

SECTION III

VIEWING AND ADDING ADDITIONAL PROJECTS

III. VIEWING AND ADDING ADDITIONAL PROJECTS

A. View Projects for which you have DevCo approved permissions:

Step 1: From the Programs Screen Select: Tenant Income Certification/Owner Certification

The screenshot shows the 'Programs' section of a user interface. On the left, there is a sidebar with 'My Profile' selected. The main content area lists several programs:

- Tenant Income Certification/Owner Certification** (highlighted with a green circle): This will allow a property manager to complete Tenant Income Certifications and Owner Certifications for Housing Credit, HOME, OHTF, and other OHFA multifamily programs.
- Progress Report**: This will allow the owner or developer to enter the progress report.
- My Organization**: Manage the information about your organization such as contact information, users, partnerships, and partners.
- My Profile**: Manage your profile including your password, contact information, your organization information, and other information about your organization.

Below the list, there is a note: "Many features of the DevCo Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page."

- The Properties Listing Screen Appears
 - This will show you the projects for which you have approved access
 - If you do not see any properties listed or a property is missing contact the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>
- To view a property, click the link to the property for the reporting year (Eff Date) that you want to view or edit
- From this screen you can also view My Profile, Return to Programs Listing (homepage), and Request another Property

The screenshot shows the 'Properties Listing' screen. On the left sidebar, there are links for 'Request another property', 'My Profile', and 'Return To Programs Listing'. The main content area displays property information for 'Earhart Properties (test)' with contact details and a phone number. Below this, there is a section titled 'Properties Assigned to you:' containing a table:

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Forest G. Run (TEST)	2013	Active	F-A-10-999-99, 199999	2	5
Forest G. Run (TEST)	2014	Active	F-A-10-999-99, 199999	2	5
Lindbergh Estates (Test)	2013	Active	070050	3	13
Lindbergh Estates (Test)	2014	Active	070050	3	13
Salmon Chase Acres (Test)	2013	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50
Test Annual Certification	2013	Property Review	1100013	1	14
Test Annual Certification	2014	Active	1100013	1	14
Tiffin Estates Senior (Test)/ Marysville	2013	Active	NB555555, NB555555	4	33
Tiffin Estates Senior (Test)/ Marysville	2014	Active	NB555555, NB555555	4	33

B. Adding Additional Projects to your Properties Listing:

- There are two links as options for accessing the Property Request Screen:
- Using the link on the Property Listing page (option A) or on the My Profile Page (option B)

Step 1 option A: Select: Request another property on the left side panel of Property Listings

- Owner Certification Access appears- **begin at Step 5**

DevCo Compliance User Guide

Option A

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Forest G. Run (TEST)	2013	Active	F-A-10-999-99, 199999	2	5
Forest G. Run (TEST)	2014	Active	F-A-10-999-99, 199999	2	5
Lindbergh Estates (Test)	2013	Active	070050	3	13
Lindbergh Estates (Test)	2014	Active	070050	3	13
Salmon Chase Acres (Test)	2013	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50
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Step 1 option B: Select: My Profile from the Programs screen

- Program screen also provides access to Change your password, View your Profile, and View User Access

Step 2 option B: Select: Request New Access from the left hand panel under Profile

Option B

Password Reset

Current Password:

New Password:

Confirm Password:

Set Password

Profile Details

First Name: Amelia

Last Name: Earhart (Test)

Organization: Earhart Properties (test)

Organization Address: 23 Test St

City: Cleveland

State: OH

Zip Code: 43215-6906

Telephone: (614) 466-4385

Fax: (optional) (000) 000-0000

E-mail: housinglocator@ohiohome.or

Username: housinglocator

Update

User Access

Manage your organizations information and users

- Organization And Contacts Administrators - Date Granted: 4/2/2014

View organization information and request new permissions

- Organization Viewers - Date Granted: 3/11/2014

Online Application Access for Developers Only

- Online Application Editors
- Online Application Viewers

Step 3 option B: Select: Organization

- If you have more than one, select the organization associated with the property (See **Section IV. Accessing More Than One Organization**)

Step 4 option B: Check access for Annual Owner Certification and 8609 Access for Rental Housing, and then click Next

Request New Access

Please select the organization you are requesting access to and then check the box next to the type(s) of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

Organization: Earhart Properties (test)

Organization Details

Organization Code:

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

Access Types

Programs that you currently have an active request for will not appear in the list.

Annual Owner Certification and 8609 Access for Rental Housing

Manage your organizations information and users

Online Application Access for Developers Only

Option B

Step 5: Fill out Owner Certification (Property) Access

Appears after clicking on [Annual Owner Certification and 8609 Access for Rental Housing](#)

- Add project numbers you are affiliated with one at a time
 - Enter Project Number, aka OHFA tracking number
 - Select your role: Owner, Property Manager, Other
 - Select: **Add**

Owner Certification Access

Property Award Numbers

Add the Award Numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking "Add".

Award Number Example: 020006	Access Type
<input type="text" value="079999"/>	<input checked="" type="radio"/> Owner <input type="radio"/> Property Manager <input type="radio"/> Other

HTC Award Number: OHFA tracking number

Gap Only Award Number: Grant Agreement Number (HOME or Trust)

- **Repeat above for each project**

Note: When adding projects do approximately 5 at a time or you may receive an error, and if more properties need to be added see Section III. Viewing and Adding Additional Projects. You will have to wait until access is approved for the initial properties requested are approved before requesting access to others.

- Select: **Next**

DevCo Compliance User Guide

Owner Certification Access

Property Award Numbers

Add the Award Numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking 'Add'.

Award Number
Example: 020006

Access Type

Owner Property Manager Other

NOTE: Access Type - once you add one Award Number and click Add, the Access Type defaults to Property Manager and more properties can be added to select the access type you need as you add each one.

Note: If you add a Project without the Owner being registered you will receive an error, please contact the owner:

Owner Certification Access

Property Award Numbers

Add the Award Numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking 'Add'.

Unable to add requested Award Numbers: Either the Award Numbers was not found, or the owner has not registered. Contact the property owner or OHFA to verify the owner is registered.

Award Number
Example: 020006

Access Type

Owner Property Manager Other

Step 6: The Registration Summary Screen will appear; Select: **Submit**

- A confirmation message appears at the bottom of the screen if you have successfully completed the new request

Your registration information has been submitted and is being processed. An email notification will be sent to you upon approval or denial. **Please be aware that your request may take up to 3 business days to be processed.**

Step 7: Check your email for access information

- For Management:* Access is owner driven, please contact the owner to have your access approved.
- For Users with view only access:* Access is owner driven, please contact the owner to have your access approved.
- For Owners:* If you do not receive an email message within 3 business days please check your spam folder then use the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>

Step 8: From the Programs Screen; Select: **Tenant Income Certification/Owner Certification**

- The Properties Listing Screen Appears
 - This will show you the projects for which you have approved access

<p>Request another property</p> <p>My Profile</p> <p>Return To Programs Listing</p>	<h3>Properties Listing</h3> <p>Earhart Properties (test) 614-466-4385</p> <p>23 Test St Cleveland OH 43215-6906</p> <p><input type="checkbox"/> Show All Owner Certificates</p> <p>Properties Assigned to you:</p> <table border="1"> <thead> <tr> <th>Property Name</th> <th>Eff Date</th> <th>Status</th> <th>Award Number</th> <th>Num Buildings</th> <th>Num Units</th> </tr> </thead> <tbody> <tr> <td>Forest G. Run (TEST)</td> <td>2013</td> <td>Active</td> <td>F-A-10-999-99, 199999</td> <td>2</td> <td>5</td> </tr> <tr> <td>Forest G. Run (TEST)</td> <td>2014</td> <td>Active</td> <td>F-A-10-999-99, 199999</td> <td>2</td> <td>5</td> </tr> <tr> <td>Lindbergh Estates (Test)</td> <td>2013</td> <td>Active</td> <td>070050</td> <td>3</td> <td>13</td> </tr> <tr> <td>Lindbergh Estates (Test)</td> <td>2014</td> <td>Active</td> <td>070050</td> <td>3</td> <td>13</td> </tr> <tr> <td>Salmon Chase Acres (Test)</td> <td>2013</td> <td>Active</td> <td>N-B-111-1, 079999</td> <td>5</td> <td>50</td> </tr> <tr> <td>Salmon Chase Acres (Test)</td> <td>2014</td> <td>Active</td> <td>N-B-111-1, 079999</td> <td>5</td> <td>50</td> </tr> </tbody> </table>	Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units	Forest G. Run (TEST)	2013	Active	F-A-10-999-99, 199999	2	5	Forest G. Run (TEST)	2014	Active	F-A-10-999-99, 199999	2	5	Lindbergh Estates (Test)	2013	Active	070050	3	13	Lindbergh Estates (Test)	2014	Active	070050	3	13	Salmon Chase Acres (Test)	2013	Active	N-B-111-1, 079999	5	50	Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50
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