is highlighted, and a calculator icon is visible next to it. An 'Asset Calculation' pop-up window is open, showing the following data:

Asset Calculation	
Total of Current Actual Assets:	\$20.83
Total of Imputed Assets:	\$60,577.90
Total Assets from Above:	\$60,598.73 <small>sum of Actual and Imputed Assets</small>
Imputed Income Threshold:	\$50,000.00 <small>from setup</small>
Passbook Rate:	0.45% <small>from setup</small>
Actual Annual Income Total:	\$0.00
Imputed Asset Income:	\$272.60 <small>from above - the Total Imputed Asset records times the Passbook Rate above</small>
Total Asset Income:	\$272.60 <small>add the above numbers together if the 'Total Assets from Above' is greater than the Imputed Income Threshold</small>

The 'Tenant Detail' window shows the following data:

Totals	
Actual Assets	20.83
Actual Asset Income	0.00
Imputed Income from Assets	272.60
Total Wages	28920
Total SS	0
Total PA	0
Total Other Income	0
Income Total	28920
Asset Income	272.60
Total Annual Income	29193
3% of Annual Income	876
Handicapped Expenses	0
Allowance for Dependents	960
Elderly/Disabled Allowance	0
Medical Allowance	0
Child Care Allowance	0
Total Allowances	960
Total Annual Income	29193
Total Allowance	960
Annual Adjusted Income	28233
Monthly Adjusted Income	2352.75
10% of Monthly Total Income	243
50% of Monthly Adjusted Income	1177
Welfare Rent	0
Minimum Rent	25
The Largest of the 4 is TTP	447
Utility Allowance	94
Tenant Rent	447
Utility Reimbursement	0
Assistance Payment	0