Dev|Co COMPLIANCE USER GUIDE

OHIO HOUSING FINANCE AGENCY

09/01/2016

web www.ohiohome.org | **tollfree** 888.362.6432

INTRODUCTION

This guide is to assist you through our Online DevCo System. It is a general procedure guide. The screens may change due to updates. This guide focuses on compliance and will take you through the registration of your organization and getting permissions to your projects through finalizing a project.

Table of Contents

For questions or issues please contact the DevCo Helpdesk at
https://devco.ohiohome.org/devcoinquiries.

SECTION I

ACCESSING AND REGISTERING IN DEVCO

I. ACCESSING AND REGISTERING IN DEVCO

DevCo Online is an online database that allows for the management of compliance properties & applications for allocations. This section focuses on the access and registration for compliance staff of properties with OHFA funding.

- OHFA allows Owner access by granting an organization code
  - ◦ *Online – Property Owner* is either defined by
    - ▪ General Partner -or-
    - ▪ Managing Partner if part Owner
- Owner grants access to other users by approving requested access such as Management Companies or Syndicators.

Registering in DevCo

- All contacts need to register to use the system
- The Owner needs to request *Online-Property Owner* before any additional access can be requested
- All other users, including management, will register and be managed by the *Online-Property Owner*
- Each organization should use their organization information when registering.
- Role User has at property with corresponding DevCo Property Access Type and who approves each Type:

```
                              ┌────────────────────────┐
                              │        Owner           │
                              │    General Partner     │
                              ├────────────────────────┤
                              │  Online - Property Owner│
                              └───────────┬────────────┘
                                          │          ┌────────────────────┐
                                          │          │     Syndicator     │
                                          │          │      Investor      │
                                          │          ├────────────────────┤
┌──────────────────────────┐             │          │     OC Viewer      │
│     Primary Manager      │             │          └────────────────────┘
│   Compliance Manager     │─────────────┘
│     Regional Manager     │
├──────────────────────────┤
│ Online - Property Manager│
└────────────┬─────────────┘
      ┌──────┴───────┐
┌─────────────┐ ┌──────────────┐
│   Manager   │ │ On-Site Manger│
├─────────────┤ ├──────────────┤
│  OC Editor  │ │   OC Editor  │
└─────────────┘ └──────────────┘
```

Step 1: Enter DevCo Online Management System

https://devco.ohiohome.org/AuthorityOnline/Default.aspx

- Notice: the various Browsers that support the Online System
  - ◦ Compatible with Mozilla Firefox, Google Chrome and Internet Explorer.
- Select: New User? Register here

DevCo Online Management System

This site will allow organizations working with the Ohio Housing Finance Agency to manage information about their awards. A couple of the features of this site are claims management and Owner Certifications. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes.

Username: [   ]   New User? Register Here.
Password: [   ]
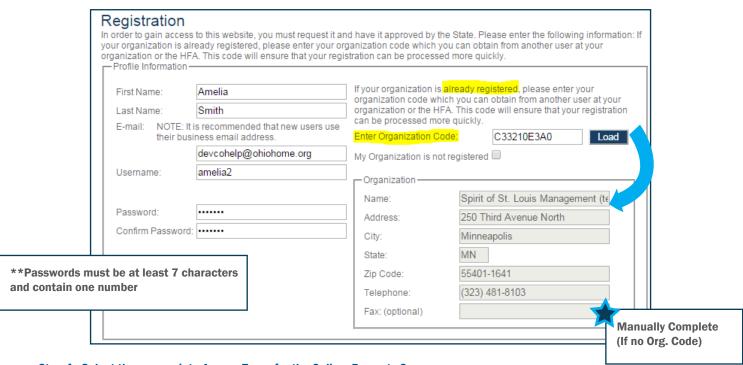[Login]
Forgot Your Password?

Step 3: Fill in the Profile Information
- Name
- Email - your username defaults to your email address. You can change this to whatever you prefer.
- Password

Step 3: If you know your Organization Code (a code that is generated in DevCo)
- Enter the Code and Select: **Load**
- Organization information will auto populate from DevCo
- Check for errors in the Organization information, if there are errors use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- If you **Do Not** have the Organization Code
  - Check the box: "*My organization is not registered*"
  - Manually add the Organization information below it

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information: If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:	Amelia
Last Name:	Smith
E-mail:	NOTE: It is recommended that new users use their business email address.
	devcohelp@ohiohome.org
Username:	amelia2
Password:	•••••••
Confirm Password:	•••••••

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: C33210E3A0 [Load]

My Organization is not registered ☐

Organization

Name:	Spirit of St. Louis Management (te
Address:	250 Third Avenue North
City:	Minneapolis
State:	MN
Zip Code:	55401-1641
Telephone:	(323) 481-8103
Fax: (optional)	

**Passwords must be at least 7 characters and contain one number

Manually Complete (If no Org. Code)

Step 4: Select the appropriate Access Types for the Online- Property Owner:

Online-Property Owners should request:

- **Manage your Organizations Information and Users** - *this will allow you to manage the information about your **organization** such as contact information, users, partnerships and partners.*
- **Annual Owner Certification and 8609 Access for Rental Housing** - *this will allow you to manage information about **projects/developments** you are affiliated with; e.g., the completion of Annual Certifications and Tenant Income Certifications.*
- All others only need to request Annual Owner and Tenant Income Certifications. See Step 6 for more details on property access types.

*(If access to more than one organization is needed, see **Section IV Accessing More than One Organization** to add another organization after registration is complete)*
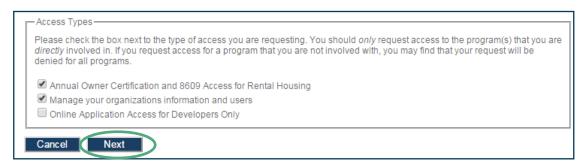
The following access type does not affect compliance, but is part of the choices:

- **Online Application Access for Developers __Only__** - *a Planning and Development type of access, allowing applicants to enter information online.*
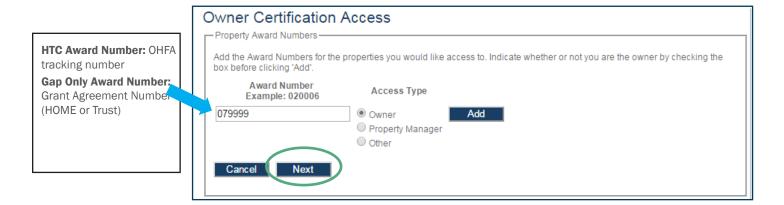
Step 5: Select: Next

Step 6: 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 **Award Number/Project Number**
  - Select your role:
    - **Owner** - Used by contacts for the owner of the property
    - Additional Access Types: **Property Manager** and **Other** should be used by the managers or syndicators asking for access *from* the Online Property Owner
  - Select: **Add**
- **Repeat above for each project**
- Select: **Next**

HTC Award Number: OHFA tracking number
Gap Only Award Number: Grant Agreement Number (HOME or Trust)
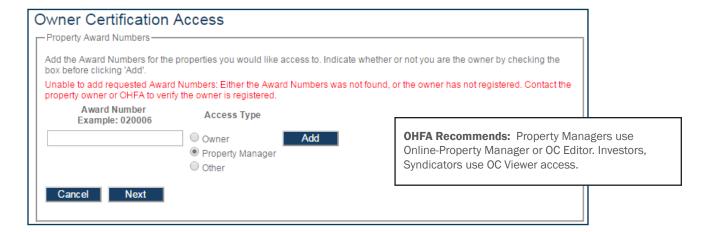
Property Access Groups Defined:

- **Online- OC Editor**
  - Edit and View Tenant Events
  - Edits and View Annual Reports
- **Online- OC Viewer**
  - View Tenant Events
  - View Annual Reports
- **Online- Property Owner** - We recommend _one_ per project
  - Overseer of Organization & Properties
  - Assign rights to managers
  - Edit & Submit Events
  - Manage Users
  - Finalize the Project

- **Online - Property Manager**
  - Assign other managers (i.e. onsite) to edit events
  - Edit & Submit Events
  - Oversees the managers' rights in DevCo

Access Types not Used by OHFA in DevCo:

- **Online- 8609 Progress Report Editor**
- **Online- 8609 Progress Report Manager**
- **Online- 8609 Progress Report Viewer**

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

[Add]

[Cancel] [Next]

OHFA Recommends: Property Managers use Online-Property Manager or OC Editor. Investors, Syndicators use OC Viewer access.
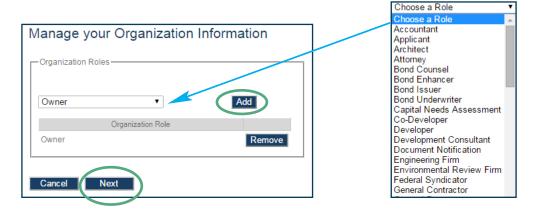
Step 7: Complete the Manage your Organization Information Screen

- (Appears after clicking on _Manage your Organization Information_)
- **For Owners:**
  - Use dropdown to pick Organization Role: **Owner**
  - Other roles in dropdown are if you have a manager or syndicator who wants to view/edit the organization information not just projects or for the online application.
- **For Managers or Other users:**
  - Use dropdown to pick Organization Role: **Management** (or other applicable)
  - Select: **Add**
- Select: Any additional roles and **Add**
- Once finished, Select: **Next**

Manage your Organization Information

Organization Roles

Owner ▼ **Add**

Organization Role	
Owner	**Remove**

Cancel **Next**

Choose a Role ▼
- Choose a Role
- Accountant
- Applicant
- Architect
- Attorney
- Bond Counsel
- Bond Enhancer
- Bond Issuer
- Bond Underwriter
- Capital Needs Assessment
- Co-Developer
- Developer
- Development Consultant
- Document Notification
- Engineering Firm
- Environmental Review Firm
- Federal Syndicator
- General Contractor

Step 8: Select: Submit

- A message will appear stating you may have to wait up to 3 business days for approval
- An email will be sent to the same email account you registered with; approving or denying your request for access

Registration Summary

Please Review the following information before submitting your registration request

User Information

First Name:	Amelia
Last Name:	Smith
E-mail:	housinglocator@gmail.com
Username:	amelia2

Organization Details

Organization Code:	C33210E3A0
Name:	Spirit of St. Louis Management (test)
Address:	250 Third Avenue North
City:	Minneapolis
State:	MN
Zip Code:	55401-1641
Telephone:	(323) 481-8103
Fax:	

Annual Owner Certification and 8609 Access for Rental Housing

Project Number	**Owner**
079999	Owner

Manage your organizations information and users

Organization Role:

Owner

Cancel **Submit**

NOTE: One account can be registered as the user for multiple projects.

Return 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.
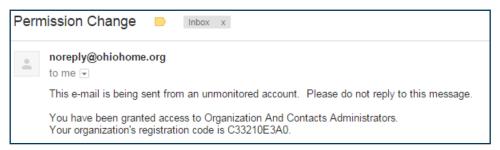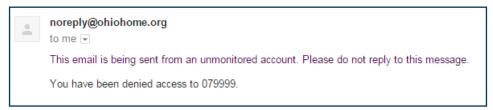
Step 9: Check your email for access information

The online system will send an email similar to the examples below whenever access is approved or denied:

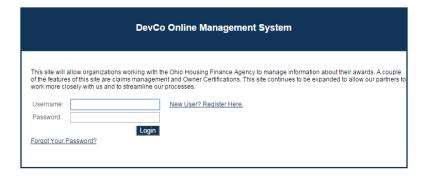- Granting access to your Organization as an Administrator

- Denying or Approving Access to a specific project
  - Contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries

- 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 same folder then use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries.

Step 10: Log into DevCo Online

- If your initial access has not been approved you will get an error message that your login information is invalid.

Step 11: **Read and select "I agree" or the process will not move past this screen**

- A message will appear once you login
- If you click on *"I Disagree"* it will take you to the log-in screen shown above

I affirm that I am an employee or designated user for the organization that I am associated with as listed above. I agree to utilize this application and the data that I access for no purpose other than the submission of information to this agency as it directly relates to my job.

I agree to adhere to all privacy and data security policies of this agency and my organization. I affirm that any personal information or private information that is obtained through this web application will not be used for purposes other than its intended use and I will not forward or publish this information without prior approval from this agency.

I hereby certify that any information submitted into the Ohio Housing Online Management System by me is true, accurate, and complete. I understand that any information, documentation, etc., submitted by me is related to programs that are funded with federal and state funding sources, and any false claims, statements, documents, falsifications, or concealment of material fact(s), may be prosecuted under applicable federal and state laws and may result in criminal and/or civil penalties.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

I have read and agree to these terms as listed above.

| I agree | I Disagree |

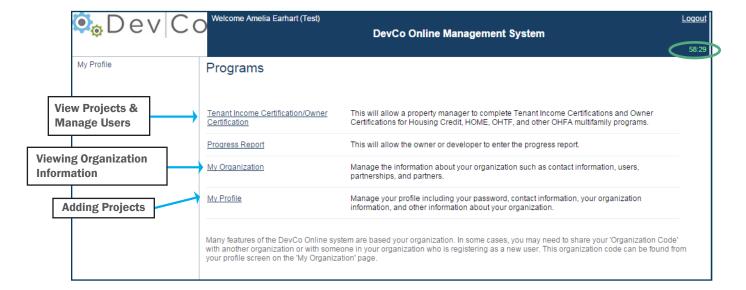- *After Selecting:* ***I agree****; the Programs Screen will appear similar to the screen below*

My Profile

Programs

Tenant Income Certification/Owner Certification	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.

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.

Step 12: Programs Screen Overview (homepage)

- Once you select "I agree": The Program Screen should look similar to the example below based on your access rights **(Annual Owner Certification and 8609 Access for Rental Housing & Manage your organizations information and users)**
  - **Tenant Income Certification/Owner Certification** – View and add project information
  - **Progress Report** – 8609 progress reports
  - **My Organization** – View organization information
  - **My Profile** – Where you can add projects that you need to access
- DevCo has 60 minute work sessions
  - There is a countdown timer in the right hand corner
  - When the session expires, a message will appear asking if you would like to refresh your session
  - If you do not refresh; the system will log you out

SECTION II
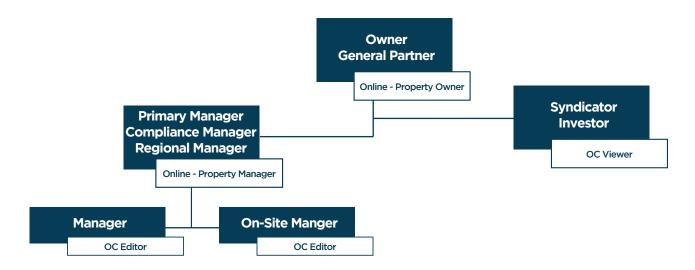
MANAGE (PROPERTY) USERS

II. MANAGE (PROPERTY) USERS
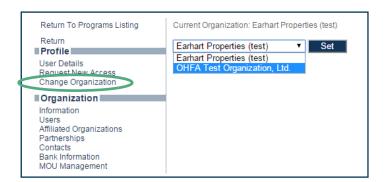
Users with online owner or property manager access are responsible for approving access for their properties.

Step 1: Make sure you are on the Correct Organization, if you are managing more than one.

- The organization can either be viewed under My Profile or Properties Listing (Tenant Income Certification/Owner Certifications)
- To change your organization, go to Profile: Change Organization
- Highlight the Organization you want
- Check for errors in the Organization information
    - If there are errors use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- Select: **Set**

Step 2: From the Programs Screen; Select: Tenant Income Certification/Owner Certification

- Double click on the Project
- If you have more than one project you will have to manage the users for each project separately

Step 3: Select: Manage Users from the Side Panel

Step 4: Review Current Users

- Current Users will be shown in the upper area of the screen
- The access given is highlighted in blue
- You can **Update** or **Remove** access with the buttons to the right

All Access Groups that are available in the drop down box include:

      8609 Related Access (Note: this group is not used)

- Online- 8609 Progress Report Viewer
- Online- 8609 Progress Report Editor
- Online- 8609 Progress Report Manager

      Annual Reporting/ Compliance Related

- *Online- OC Editor*

  Can edit Tenant Events (TICs) in DevCo

- *Online- OC Viewer*

  Can view Tenant Events and Annual Certification in DevCo

- *Online- Property Manager*
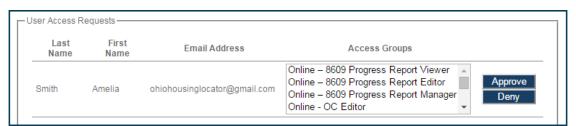
  Can approve some access to properties, complete Tenant Events, and edit the Annual Certification

- *Online- Project Owner*

  Same access as manager & can submit Annual Certifications, Finalize Year, and approve organization access

Step 5: Review Users that requested access

- User Access Requests will be shown in the lower area of the screen
- You can **Approve** or **Deny** with the buttons to the right
  - Highlight the Access Groups and Select Approve or Deny
- An email will be sent to the address on the screen approving or denying access
  - Note: There may be a time delay or the email could get stuck in a spam folder. If they need to know immediately that they have access, contact them separately from the automated email.

SECTION III

VIEWING AND ADDING ADDITIONAL PROJECTS
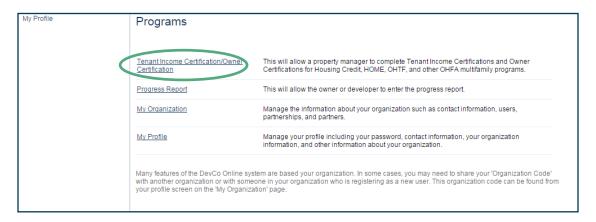
III. VIEWING AND ADDING ADDITIONAL PROJECTS

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

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

- The 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

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**
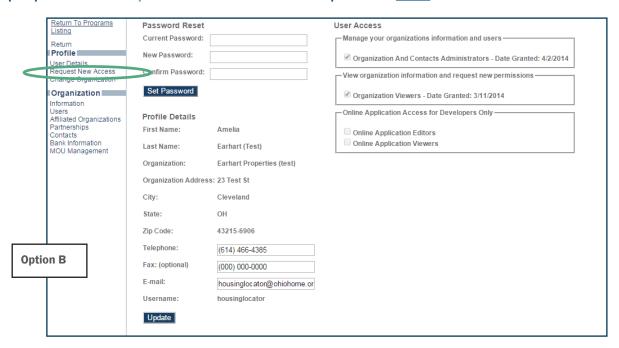
Step 1 option B: Select: **My Profile** from the Programs screen
- Program screen also provides access to Change your password, View your Profile, and View User Access

Step 2 option B: Select: **Request New Access** from the left hand panel under **Profile**
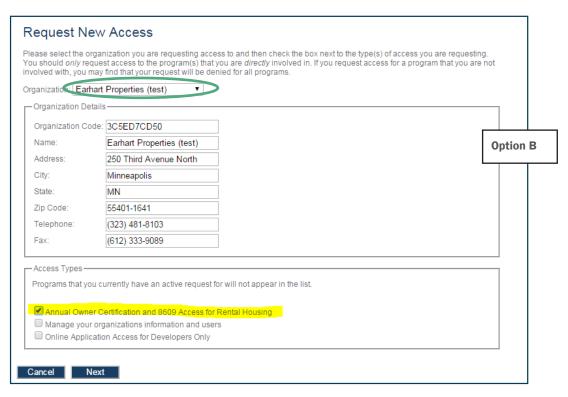
Step 3 option B: Select: **Organization**
- If you have more than one, select the organization associated with the property *(See **Section IV. Accessing More Than One Organization**)*

Step 4 option B: Check access for **Annual Owner Certification and 8609 Access for Rental Housing**, and then click **Next**
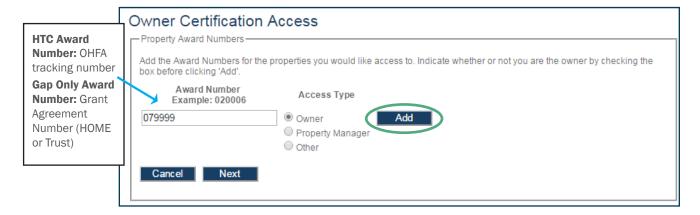
Step 5: Fill out Owner Certification (Property) Access

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**
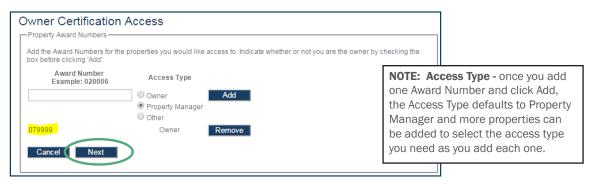
- **Repeat above for each project**

    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**

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:

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

Properties Listing

Earhart Properties (test)   614-466-4385
23 Test St
Cleveland OH 43215-6906
☐ Show All Owner Certificates

Properties Assigned to you:

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

Request another property
My Profile
Return To Programs Listing

SECTION IV

ACCESSING MORE THAN ONE ORGANIZATION

OHIO **HOUSING**
FINANCE AGENCY

DevCo

IV. ACCESSING MORE THAN ONE ORGANIZATION

- To be used when you are working at or affiliated with multiple organizations
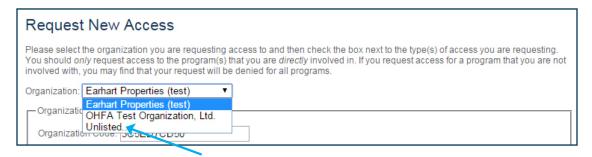
Step 1: Select: My Profile

Step 2: Select: Request New Access

Step 3: Choose "Unlisted" under Organization drop down
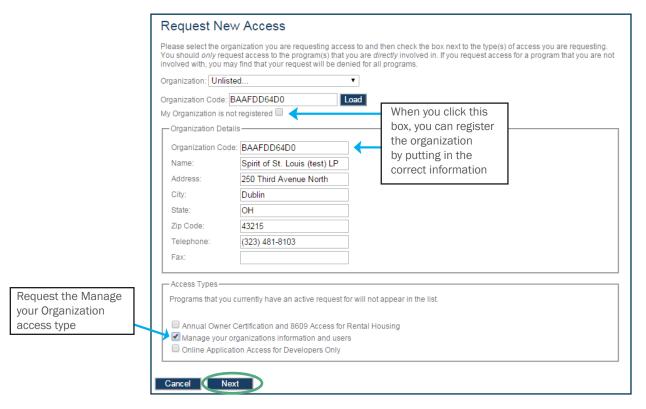
Step 4: Add in the Organization Code or fill in the Organization Details.
- The organization must be registered to move past this screen
- Use the organization code to request access
  - If you do not have your organization Code, checking the box for **My Organization is not registered** will enable you to request access to this project
    - Enter Organization Details
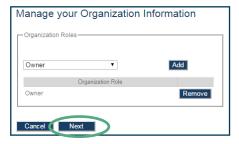
Request New Access

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: Unlisted...

Organization Code: BAAFDD64D0   Load

My Organization is not registered ☐

When you click this box, you can register the organization by putting in the correct information

Organization Details

Organization Code:	BAAFDD64D0
Name:	Spirit of St. Louis (test) LP
Address:	250 Third Avenue North
City:	Dublin
State:	OH
Zip Code:	43215
Telephone:	(323) 481-8103
Fax:	

Access Types

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

Request the Manage your Organization access type

- ☐ Annual Owner Certification and 8609 Access for Rental Housing
- ☑ Manage your organizations information and users
- ☐ Online Application Access for Developers Only

Cancel   **Next**

- Check for errors in Organization info, If there are errors use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- Select: Access Types needed
  - If you select *Annual Certification and 8609 Access for Rental Housing* you can also request properties during this process
- Select: **Next**

Step 5: Enter your organizational role
- Choose your role from the drop down box
- Select **Add**
- Select **Next**
- You will see a receipt for your registration

Manage your Organization Information

Organization Roles

Owner ▼   Add

Organization Role	
Owner	Remove

Cancel   Next

Return   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 6: Once you have gained access

- You can change which organization you are affiliated with by:
    - Selecting: **Change Organization** from your Profile
    - From the Drop Down pick which organization you want
    - Select: **Set**
- Your current organization will be listed at the top of the page

Return To Programs Listing	Current Organization: Spirit of St. Louis Management (test)
Return	
Profile	Spirit of St. Louis Management (test) ▾ Set
User Details	Spirit of St. Louis (test) LP
Request New Access	Spirit of St. Louis Management (test)
Change Organization	
Organization	
Information	
Users	
Affiliated Organizations	
Partnerships	
Contacts	
Bank Information	
MOU Management	

SECTION V

ADDING UTILITY ALLOWANCE(S) TO A PROJECT
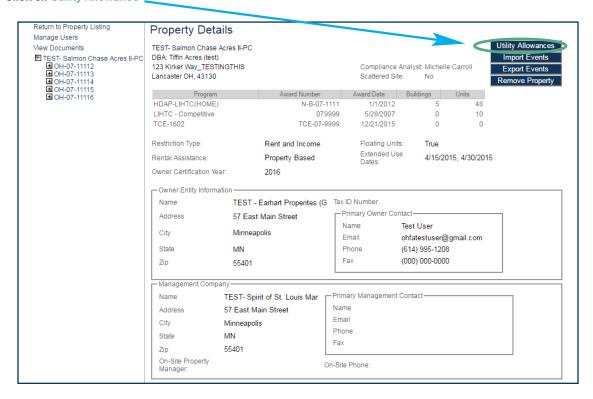
V. ADDING UTILITY ALLOWANCE(S) (UA) TO A PROJECT

- **Due to limitations in DevCo you must enter UAs annually even if the effective date is unchanged.**
  - Unless updated, the last effective UA will appear in the dropdown box of the TIC
  - UA(s) entered in the system remain active for one year; if another one is effective before that timeframe- they both will show

Step 1: Go to the Property Details Screen

- Select: **Tenant Income Certification/Owner Certification** from the Program Screen
- Select: A **Project** you want to add the utilty allowance

Step 2: Click on Utility Allowance

Return to Property Listing	Property Details				
Manage Users					
View Documents	TEST- Salmon Chase Acres II-PC				Utility Allowances
TEST- Salmon Chase Acres II-PC	DBA: Tiffin Acres (test)				Import Events
OH-07-11112	123 Kirker Way_TESTINGTHIS		Compliance Analyst: Michelle Carroll		Export Events
OH-07-11113	Lancaster OH, 43130		Scattered Site: No		Remove Property
OH-07-11114					

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-07-1111	1/1/2012	5	48
LIHTC - Competitive	079999	5/28/2007	0	10
TCE-1602	TCE-07-9999	12/21/2015	0	0

Restriction Type:	Rent and Income	Floating Units:	True
Rental Assistance:	Property Based	Extended Use Dates:	4/15/2015, 4/30/2015
Owner Certification Year:	2016		

Owner Entity Information

		Tax ID Number	
Name	TEST - Earhart Properites (G		
Address	57 East Main Street	Primary Owner Contact	
City	Minneapolis	Name	Test User
		Email	ohfatestuser@gmail.com
State	MN	Phone	(614) 995-1208
Zip	55401	Fax	(000) 000-0000

Management Company

		Primary Management Contact	
Name	TEST- Spirit of St. Louis Mar	Name	
Address	57 East Main Street	Email	
City	Minneapolis	Phone	
State	MN	Fax	
Zip	55401		
On-Site Property Manager:		On-Site Phone:	

Step 3: Either Add New or Copy

- The current UAs and the UAs from the previous two reporting years will be displayed in the list on the Utility Allowance screen.
- **Add New**
  - This will add a blank screen to enter data in
- **See Step 8 for copying a UA from one reporting year to the next**
  - Replicates the record so you can do minor updates, *e.g., effective date change*

Return to Property Detail	Utility Allowances					
	Description	Allowance Type	Unit Type	Effective Date	Cert Year	
Show BINs	2 BR garden PHA 2014	Public Housing Authority (PHA)	2 Bedroom	1/1/2014	2014	Copy
Show BINs	2 BR Thome PHA 2014	Public Housing Authority (PHA)	2 Bedroom	1/1/2014	2014	Copy
Show BINs	1 BR garden PHA 2014	Public Housing Authority (PHA)	1 Bedroom	1/1/2014	2014	Copy
Show BINs	1 BR Thome PHA 2014	Public Housing Authority (PHA)	1 Bedroom	1/1/2014	2014	Copy
Show BINs	2 BR garden PHA 2013	Public Housing Authority (PHA)	2 Bedroom	1/1/2013	2013	Copy
Show BINs	2 BR Thome PHA 2013	Public Housing Authority (PHA)	2 Bedroom	1/1/2013	2013	Copy

Add New

Step 4: Fill out the general information

- The BINs (Building Identification Number) are listed to the right
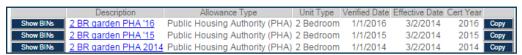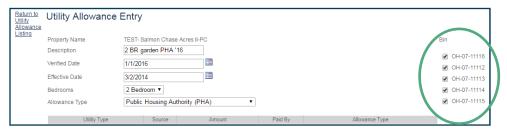 - **You _must_ select the BINs to which the UA will apply before you save and exit or the info you filled in will not save**
- Fill in:
  - **Description** - this is what will appear when filling out the TIC, therefore, if you have multiple types, unit styles, or bedroom sizes you will want to mark the UA in a way you can tell them apart. The more descriptive the better and consistent, _e.g., 2 bdrm garden PHA 1/1/14; 2 bdrm townhome PHA 1/1/14._

	Description	Allowance Type	Unit Type	Verified Date	Effective Date	Cert Year	
Show BINs	2 BR garden PHA '16	Public Housing Authority (PHA)	2 Bedroom	1/1/2016	3/2/2014	2016	Copy
Show BINs	2 BR garden PHA '15	Public Housing Authority (PHA)	2 Bedroom	1/1/2015	3/2/2014	2015	Copy
Show BINs	2 BR garden PHA 2014	Public Housing Authority (PHA)	2 Bedroom	1/1/2014	3/2/2014	2014	Copy

- - **Allowance Type** - is the Utility Allowance used
  - **Verified Date** - date that the utility allowance was reviewed for any changes. OHFA recommends utility allowances are reviewed quarterly to insure there are no issues with Gross Rent.
    - _Note: DevCo only requires a single verification to be listed for a reporting year if there are no changes._
  - **Effective Date** - the true effective date of the UA _e.g. PHA UA for Fairfield county is unchanged since March 2, 2014, but they were last reviewed January 1, 2016._

Unit #	2
Number of Bedrooms	2 Bedroom
Event Date	12/11/2014
Event Type	Recertify
Utility Allowance	2 BR garden PHA
Total Household Income	2 BR garden PHA 2013
Rent Level %	2 BR garden PHA 2014
Tenant Rent Portion	2 BR Thome PHA 2014

Utility Allowance Entry

Return to Utility Allowance Listing

Property Name	TEST- Salmon Chase Acres II-PC		Bin
Description	2 BR garden PHA '16		☑ OH-07-11116
Verified Date	1/1/2016		☑ OH-07-11112
Effective Date	3/2/2014		☑ OH-07-11113
Bedrooms	2 Bedroom		☑ OH-07-11114
Allowance Type	Public Housing Authority (PHA)		☑ OH-07-11115

Utility Type	Source	Amount	Paid By	Allowance Type

Note: You must select BINs to save correctly.

Step 5: Fill out specific UA type information

- **Source** - From the Drop Down; Select the source for each utility type:
  - Gas
  - Electric
  - Oil
  - L.P. (liquid propane)
  - Other (e.g. sewer, trash)
  - All
- **Amount** - Manually Enter
- **Paid By** - From Drop Down; Select:
  - Ownear Paid - OHFA does not need to know how much owner pays. The Owner paid drop down is for Owner/Manager use only.
  - Tenant Paid
- **Allowance Type** - From Drop down; Select from the accepted OHFA UAs listed.
  - HUD Rent Schedule
  - OHFA Approved – Energy Consumption Model
  - OHFA Approved – Consumption
  - OHFA Approved – HUD Utility Model
  - OHFA Approved – Utility Company Estimate
  - Public Housing Authority (PHA)
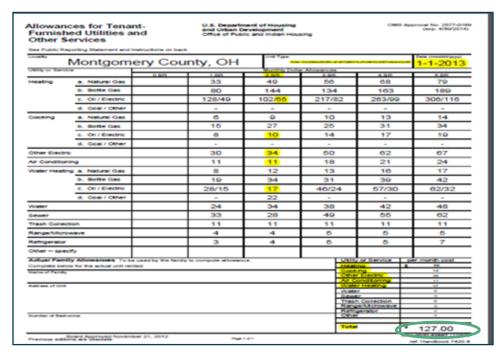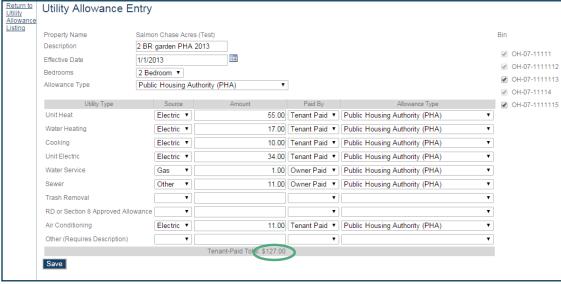 - Rural Development
  - Owner Paid Utilities

For Example; below is a sample of a PHA and a Utility Allowance filled out in Online- DevCo

Step 6: Once Data is filled out; Select: Save

Step 7: Make sure the new UA was added to your list.

- The current UAs and the UAs for the previous two reporting years will be displayed in the list on the Utility Allowance screen.

	Description	Allowance Type	Unit Type	Verified Date	Effective Date	Cert Year	
Show BINs	2 BR garden PHA '16	Public Housing Authority (PHA) 2 Bedroom		1/1/2016	3/2/2014	2016	Copy
Show BINs	2 BR garden PHA '15	Public Housing Authority (PHA) 2 Bedroom		1/1/2015	3/2/2014	2015	Copy
Show BINs	2 BR garden PHA 2014	Public Housing Authority (PHA) 2 Bedroom		1/1/2014	3/2/2014	2014	Copy
Show BINs	2 BR Thome PHA 2014	Public Housing Authority (PHA) 2 Bedroom		1/1/2014		2014	Copy
Show BINs	3 brm Garden 2014	Public Housing Authority (PHA) 3 Bedroom		1/1/2014		2014	Copy
Show BINs	1 BR Flat PHA 2014	Public Housing Authority (PHA) 1 Bedroom		2/2/2014		2014	Copy

Return to Property Detail
Utility Allowances
Add New

- If UA is not visible, check for UA by going back to the property listing page and Select: the reporting year (Eff Date) that matches the UA effective date and Select: UA button from the Property Details. If you still do not see it use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- An alert will then be displayed on Property Details screen to update the Utility Allowance on all units when a UA with a new Effective Date has been entered into DevCo. *Note: Each current resident will need to be updated within 90 days of the Effective Date.*

Property Details
Utility Allowances were recently revised. Rent Update Events MUST be completed in DevCo within 90 days of the Effective Date for all applicable units.
There are 3 issues for this property. Click to display.

Step 8: Copy and Update UA for New Year

- Copy replicates the record so you can do minor updates, e.g. new effective date change
- This step described using the copy feature; however an update could be done using Add New
- Click Copy from the Utility Allowance field
- Update Utility Allowance description
- Update the fields that have changed
  - Note: At minimum the effective date in DevCo must be updated yearly even if there has not been a new Utility Allowance published in years. If it is unchanged the only field that needs updated is the Verified Date, and it is recommended to modify the Description.
- Double check that correct BINs are indicated
- Save the new UA
- Review if the UA was added and switch reporting years, if needed

Step 9: Owner Paid Utilities

- Select Tenant Income Certification/Owner Certification
- Select: A Project you want to indicate Owner Paid Utilities on
- Owner Paid must be indicated on each building separately
- Select BIN
- On the Building Details screen select Owner Paid Utilities
- Repeat selection on each building
- If events were entered before the Owner Paid UAs was indicated you will need to select each event and click update to clear the Utility Allowance error listed on the event

Building Details

OH-88-02001	BIN OH-88-02001
57-B East Main Street	Unit Count 10
Lucasville OH 44691	Actual Unit Count 10
County SCIOTO	Applicable Fraction 100.00
Placed In Service Date 2/5/2011	
Acquisition Date	
Owner Pays Utilities ☑	
Notes:	

Update

SECTION VI

VIEWING AND ADDING PROJECT INFORMATION
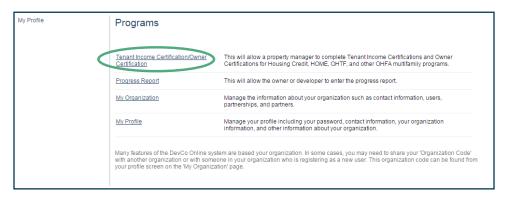
VI. VIEWING AND ADDING PROJECT INFORMATION

This section is broken down by each screen related to viewing and editing a property with steps using them. They incldue:

A.   Property Listings
B.   Property Details Screen
C.   Building Details Screen
D.   Unit Information Screen
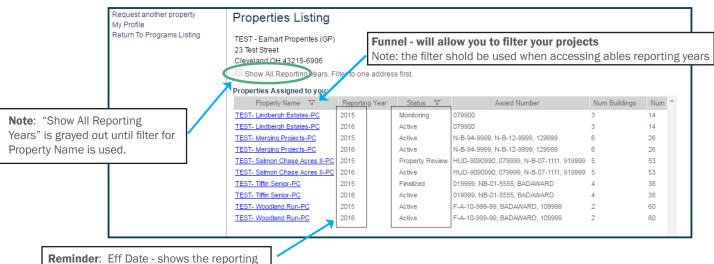
Step 1: Select: Tenant Income Certification/Owner Certification from the Program Screen

A. Property Listings

Step 2: Find and Select: the Property for which you want to add information

- All of the properties assigned to you are listed in alphabetical order
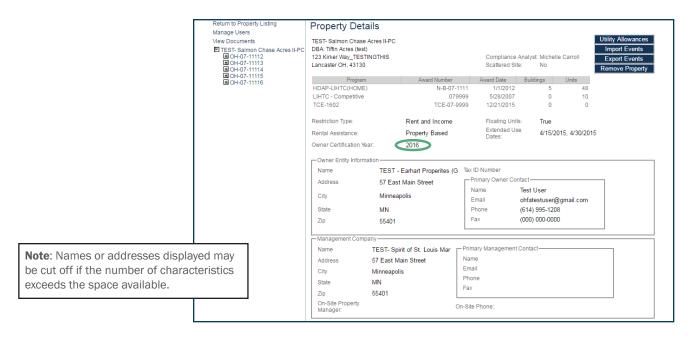
- You can **filter** using Property Name or Status by clicking on the funnel to the right of the header
  - When you click on the funnel, a blank space appears
  - Type in the property name and press Enter
  - To get back to all properties, click the funnel next to property name and delete the text and press Enter
- You can **sort** the Property Name list by clicking on the column name
  - It will sort A-Z (or)
  - Z-A
- Status: A property can be in one of six status stages:
 - **Active** - The property is open for the certification year
  - **Property Review** - The property is in the finalization process but can be edited
  - **Finalized** - The property has been finalized for OHFA review. Editing is no longer possible for tenant events in that reporting year.
  - **Monitoring** - OHFA reviews the property before completion
  - **Resolution** - OHFA reviews the property before completion
  - **Completed** - Finalization of the property has been approved by OHFA and property has been closed for that certification year

B. Property Details Screen

- Once a property is selected an overview of the Project will appear
- This Screen is Read-only, if any of the information needs updated contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
  - Programs - Includes all active OHFA programs with the award number, the number of units and buildings with that funding type at the property
  - Owner Entity Information - Displays the current contact information listed in DevCo for the owner
  - Management Company - Displays the current contact information listed in DevCo for the Management Company including a primary contact and onsite manager

Note: Names or addresses displayed may be cut off if the number of characteristics exceeds the space available.

- Owner Certification Year is very important (e.g. rental & OHFA compliance events 1/1/15-12/31/15)
  - All TICs entered under this specific Property screen must have the same year (e.g. 2015)
  - An error will occur if you update a TIC with a effective date that is not in the certification year
  - If you are in the wrong certification year, you will have to go back to the Properties listing and choose the correct effective year (reporting year) for the property
- Compliance Checks - Property Errors
  - A link to a collective list of warnings and errors from the property events are at the top of this screen, severities include:
    - **Errors** - Will not let you finalize your project at the end of the year; reflects mostly items not entered
    - **Warnings** - Will let you finalize; reflects items that may be an issue
      *(See **Section VII B. Compliance Checks – Errors & Warnings** for more information)*
  - Select: **Click to display**

Link to warnings and errors
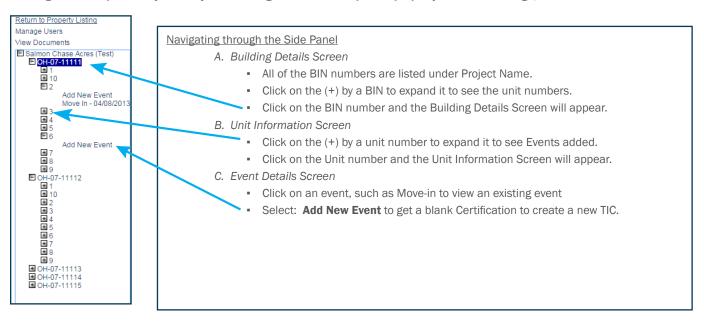
- You can get to each TIC with the error/warning by clicking on the link in the event column

Property Errors

Building	Unit	Description	Severity	Event
OH-07-11112	5	Allowable Rent Exceeded	Warning	Move In - 04/12/2013
OH-07-11112	5	Income Exceeds County AMI Income Schedule	Warning	Move In - 04/12/2013
OH-07-11111	3	Allowable Rent Exceeded	Warning	Move In - 04/12/2013
OH-07-11111	3	Total Household Income Is Zero	Warning	Move In - 04/12/2013
OH-07-11112	5	Allowable Rent Exceeded	Warning	Student Update - 04/12/2013
OH-07-11111	1	Allowable Rent Exceeded	Warning	Recertify - 05/06/2013
OH-07-11111	1	Allowable Rent Exceeded	Warning	Move Out - 05/11/2013
OH-07-11111	1	Allowable Rent Exceeded	Warning	Move In - 05/14/2013

Return to Property Detail
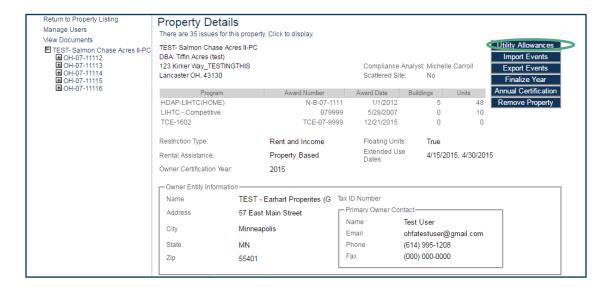
Through the side panel on your left you can navigate and select specific property details: buildings, units and events.

Navigating through the Side Panel

    A. *Building Details Screen*
- All of the BIN numbers are listed under Project Name.
- Click on the (+) by a BIN to expand it to see the unit numbers.
- Click on the BIN number and the Building Details Screen will appear.

    B. *Unit Information Screen*
- Click on the (+) by a unit number to expand it to see Events added.
- Click on the Unit number and the Unit Information Screen will appear.

    C. *Event Details Screen*
- Click on an event, such as Move-in to view an existing event
- Select: **Add New Event** to get a blank Certification to create a new TIC.

Step 3: Add the Utility Allowance for the project if you have not already

        (See **Section V. Adding a Utility Allowance** for detailed instructions)
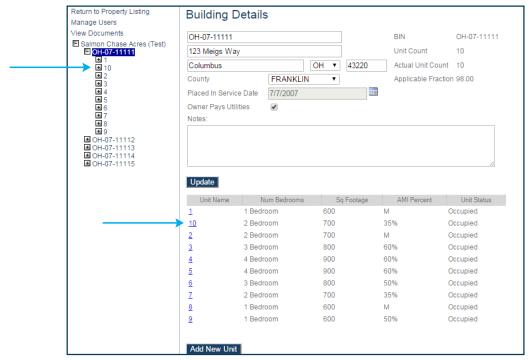
C. *Building Details Screen*

Step 4: Select a BIN number you want to add information to (Side Panel)
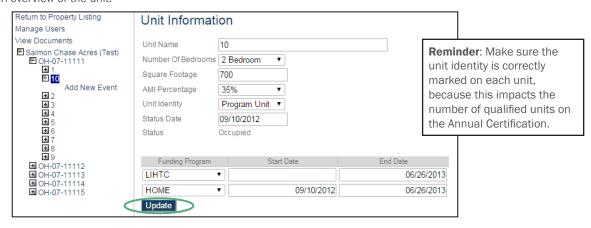
- An overview of the building appears
- You can view and verify basic building information
  - ○ Verify Building Identification Number or if not a Housing Tax Credit project the Identifying Name
  - ○ Verify Address of Building *(See recommended format listed in **Section VI. D. Unit Information**)*
  - ○ Owner Pays Utilities- check box, if owner pays **all** utilities.
  - ○ Notes Section - is used to identify any issues or special characteristics about this particular building.
- Contact the DevCo Helpdesk if information is listed incorrectly.

D. *Unit Information Screen*

Step 5: Select: the Unit you want to view

- Choose the unit from the Unit Name below the building information -or- Choose the unit from the list under the BIN on the left of the screen as shown above
- You can see an overview of the unit.

Reminder: Make sure the unit identity is correctly marked on each unit, because this impacts the number of qualified units on the Annual Certification.

- Verify any information, and update as needed; such as:
  - Unit Number - We have a recommeded format if your organization lists a unit number with abreviations of street names.
  - *Recommended Formatting:*
    - *Abbreviate street directions as a capital letter with no punctuation (e.g. N or SW)*
    - *Use standard post office street abbreviations with no punctuation (e.g. St or Dr)*
      - ► *Standard abbreviations can be found here: https://www.usps.com/ship/official-abbreviations.htm*
    - *Include apostrophes, no hyphens when present in street addresses (e.g. O'Hara Ln)*
    - *Enter numbered streets as the number with the appropriate suffix (e.g. 1st or 133rd)*
    - *Capitalize the start of each word in an address (e.g. High Tree Ln)*
  - Number of Bedrooms
  - Square Footage
  - AMI Percentage
  - **Unit Identity - Owner/manager needs to update this to communicate to OHFA which units they are.**
    - Make sure the unit identity is correctly marked on each unit, because this impacts the number of qualified units on the Annual Certification
    - Program Unit (LIHTC, HOME, TCAP, etc)
    - Manager
    - Maintenance
    - Model
    - Security
    - Market
    Note: Non-program units must be approved by OHFA
  - Status Date - Updates based off of the last tenant event
  - Status – either Occupied or Vacant based off of current tenant events
    - Use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries if you need this updated
- Funding Program
  - If you Select: **Add Funding**, the following appears:

Funding Program	Start Date	End Date
LIHTC		06/26/2013
HOME	09/10/2012	06/26/2013
Update		

  - Since most HOME units Float; this is a good method to track them.
  - Once changes are completed Select: **Update**
  - If unit is created accidentlly and needs to be deleted, contact the DevCo Helpdesk

SECTION VII

TENANT INCOME CERTIFICATIONS
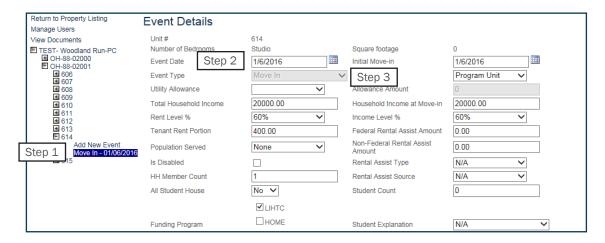
VII. TENANT INCOME CERTIFICATIONS

- This section can be broken down into:
  - A. Event Details- Manually Adding TICs (current Move-ins & Recerts)
  - B. Compliance Checks - Errors and Warning
  - C. Viewing & Printing the Tenant Income Certification (TIC)
  - D. Other Event Updates
  - E. Entering Historic Move-in Events

A. Event Details- Manually Adding TICs (current Move-ins & Recerts)

Important considerations before getting started:

- If your initial information is not in DevCo, please let us know by using the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- All new move-ins need a full certification
- For Housing Tax Credits, a student status needs to be completed every year
- For HOME, follow the HOME recert schedule
- A version of the Tenant Income Certification (TIC) appears ready to be completed
- If you use Housing Tax Credit (HTC) compliance software you can upload your Tenant Information using the produced XML Files
  - Dates should import correctly based on the dates already in your HTC compliance software

    (See **Section VIII. Using the Data Import Function (XML Upload)** for more information on uploading from HTC compliance software)
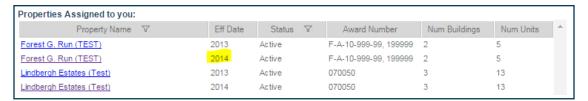
Step 1: Select: Add New Event

Step 2: Enter the correct event date.

- Event date year must be the same as the certification reporting year you selected at the Property Listing Screen
- If you change to a different effective date while filling out your TIC, you will lose the information you are entering. You will either get a blank TIC or the last TIC entered

  e.g., **3/17/2013** Event for Tiffin Acres would **_have_** to be entered under Tiffin Acres effective date **2013**

- Tenant events must be added chronologically.

Properties Assigned to you:					
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
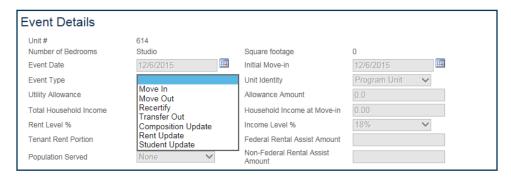
NOTE: For acq/rehab projects with in-place residents the "move-in" date will be the date the tenant was qualified for the HTC program.

Step 3: Select: Event Type from dropdown
- Fields to enter information into DevCo will vary based on the type of the event selected
- Select: either Move-in or Recertify *(See Sect VII. D. Other Event Updates for more details on other types of events)*
  - If the date or event type are incorrect you will need to restart the process of adding a new event.

Event Details

Unit #	614
Number of Bedrooms	Studio
Event Date	12/6/2015
Event Type	(dropdown: Move In / Move Out / Recertify / Transfer Out / Composition Update / Rent Update / Student Update)
Utility Allowance	
Total Household Income	
Rent Level %	
Tenant Rent Portion	
Population Served	None
Square footage	0
Initial Move-in	12/6/2015
Unit Identity	Program Unit
Allowance Amount	0.0
Household Income at Move-in	0.00
Income Level %	18%
Federal Rental Assist Amount	
Non-Federal Rental Assist Amount	

- A Move-in Event must be entered in DevCo online before any other type of event entered for a unit
  - If a move-in event is missing from the system, you will need to enter it from the original reporting year that the move-in occurred *(See Sect VII. E. Entering Historic Move-in Events for more details)*

Step 4: Correctly Identify the Unit Identity
- Should be listed as Program Unit unless it is a market unit or a type of employee unit

Step 5: Select: Utility Allowance from dropdown
- *Allowance Amount* will automatically populate once selection is made
- Make sure Utility Allowances are entered and available from the dropdown box
- If the utility allowance is missing go back to Property Details screen to enter utility allowance *(See Section V. Adding UAs)*

Step 6: Skip Total Household Income this will automatically populate from income calculation

Reminder: Tenant receiving subsidy that is Project-based enter the Tenant Rent Portion as the Total Tenant Payment

Step 7: Choose Rent and Income Level % from the dropdown boxes

- 30% is the default rent and income level for Add New Events
- If you have a different Rent Level than what is listed, list it in the Notes box and choose the closest corresponding Rent Level %

  i.e. If you have a 42% rent limit, you would add to the notes: "42% Rent Limit $____ (the amount)", under the Rent Level % dropdown box you would choose 50% because it is the next greatest rent level %

- They appear based on the funding source in DevCo, e.g. HTC, HOME

Income:

MTSP	HERA Special	HOME
18%	18%	
30%	30%	
35%	35%	
50%	50%	50%
60%	60%	
80%		

Rent:

MTSP	HERA Special	HOME
18%	18%	Low Rent- 50%
30%	30%	High Rent- 65%
35%	35%	
50%	50%	
60%	60%	
80%		

Note: For more information on HERA Special and the rent & income limits please see the current Income and Rent Limit Implementation Memo (http://www.ohiohome.org/compliance/incomelimits.aspx)

Step 8: Add Tenant Rent Portion

- If the tenant is receiving subsidy in the form of a Housing Choice Voucher, enter their portion of the rent as calculated by the local Public Housing Authority (PHA).
- **If the tenant is receiving subsidy that is project-based through either the local PHA or from HUD, then enter the amount listed as the Tenant Rent (TR) as indicated on their 50058 or 50059. If due to low Tenant Payment (TTP) and a high Utility Allowance (UA), the resident is a negative renter that gets Utility Reimbursement check, please use $0 for the rent and list the correct UA for the unit.**

Step 9: Add Rental Assistance Amount, Type and Source

- Types: Property Based or Tenant Based
- Sources: Rural, Section 8 Project Based, HOME, Other, TC, Section 8 Tenant Based
- If no assistance, mark zero for the amount and N/A for the type of source

Step 10: Enter: HH Member Count

Step 11: Select: Funding Program

- **Note**: if funding programs are not selected, the compliance checks in DevCo will not function properly.
- If a property has Housing Tax Credits (LIHTC) it must be checked on every unit
- For other funding types they should be checked based on what OHFA programs the household is qualifying for

- All funding types that the household is qualifying for should be selected

Step 12: As applicable; enter: Special Needs Code, Is Disabled, and student household fields

Step 13: Select: Add Member
- Enter Household member information
- Student Status needs to be entered
- Gender **must** be filled, if unknown select N/A
- Race, Ethnicity, and Special Needs **must** be filled in if that information has been disclosed. If undisclosed, **do not assume**.
- "Hispanic or Latino" and "is Disabled" check boxes **must** be filled in if that information has been disclosed. If undisclosed, **do not assume**.
- When entering unborn children all fields must be completed for the social security number, all zeroes can be used and the birth date must be entered with a current or previous date. Both fields can be updated once the information is known.
- **Skip Current Income** this will automatically populate from income calculation

Step 14: Select: Add Non- Asset Income
- Use the dropdown to select the tenant(s) for which you are adding income and enter information

Step 15: Select: Add Asset Income
- Use the dropdown to select the tenant(s) for which you are adding income and enter information

Step 16: Select: Calculate Total Household Income and Member Income
- Once you select *Calculate Total Household and Member Income*, the total income will automatically populate to the Total Household Income (at top) and Household Member Current Income (by household member) fields
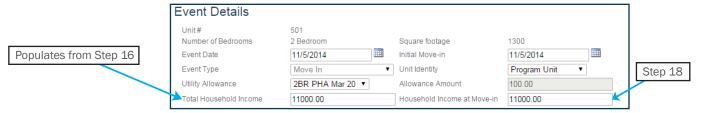
Step 17: Select: Update

Step 18: Must manually enter Household Income at Move-in

Populates from Step 16

Step 18

Event Details

Unit #	501		
Number of Bedrooms	2 Bedroom	Square footage	1300
Event Date	11/5/2014	Initial Move-in	11/5/2014
Event Type	Move In	Unit Identity	Program Unit
Utility Allowance	2BR PHA Mar 20	Allowance Amount	100.00
Total Household Income	11000.00	Household Income at Move-in	11000.00

Note: Skip this step when completing a **Recertification**. The field will be greyed out and can not be edited at that time.

Step 19: Select: Update

B. Compliance Checks - Errors and Warning

Step 20: Correct any errors and warnings that might have occurred

*Same errors/warnings that are linked to the Properties Details Screen in **Section VII.***

- **Errors** - Will not let you finalize your project at the end of the year; reflects mostly items not entered
- **Warnings** - Will let you finalize; reflects items that may be an issue

Categories of Errors and Warnings

Building
- **Error**
  - Building Does Not Have A County Selected

Dates
- **Error**
  - Event Date is Not in Selected Certification Year
  - Initial Move-In Date is Required
  - Event Date is Required

Event Type
- **Error**
  - Event Type is Required
  - Event Type is Transfer and No Building is Selected
  - Event Type is Transfer and No Unit is Selected

Funding Program
- **Error**
  - Funding Program Required When Unit is not Market Rate

Income
- **Error**
  - Total Household Income is Required
  - Household Income at Move-in is Required
  - Income Level is Required
  - All Members Must have An Income Entered
  - Income Level is Not Valid for the Funding Program
  - Household Members Income Exceeds Household Income (e.g. user forgot to select calculate)
  - Income Less Than Member Income Total

- **Warning**
  - Total Household Income is Zero
  - Income Exceeds County AMI Income Schedule
  - Income Exceeds 140%

Rent
- **Errors**
  - Rent Level is Required
  - Tenant Rent Portion is Required
  - Rent Level is Not Valid for the Funding Program
  - Allowable Rent Exceeded
- **Warnings**
  - Tenant Rent Portion is Zero

Rental Assistance
- **Errors**
  - Rental Assistance Amount is Required
  - Rental Assistance Source is Required
  - Rental Assistance Type is Required
  - Rental Assistance Type is Required when Amount is Greater than Zero

Student
- **Errors**
  - Student Count is Required
  - Student Household Status is Not Indicated
  - Student Explanation is Required
  - All Student Household, Student Explanation is Required
  - Students Listed Exceeds Student Count

Tenant Information

- **Errors**
  - Member With Special Needs, Household Needs Not Selected
  - Special Needs is Required
  - HH Member Count Must be Greater than 0
  - Head of Household Required With Last Name
  - There can Only be One Head of Household
  - There can Only be One Adult Co-Tenant
  - Household Members Listed Exceeds Member Count
  - All Members Must Have Relationship to Head of Household Entered
  - All Members Must Have a Last Name Entered
  - Household Special Needs Selected, Member with Special Needs Not Selected
  - Household Count Does Not Match Member Count

Utility Allowance

- **Errors**
  - Utility Allowance is Required
  - Utility Allowance Not Selected
- **Warnings**
  - A More Current Utility Allowance is Available - Utility Allowance is Zero (e.g. user did not enter a current utility allowance in the data base.)
  - Allowance Amount is Not Equal to the Selected Utility Allowance

Step 21: Re-Select: Update after making the corrections

*** Notice it now lists the TIC in the Side Panel with Event Type and Effective Date

OHIO **HOUSING** FINANCE AGENCY

DevCo
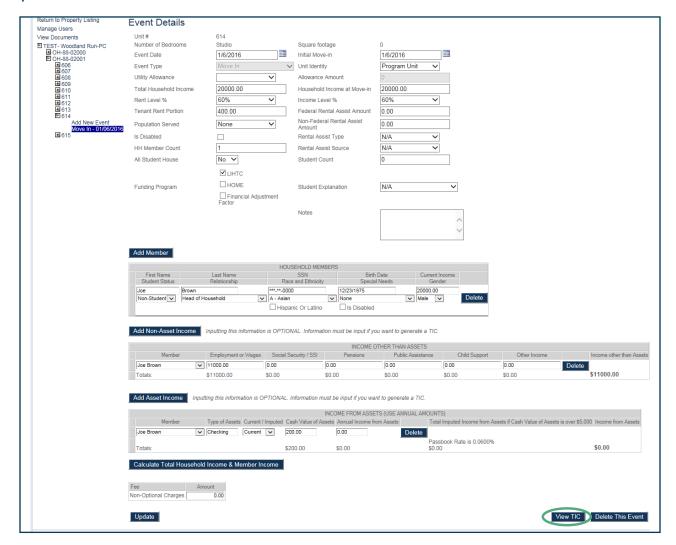
C. Viewing & Printing the Tenant Income Certification (TIC)

Step 22: Select: View TIC

Step 23: View information added to the TIC
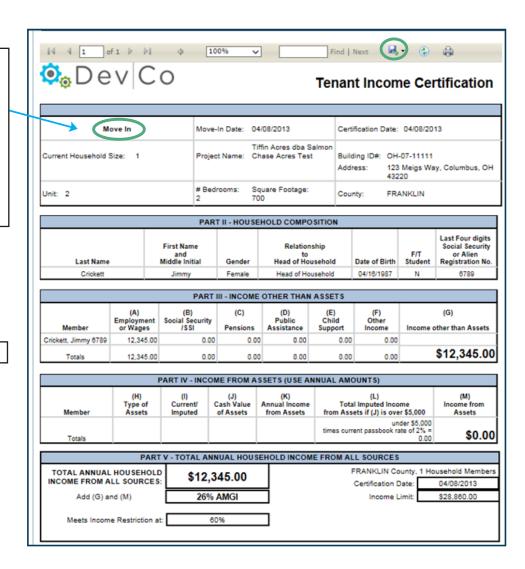
- Depending on your internet browser, you will have one of three printing options:
  - Option A: A PDF version of the TIC will automatically open to print
  - Option B: Use the Export to PDF button (floppy disk icon), which will manual open a PDF to print
- The Rent and Income Limits are calculated

All move-in and recertification Tenant Income Certifications used for the Housing Tax Credits (LIHTC) display the max income and max rent limit amount based on the 40-60 or 20-50 set-aside selection made on the 8609s. HERA Special limits are used as needed if they apply to a property.

Option B: Export to PDF

Tenant Income Certification

Move In	Move-In Date: 04/08/2013	Certification Date: 04/08/2013
Current Household Size: 1	Project Name: Tiffin Acres dba Salmon Chase Acres Test	Building ID#: OH-07-11111 Address: 123 Meigs Way, Columbus, OH 43220
Unit: 2	# Bedrooms: 2 Square Footage: 700	County: FRANKLIN

PART II - HOUSEHOLD COMPOSITION

Last Name	First Name and Middle Initial	Gender	Relationship to Head of Household	Date of Birth	F/T Student	Last Four digits Social Security or Alien Registration No.
Crickett	Jimmy	Female	Head of Household	04/16/1987	N	6789

PART III - INCOME OTHER THAN ASSETS

Member	(A) Employment or Wages	(B) Social Security /SSI	(C) Pensions	(D) Public Assistance	(E) Child Support	(F) Other Income	(G) Income other than Assets
Crickett, Jimmy 6789	12,345.00	0.00	0.00	0.00	0.00	0.00	
Totals	12,345.00	0.00	0.00	0.00	0.00	0.00	$12,345.00

PART IV - INCOME FROM ASSETS (USE ANNUAL AMOUNTS)

Member	(H) Type of Assets	(I) Current/ Imputed	(J) Cash Value of Assets	(K) Annual Income from Assets	(L) Total Imputed Income from Assets if (J) is over $5,000	(M) Income from Assets
Totals					under $5,000 times current passbook rate of 2% = 0.00	$0.00

PART V - TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES:	$12,345.00	FRANKLIN County, 1 Household Members
Add (G) and (M)	26% AMGI	Certification Date: 04/08/2013
Meets Income Restriction at:	60%	Income Limit: $28,860.00

OHIO **HOUSING** FINANCE AGENCY

Tenant Income Certification form showing:

PART VI - RENT

Tenant Paid Rent:	$123.00	Other Non-Optional Charges:	$0.00
		Housing Assistance Payment:	$456.00
Utility Allowance:	$127.00	Rent Assistance Type:	Property Based
GROSS RENT FOR UNIT: (Tenant Paid Rent + Utility Allowance)	**$250.00**	Rent AMI%	Unit meets rent restriction at:
		16%	60%
Maximum Rent Limit for this unit:	$927.00		

PART VI - STUDENT STATUS

Are all occupants full time students? No   Student Explanation: N/A

PART VI - DEMOGRAPHIC INFORMATION

Race of Head of Household: Asian   Is there a disabled household member? No

Ethnicity of Head of Household: Not Hispanic/Latino   Was anyone in the household homeless at application? No

SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/We have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/We agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/We agree to notify the landlord immediately upon any member becoming a full time student.

Under penalties of perjury, I/we certify that the information ... to the best of my/our knowledge. The undersigned further understands that providing false representations he... or incomplete information may result in the termination of the lease agreement.

Option C: Using the print icon for the first time.

I/We certify that the information in this tenant certification i... ...tion dates. Should there be any change in any information contained in this tenant certification form prior to the certification date, I/We agree to immediately notify management of the changes.

I/We certify that my/our income for the period starting   04/08/2013   and ending   04/08/2014   is: $12,345.00

SIGNATURE OF LESSEE   DATE   SIGNATURE OF LESSEE   DATE

SIGNATURE OF LESSEE   DATE   SIGNATURE OF LESSEE   DATE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Restrictive Covenant (if applicable), to live in a unit in this Project.

SIGNATURE OF OWNER/AGENT   DATE

Report generated on 3/24/2014 at 1:37:52 PM   Page 1 of 1

Step 24: After Viewing the TIC

- Select: **Return to Event Details**
- This will take you back to "Event Details" for the selected unit.

D. Other Event Updates

Based on the type of Event selected certain fields will be grayed out and unavailable for editing.

- **Move-In** – move-in of household

Update Events:

- **Move-Out** – move-out of household
- **Recertify** – recertification of Household
- **Transfer Out** – household is transfering to a different unit (once transferred Event in new unit will say Transfer In)
- **Composition Update** – addition or removal of non-head of household member
- **Rent Update** – tenant portion of rent has changed
- **Student Update** – update to DevCo confirming or changing the student status
    - **Note**: Student Update should only be used for HTC units
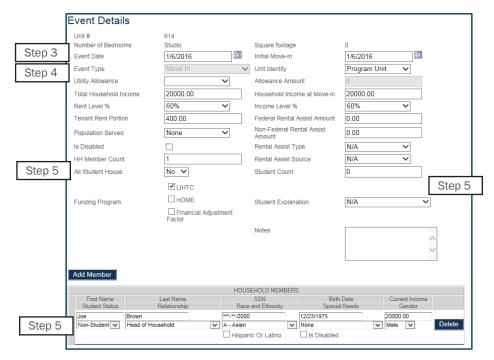
The steps described in this section cover entering a Student Update in DevCo, and the steps will be similar for all the update type of events

- If a move-in event is missing, you will need to enter it from the original reporting year that the move-in occurred (See **Section VII. E. Entering Historic Move-in Events)**

Step 1: Pick the unit you want to update using the left hand panel

Step 2: Select: Add New Event

Step 3: Add the Event Date
- Student Status needs to be updated annually for HTC

Step 4: Choose Student Update from the Event Type dropdown box
- Once you Select the Student Update Event the last certification entered information will appear.

Step 5: Update the Student information if it has changed
- All Student House-Hold drop down: No/Yes
- Student Count
- Student Explanation
    - N/A
    - TANF Assistance
    - Job Training Program
    - Single Parent/Dependent Child
    - Married/ joint return
    - Former Foster Child
- Under Add Member: Student Status for each member of the household

Step 6: Select: Update
> **Note**: You should have a signed Student Certification in the file, this Student Update from DevCo does NOT take the place of the Student Certification in the file and does not need to be printed
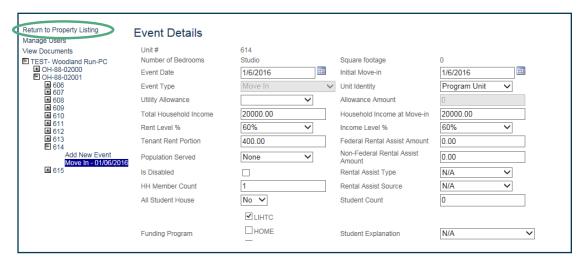
E. Entering Historic Move-in Events

A Move-in Event must be entered in DevCo online before any other type of event entered for a unit

- If a move-in event is missing from the system you will need to enter it from the original reporting year that the move-in occurred
- For DevCo, those move-ins that must be entered before the current year are considered historic move-ins

Step 1: To access an older reporting year, Select: Return to Property Listings

Step 2: Select: Show All Owner Certifications (includes Historic Reporting Years)

- The list will expand to include previous reporting years.

Step 3: Check that the Status for the needed reporting year states Active

- If it does not say Active, contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries to activate that year so it can be edited

Step 4: Select: The correct Eff Date (Reporting Year) for the property

Note: "Show All Reporting Years" is grayed out until filter for Property Name is used.

Step 5: Select: The unit for which you are adding the historic move-in

- From this previous year, complete steps for adding a move-in event (See *Section VII. A. Event Details—Manually Adding TICs*)
- If the event details are all grayed out, contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries to activate that year
- Once finished, you will need to return to the current reporting year to completely any updates on the unit

SECTION VIII

USING THE DATA IMPORT FUNCTION (XML UPLOAD)

VIII. USING THE DATA IMPORT FUNCTION (XML UPLOAD)

This section is broken down into two sections:

A. Uploading the XML File

B. Completing Update Events

To be used when you have the ability to upload tenant data from **Housing Tax Credit (HTC) compliance software**, such as Yardi, RealPage, etc

> **NOTE**: *If you are unsure of how your **HTC compliance software** exports the XML files please contact your software vendor. DevCo uses the latest Schema of the **NAHMA XML Interface Version 2.0**. Failure to use this version will result in failed upload.*

The first three steps should only need to be done when Importing the Events for the first time each year

A. Uploading the XML File

Step 1: Double Check that your Utility Allowances are loaded prior to doing any import

(Refer to *Section V for Updating Utility Allowances*)

- Once the file is imported you will have a chance to choose the Utility allowance you want for each unit.
- If UAs are not loaded, you will have to go in manually and update them for each unit once the upload is finished.

Step 2: Double Check the BINs, Award Numbers and Project Numbers from your HTC compliance software

- This ensures the information matches identically to the corresponding numbers in DevCo
- Failure to match these items will result in failure of the upload
- To correct this issue you must correct your **HTC compliance software** to match how OHFA and Ownership designated the BIN's per your 8609's for each building

Recommended Format:
- ○ No Hyphen in the Award e.g. 020050
- ○ Hyphen in the Building e.g. OH-02-00040

Step 3: Double Check that your Unit Numbers from your HTC compliance software match identically to the Unit Numbers in DevCo

- Information needs to be identical to what is in the internal system
- Failure to match these items will result in failure of the upload

(See *Sect VI. D. Unit Information Screen* for details on Updating Unit Information in DevCo)

- Contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries if you need assistance correcting the unit names in DevCo

Below is an example of how the information should be formatted:
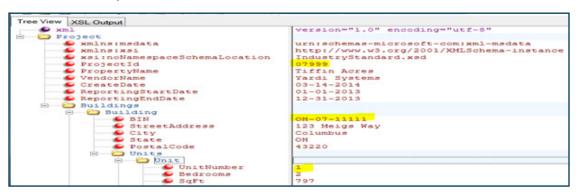
Online DevCo - Property Details
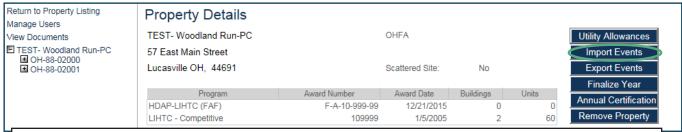
XML data view from XML Notepad*

* The XML Notepad 2007 is a **free** download from Microsoft. It is a "simple intuitive user interface for browsing and editing XML documents" For more information and/or to download this tool go to: http://www.microsoft.com/en-us/download/details.aspx?id=7973

Step 4: From the Property Details Screen Select: Import Events

DevCo currently recognizes the Move-ins (MI), Move-outs (MO), Recerts (R), Transfer In (TI), Transfer out (TO), and Adjustment (A) which adjustments are further broken down into student updates, composition updates and rent updates once loaded into DevCo.

Step 5: Import your events for the entire property.
- Do not import building by building or person by person
  ○ If you already have information uploaded to the system, importing at a lower level than Property will cause you to lose that information already uploaded
- ***The files should now include Rent Updates, Student Updates and Composition Updates which should be listed in your compliance software as Interim Recertification (IR).*** Note that OHFA is only concerned with IRs which include information that is required for OHFA's funding programs. The best example of this is the rent change that is happening with most Interims. In the XML file, these IR events will be listed as Adjustments (A). In the final steps of the upload process, the event type in DevCo will be identified for these Interim/Adjustment type events.

Step 6: When the "Import XML File" screen appears click on Browse to search your computer for the XML file to import

Step 7: Once you select the file click on Upload
- The file will begin its import process which can take a few minutes to complete
- If discrepancies are found, you will be given a list of errors as to why the import could not be completed
- Go back into your **HTC compliance software** and correct the errors listed

Step 8: Resolve Errors

Common XML Errors for which Owner needs to correct:

- **Project ID (Not Specified) does not match a Current Award number**
  - **Cause**: Project Number is blank in the XML file
  - **Correction**: Add the Project Number to the XML file

- **Project ID (OH-02-0056) Does Not Match a Current Award Number**
  - **Cause**: There is no OH in the Project ID number
  - **Correction**: Take out the OH- under Project number in the XML file; 02-0056

- **Project ID (O2-0056) Does Not Match a Current Award Number**
  - **Cause**: The letter O was used instead of zero (0) in the project number
  - **Correction**: Changed the O to 0 in the xml file under the Project Number; 02-0056

- **Building ID (0H-02-00567) Does Not Match a Current BIN**
  - **Cause**: Zero (0) was used instead of the letter O in the BIN number
  - **Correction**: Change the 0 to O in the XML file for the BIN number; OH-02-00567

- **Building ID (0200567) Does Not Match a Current BIN**
  - **Cause**: The Building ID is missing the OH
  - **Correction**: Add "OH" to the Building ID number in the XML file; OH-02-00567

- **Unit A01 Does Not Exist in Building OH-02-00567**
  - **Cause**: There is a zero in the unit name
  - **Correction**: Omit the 0 from the unit name in the XML file to match the unit name in the DevCo system: A1

- **Unit 103 Does Not Exist in building OH-12-00567**
  - **Cause**: Building ID number and units under it are incorrect
  - **Correction**: Correct the Building ID number in the XML file to correspond with the unit numbers

- **Unit 123 Does Not Exist in Building OH-12-00567**
  - **Cause**: The BIN numbers are in the wrong spot in the XML file
  - **Correction**: Add the correct BIN number that corresponds with the units

- **The (IC) Event is Not Valid for Unit (103) because it is Vacant**
  - **Cause**: IC (Initial Certification) is not an event in our system
  - **Correction**: Change the Event date to MI (Move in) in the XML file

XML Errors for which OHFA needs to assist

If you receive these errors contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries with the needed information. These errors pertain to data discrepancies between the XML files and DevCo.
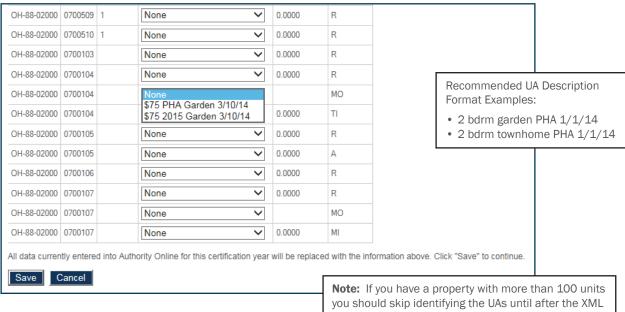
- **The "R" (Recert) Event is Not Valid For Unit (103) Because it is Vacant or Occupied**
  - **Cause**: Our system has that unit marked as Vacant.
  - **Correction**:
    - *Owner*: needs to copy the error and send it to OHFA
    - *OHFA*: will correct the statuses based on the error page changing them from Vacant to Occupied, or vice versa

- **Unit 10 Does Not Exist in Building OH-12-00567**
  - **Cause**: There is a discrepancy as to what is in the XML and in our system
  - **Correction**:
    - *Owner*: needs to verify that Unit 10 is in OH-12-00567, and alert OHFA if it needs to be corrected
    - *OHFA*: updates the system based on the verification

- **Building ID (OH-12-00123) Does Not Match a Current BIN**
    - *Owner*: Confirm information with OHFA
    - *OHFA*: Checks if the BINs are added correctly in DevCo

- Any other errors not listed

Step 9: Select the Utility Allowance for each Unit
- If upload was successful and data was accepted, the Utility Allowance Confirmation screen will appear
- You will need to select the correct Utility Allowance for each unit
  - The appropriately dated Description is what appears in the dropdown box below. Therefore, a detailed description would be beneficial.

OH-88-02000	0700509	1	None	0.0000	R
OH-88-02000	0700510	1	None	0.0000	R
OH-88-02000	0700103		None	0.0000	R
OH-88-02000	0700104		None	0.0000	R
OH-88-02000	0700104		None / $75 PHA Garden 3/10/14 / $75 2015 Garden 3/10/14		MO
OH-88-02000	0700104			0.0000	TI
OH-88-02000	0700105		None	0.0000	R
OH-88-02000	0700105		None	0.0000	A
OH-88-02000	0700106		None	0.0000	R
OH-88-02000	0700107		None	0.0000	R
OH-88-02000	0700107		None		MO
OH-88-02000	0700107		None	0.0000	MI

All data currently entered into Authority Online for this certification year will be replaced with the information above. Click "Save" to continue.

[Save] [Cancel]

> **Recommended UA Description Format Examples:**
> - 2 bdrm garden PHA 1/1/14
> - 2 bdrm townhome PHA 1/1/14

> **Note:** If you have a property with more than 100 units you should skip identifying the UAs until after the XML upload has been successfully uploaded in DevCo.

Step 10: Select: Save

NOTE: there could be varying years associated with each unit depending on the date of the event. The example below shows the importance of the description; adding the date helps differentiate. (See ***Section V. Adding Utility Allowance(s) to a Project*** for more information on modify UA descriptions)

	Description	Allowance Type	Unit Type	Effective Date	Cert Year	
Show BINs	$100 2015 Garden 3/10/14	Public Housing Authority (PHA)	2 Bedroom	3/10/2015	2015	Copy
Show BINs	$86 2015 Garden 3/10/14	Public Housing Authority (PHA)	1 Bedroom	3/10/2015	2015	Copy
Show BINs	$100 PHA Garden 3/10/14	Public Housing Authority (PHA)	2 Bedroom	3/10/2014	2014	Copy
Show BINs	$86 PHA Garden 3/10/14	Public Housing Authority (PHA)	1 Bedroom	3/10/2014	2014	Copy
Show BINs	$75 PHA Garden 3/10/14	Public Housing Authority (PHA)	Studio	3/10/2014	2014	Copy
Show BINs	$75 2015 Garden 3/10/14	Public Housing Authority (PHA)	Studio	3/10/2014	2014	Copy

Step 11: Select: Done
- If the XML upload was successful, you will see "Succesfully saved XML data"
- Select: **Done** to complete the process

Return to Property Listing
Manage Users
View Documents
☐ TEST- Woodland Run-PC
   ☐ OH-88-02000
     ⊞ 0700101
     ☐ 0700102
       Add New Event
       Move In - 02/02/2015

Import XML File

Successfuly saved XML data.

[Done]

Optional Step: If, you haven't identified the utility allowances on the units during the Upload Process you will need to do that now.
- Use the panel on the left to navigate through the units and events, and click on the event
- Select on the Event Details page the utility allowance from the dropdown and click update at the bottom of the page.
  Note: You need to identify the UAs on each event.

B. Completing Update Events this is a new step to the XML upload process.

Step 12: Export Events to identify units with Update events listed on them.
- Click **Export Events** on right of the Property Details screen.
- Below the table of events click Export Events again to open in Microsoft Excel
- Depending on where you looking at these events will be given different labels.
- The Property Management software (Yardi/ Real Page) use **Interim Recerts (IR)**
- XML calls them **Adjustments (A)**
- DevCo initially lists them as **Composition Updates (CU)**. They must be updated to the appropriate Update - **Rent, Student and Composition**
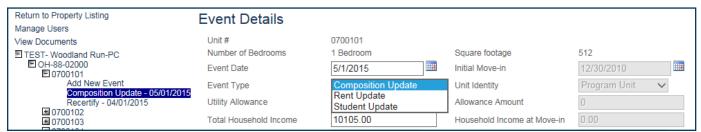
Step 13: Filter Events by Event Type Code
- Apply a filter in excel and select events marked **CU** (composition update)
- Alternatively print the list and review on paper

Step 14: Adjust Update Events
- Using list of events marked **CU** make the needed updates in DevCo to the **Event Type** listed for each of these events.
- On the **Event Details** page open the dropdown and select the correct event type either Student Update, Rent Update, or leave it as *Composition Update*.
- Click **Update** at the bottom of the page and the event should now be listed on the left with the correct event type.
  Note: It is important to identify which update it is because there are different compliance checks that are run in the background on each event type. OHFA recommends using the export feature a final time to check that all events are listed correctly.
- After this is completed on all the update events you are now finished with your update to DevCo using the XML upload process.

SECTION IX

FINALIZE YEAR – (SUBMIT TENANT EVENTS)

IX. FINALIZE YEAR – (SUBMIT TENANT EVENTS)

Once you have all of your tenant, unit and building certification information loaded, you are ready to finalize for that certification year

Note: Finalize Year function should only be done at the end of the reporting year
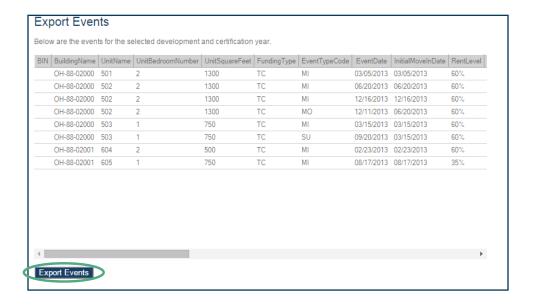
- After you finalize your tenant events, you CANNOT go back and change any information from that year
- If a change is necessary contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries for this project

Step 1: Review your report of Tenant Events; Select: Export Events from the Property Details Screen

- Double check if all the events for the reporting year are listed
- If a unit is not listed, this means there is not a tenant event recorded in DevCo for that reporting year and will need to be entered
- *Tenant events must be added chronologically*

- To transfer data to a spreadsheet select **Export Events** at bottom of **Export Events** screen
  - This will open a file in Excel that can easily be reviewed and filtered

Export Events

Below are the events for the selected development and certification year.

BIN	BuildingName	UnitName	UnitBedroomNumber	UnitSquareFeet	FundingType	EventTypeCode	EventDate	InitialMoveInDate	RentLevel
	OH-88-02000	501	2	1300	TC	MI	03/05/2013	03/05/2013	60%
	OH-88-02000	502	2	1300	TC	MI	06/20/2013	06/20/2013	60%
	OH-88-02000	502	2	1300	TC	MI	12/16/2013	12/16/2013	60%
	OH-88-02000	502	2	1300	TC	MO	12/11/2013	06/20/2013	60%
	OH-88-02000	503	1	750	TC	MI	03/15/2013	03/15/2013	60%
	OH-88-02000	503	1	750	TC	SU	09/20/2013	03/15/2013	60%
	OH-88-02001	604	2	500	TC	MI	02/23/2013	02/23/2013	60%
	OH-88-02001	605	1	750	TC	MI	08/17/2013	08/17/2013	35%

Export Events

Step 2: Select: Return to Property Details

Step 3: Resolve issues listed

- You may either have errors or warnings listed
- You CANNOT proceed without resolving the errors
- In this example, only Warnings appear therefore, we can proceed to Finalize.
  ◦ Errors must be corrected for Finalize Year to work

  *(See **Section VII B. Compliance Checks – Errors and Warnings** for more information)*

Finalize Errors

Refresh Error List

Building	Unit	Description	Severity	Event
OH-88-02000	502	Income Exceeds County AMI Income Schedule	Warning	Move In - 12/16/2013
OH-88-02000	502	Income Exceeds 140% Rule	Warning	Move In - 12/16/2013

Proceed to Finalize

Step 4: Select: Finalize Year

- When clicking **Finalize Year** the status will switch to **Property Review**

Return to Property Listing
Manage Users
View Documents
☐ TEST- Salmon Chase Acres II-PC
  ⊞ OH-07-11112
  ⊞ OH-07-11113
  ⊞ OH-07-11114
  ⊞ OH-07-11115
  ⊞ OH-07-11116

Property Details
There are 35 issues for this property. Click to display.

TEST- Salmon Chase Acres II-PC
DBA: Tiffin Acres (test)
123 Kirker Way_TESTINGTHIS   Compliance Analyst: Michelle Carroll
Lancaster OH, 43130   Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-07-1111	1/1/2012	5	48
LIHTC - Competitive	079999	5/28/2007	0	10
TCE-1602	TCE-07-9999	12/21/2015	0	0

Utility Allowances
Import Events
Export Events
Finalize Year
Annual Certification
Remove Property

Step 5: Select: Start Finalization

Return to Property Detail

Start Finalization Process

This will start the finalization process for your annual owner certification. This process will allow you to review any basic compliance issues that have been identified. If there are any issues, you will be allowed to make modifications which will be recorded for the submission. After reviewing the certification, you will be able to complete the finalization process. Once the certification is finalized, you will have the ability to print a receipt and you will no longer be able to edit this certification.

Start Finalization

Step 6: Review remaining issues listed

- You may either have errors or warnings listed
- You CANNOT proceed without resolving the errors
- In this example, only Warnings appear therefore, we can proceed to Finalize.
  - Errors must be corrected for Finalize Year to work
    *(See **Section VII B. Compliance Checks – Errors and Warnings** for more information)*

Finalize Errors

Refresh Error List

Building	Unit	Description	Severity	Event
OH-88-02000	502	Income Exceeds County AMI Income Schedule	Warning	Move In - 12/16/2013
OH-88-02000	502	Income Exceeds 140% Rule	Warning	Move In - 12/16/2013

Proceed to Finalize

Step 7: After you resolve the errors, you will have to go back through the Finalize Year process:

Step 8: Select: Refresh Error List

- The Warnings will be listed; these will not hinder the project being finalized

Step 9: Select: Proceed to Finalize

Step 10: Select: Finalize

Step 11: A Receipt for the tenant events submission will be ready for you to Print

- This should be kept as a record of when tenant data was submitted intially, if the property is made active after the Deadline this impacts the submission date when the property is re-finalized

DevCo

Annual Tenant Data Submission Receipt
TEST- Salmon Chase Acres II-PC
123 Kirker Way_TESTINGTHIS
Lancaster, OH 43130
Certification Year: 2015

Receipt Number	Finalized By	Finalized On
25674	Amelia Earhart (GP Test)	8/26/2016 2:34:46 PM

Printed On: 8/26/2016 2:35:09 PM   Page 1

Step 12: Select: Return to Property Details

- **Note**: After the tenant events for the reporting year have been finalized the buttons will change; instead of Finalize Year there is a Receipt button

Return to Property Listing
Manage Users
View Documents
- TEST- Salmon Chase Acres II-PC
  - OH-07-11112
  - OH-07-11113
  - OH-07-11114
  - OH-07-11115
  - OH-07-11116

Property Details

There are 35 issues for this property. Click to display.

TEST- Salmon Chase Acres II-PC
DBA: Tiffin Acres (test)
123 Kirker Way_TESTINGTHIS   Compliance Analyst: Michelle Carroll
Lancaster OH, 43130   Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-07-1111	1/1/2012	5	48
LIHTC - Competitive	079999	5/28/2007	0	10
TCE-1602	TCE-07-9999	12/21/2015	0	0

Utility Allowances
Import Events
Export Events
Receipt
Annual Certification
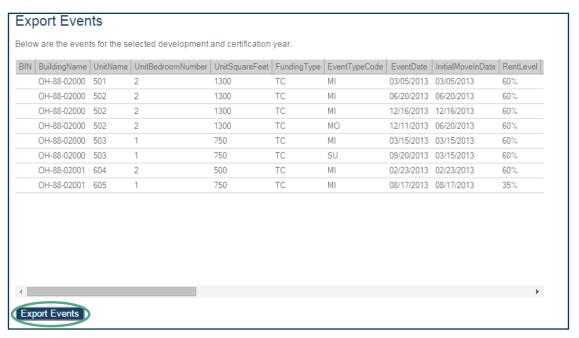Remove Property

Step 13: You can view your Report by Selecting: Export Events from the Property Details Screen
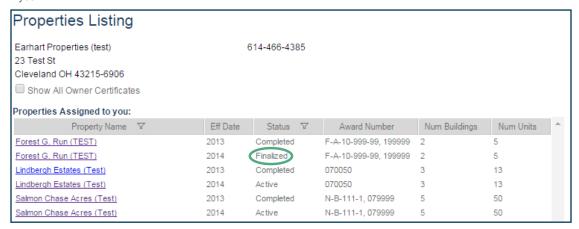
Step 14: For your records you may want to Export Events which puts the information in an Excel Spreadsheet

- If a unit is not listed this means there is not a tenant event in DevCo for that reporting year and it should have been entered
- **Note**: to print the report of events from DevCo, it is best to export and print from Excel by clicking on Export Events at the bottom of the screen

Export Events

Below are the events for the selected development and certification year.

BIN	BuildingName	UnitName	UnitBedroomNumber	UnitSquareFeet	FundingType	EventTypeCode	EventDate	InitialMoveInDate	RentLevel
	OH-88-02000	501	2	1300	TC	MI	03/05/2013	03/05/2013	60%
	OH-88-02000	502	2	1300	TC	MI	06/20/2013	06/20/2013	60%
	OH-88-02000	502	2	1300	TC	MI	12/16/2013	12/16/2013	60%
	OH-88-02000	502	2	1300	TC	MO	12/11/2013	06/20/2013	60%
	OH-88-02000	503	1	750	TC	MI	03/15/2013	03/15/2013	60%
	OH-88-02000	503	1	750	TC	SU	09/20/2013	03/15/2013	60%
	OH-88-02001	604	2	500	TC	MI	02/23/2013	02/23/2013	60%
	OH-88-02001	605	1	750	TC	MI	08/17/2013	08/17/2013	35%

Export Events

Step 15: Notice now in the Properties Listing the Status changes from Active to Finalized

- Once the property is finalized, the OHFA Program Compliance Analyst will receive an email stating the Property Name and who finalized it. The email is dated the day the Finalization occurred.
- Status: A property can be in one of six status stages:
  - **Active** - The property is open for the certification year
  - **Property Review** - The property is in the finalization process and is partially locked (contact DevCo Helpdesk to unlock)
  - **Finalized** - The property has been finalized for OHFA review. Editing is no longer possible for tenant events in that reporting year.
  - **Monitoring** - OHFA reviews the property before completion
  - **Resolution** - OHFA reviews the property before completion
  - **Completed** - Finalization of the property has been approved by OHFA and property has been closed for that certification year

Properties Listing

Earhart Properties (test)   614-466-4385
23 Test St
Cleveland OH 43215-6906
☐ Show All Owner Certificates

Properties Assigned to you:

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Forest G. Run (TEST)	2013	Completed	F-A-10-999-99, 199999	2	5
Forest G. Run (TEST)	2014	Finalized	F-A-10-999-99, 199999	2	5
Lindbergh Estates (Test)	2013	Completed	070050	3	13
Lindbergh Estates (Test)	2014	Active	070050	3	13
Salmon Chase Acres (Test)	2013	Completed	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50

SECTION X

ANNUAL CERTIFICATION

X. ANNUAL CERTIFICATION

Step 1: **Select the appropriate reporting year from the Property Listing screen.**

> e.g., 2014 reporting year select the 2014 effective date

Step 2: **Select:** **Annual Certification**

Step 3: **Review each section of the Property General Information Screen**

Step 4: **Answer the question for each section:** **e.g. Project Information is up to date**
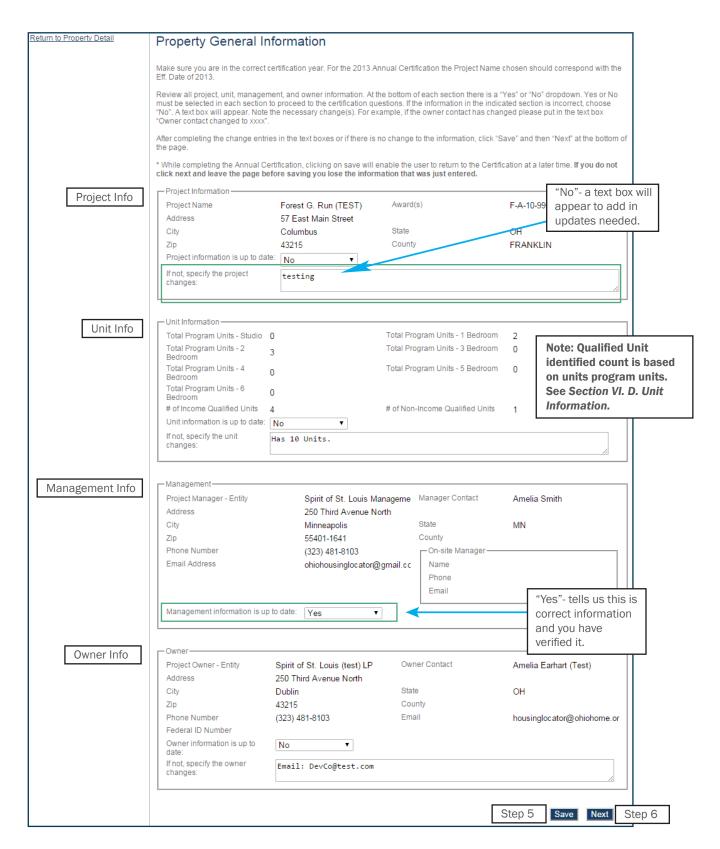
- From the drop down Choose "Yes" or "No"
  - If the information is **_not_** up to date then choose "No"
  - A text box, "**If not, specify the project changes**", will appear. Indicate the needed changes. (see example where address changed)

Step 5: **Select:** **Save**

- As you complete the certification, clicking on either **Save** or **Next** will capture the changes. You can return to the page at a later date. If you do not click on either of those two buttons you will lose your changes.

Return to Property Detail

Property General Information

Make sure you are in the correct certification year. For the 2013 Annual Certification the Project Name chosen should correspond with the Eff. Date of 2013.

Review all project, unit, management, and owner information. At the bottom of each section there is a "Yes" or "No" dropdown. Yes or No must be selected in each section to proceed to the certification questions. If the information in the indicated section is incorrect, choose "No". A text box will appear. Note the necessary change(s). For example, if the owner contact has changed please put in the text box "Owner contact changed to xxxx".

After completing the change entries in the text boxes or if there is no change to the information, click "Save" and then "Next" at the bottom of the page.

* While completing the Annual Certification, clicking on save will enable the user to return to the Certification at a later time. **If you do not click next and leave the page before saving you lose the information that was just entered.**

Project Info

Project Information

Project Name	Forest G. Run (TEST)	Award(s)	F-A-10-99
Address	57 East Main Street		
City	Columbus	State	OH
Zip	43215	County	FRANKLIN

Project information is up to date: No

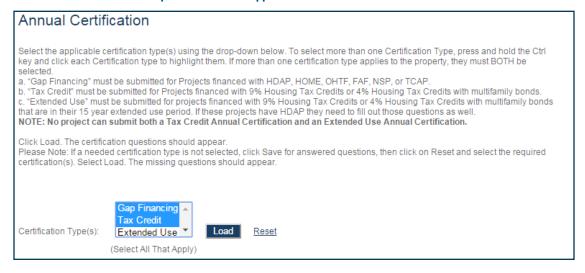If not, specify the project changes: testing

> "No"- a text box will appear to add in updates needed.

Unit Info

Unit Information

Total Program Units - Studio	0	Total Program Units - 1 Bedroom	2
Total Program Units - 2 Bedroom	3	Total Program Units - 3 Bedroom	0
Total Program Units - 4 Bedroom	0	Total Program Units - 5 Bedroom	0
Total Program Units - 6 Bedroom	0		
# of Income Qualified Units	4	# of Non-Income Qualified Units	1

Unit information is up to date: No

If not, specify the unit changes: Has 10 Units.

> **Note: Qualified Unit identified count is based on units program units. See *Section VI. D. Unit Information*.**

Management Info

Management

Project Manager - Entity	Spirit of St. Louis Manageme	Manager Contact	Amelia Smith
Address	250 Third Avenue North		
City	Minneapolis	State	MN
Zip	55401-1641	County	
Phone Number	(323) 481-8103	On-site Manager	
Email Address	ohiohousinglocator@gmail.cc	Name	
		Phone	
		Email	

Management information is up to date: Yes

> "Yes"- tells us this is correct information and you have verified it.

Owner Info

Owner

Project Owner - Entity	Spirit of St. Louis (test) LP	Owner Contact	Amelia Earhart (Test)
Address	250 Third Avenue North		
City	Dublin	State	OH
Zip	43215	County	
Phone Number	(323) 481-8103	Email	housinglocator@ohiohome.or
Federal ID Number			

Owner information is up to date: No

If not, specify the owner changes: Email: DevCo@test.com

Step 5 | Save | Next | Step 6

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Step 6: Select: Next to go to the Annual Certification screen

Step 7: Select the applicable certification type(s) using the dropdown below

- To select more than one certification type, press and hold the Ctrl key and click each Certification type to highlight them. If more than one certification type applies to the properties they must both be selected and submitted.
    - ◦ "**Gap Financing**" must be submitted for projects financed with HDAP, HOME, OHTF, FAF, NSP, TCE, or TCAP.
    - ◦ "**Tax Credi**t" must be submitted for projects financed with 9% Housing Tax Credits or 4% Housing Tax Credits with multifamily bonds.
    - ◦ "**Extended Use**" must be submitted for projects financed with 9% Housing Tax Credits or 4% Housing Tax Credits with multifamily bonds that are in their 15 year extended use period. If these projects have HDAP funding, GAP Financing questions need to be completed as well.

NOTE: No project can submit both a Tax Credit Annual Certification and an Extended Use Annual Certification

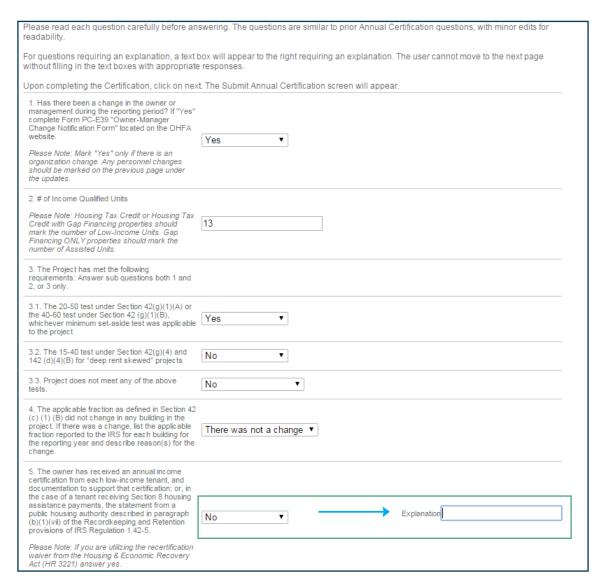**Step 8: Click: Load. The certification questions should appear**

Step 9: Fill out the questions

- **Note**: If a needed certification type is not selected or highlighted
    - ◦ Click **Save** for any answered questions, then click on **Reset** and select the required certification(s)
    - ◦ Select: **Load**. The missing questions should appear
- For questions requiring an explanation, a text box will appear to the right requiring the explanation. The user cannot move to the next page without filling in the text boxes with appropriate responses.

Please read each question carefully before answering. The questions are similar to prior Annual Certification questions, with minor edits for readability.

For questions requiring an explanation, a text box will appear to the right requiring an explanation. The user cannot move to the next page without filling in the text boxes with appropriate responses.

Upon completing the Certification, click on next. The Submit Annual Certification screen will appear.

1. Has there been a change in the owner or management during the reporting period? If "Yes" complete Form PC-E39 "Owner-Manager Change Notification Form" located on the OHFA website.

Please Note: Mark "Yes" only if there is an organization change. Any personnel changes should be marked on the previous page under the updates.

> Yes ▼

2. # of Income Qualified Units

Please Note: Housing Tax Credit or Housing Tax Credit with Gap Financing properties should mark the number of Low-Income Units. Gap Financing ONLY properties should mark the number of Assisted Units.

> 13

3. The Project has met the following requirements: Answer sub questions both 1 and 2, or 3 only.

3.1. The 20-50 test under Section 42(g)(1)(A) or the 40-60 test under Section 42 (g)(1)(B), whichever minimum set-aside test was applicable to the project

> Yes ▼

3.2. The 15-40 test under Section 42(g)(4) and 142 (d)(4)(B) for "deep rent skewed" projects

> No ▼

3.3. Project does not meet any of the above tests.

> No ▼

4. The applicable fraction as defined in Section 42 (c) (1) (B) did not change in any building in the project. If there was a change, list the applicable fraction reported to the IRS for each building for the reporting year and describe reason(s) for the change.

> There was not a change ▼

5. The owner has received an annual income certification from each low-income tenant, and documentation to support that certification; or, in the case of a tenant receiving Section 8 housing assistance payments, the statement from a public housing authority described in paragraph (b)(1)(vii) of the Recordkeeping and Retention provisions of IRS Regulation 1.42-5.

Please Note: If you are utilizing the recertification waiver from the Housing & Economic Recovery Act (HR 3221) answer yes.

> No ▼ ⟶ Explanation [   ]

Step 10: Select: Save
- As you complete the certification, clicking on either **Save** or **Next** will capture the changes. You can return to the page at a later date. If you do not click on either of those two buttons you will lose your changes.
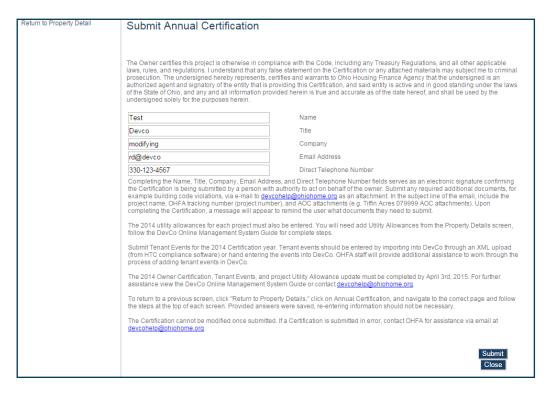
Step 11: Select: Next to go to the Annual Certification screen

Step 12: Fill out your credentials
- This information will serve as an electronic signature confirming the Certification is submitted by a person with authority to act on behalf of the owner
  - Name
  - Title
  - Company
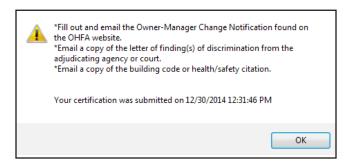 - Email Address
  - Direct Telephone Number

Step 13: Select: Submit

- If you need to send additional information, a reminder appears depending how you answered the certification questions:
    ◦ Owner-Manager change Notification
    ◦ Letter of findings or discrimination from the adjudicating agency or court
    ◦ Copy of the building code or health/safety citation

Step 14: Select: Print for your Records

- Clicking Print provides a summary of the three pages included in the Annual Certification
    ◦ Note: If you have returned to Annual Certification to print make sure you select all applicable certfication types on the Annual Certification screen, otherwise you will have an incomplete set of questions.

Step 15: Select: Close
- This will take you back to Property Details
- Once you submit your Certification, you cannot make changes.
- If you return to the Annual Certification screens a red time stamp will appear on all screens
  - The message indicates that your Certification was submitted successfully
  - Date and Time of submission is recorded
  - Anything you update after submission will not be saved
  - If a correction is needed contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
    - In the form:
      - ► Give the project number
      - ► Project Name
      - ► Explain why corrections are needed

Red timestamp will appear when you go back to Annual Certification after submitting it.

Submit Annual Certification

Changes will not be saved. This was submitted on 9/25/2015 2:46:41 PM

The Owner certifies this project is otherwise in compliance with the Code, including any Treasury Regulations, and all other applicable laws, rules, and regulations. I understand that any false statement on the Certification or any attached materials may subject me to criminal prosecution. The undersigned hereby represents, certifies and warrants to Ohio Housing Finance Agency that the undersigned is an authorized agent and signatory of the entity that is providing this Certification, and said entity is active and in good standing under the laws of the State of Ohio, and any and all information provided herein is true and accurate as of the date hereof, and shall be used by the undersigned solely for the purposes herein.

test	Name
test	Title
test	Company
test@test.com	Email Address
123-123-1234	Direct Telephone Number

Completing the Name, Title, Company, Email Address, and Direct Telephone Number fields serves as an electronic signature confirming the Certification is being submitted by a person with authority to act on behalf of the owner. Submit any required additional documents, for example building code violations, via e-mail to devcohelp@ohiohome.org as an attachment. In the subject line of the email, include the project name, OHFA tracking number (project number), and AOC attachments (e.g. Tiffin Acres 079999 AOC attachments). Upon completing the Certification, a message will appear to remind the user what documents they need to submit.

The 2014 utility allowances for each project must also be entered. You will need add Utility Allowances from the Property Details screen, follow the DevCo Online Management System Guide for complete steps.

Submit Tenant Events for the 2014 Certification year. Tenant events should be entered by importing into DevCo through an XML upload (from HTC compliance software) or hand entering the events into DevCo. OHFA staff will provide additional assistance to work through the process of adding tenant events in DevCo.

The 2014 Owner Certification, Tenant Events, and project Utility Allowance update must be completed by April 3rd, 2015. For further assistance view the DevCo Online Management System Guide or contact devcohelp@ohiohome.org.

To return to a previous screen, click "Return to Property Details," click on Annual Certification, and navigate to the correct page and follow the steps at the top of each screen. Provided answers were saved, re-entering information should not be necessary.

The Certification cannot be modified once submitted. If a Certification is submitted in error, contact OHFA for assistance via email at devcohelp@ohiohome.org.

*Fill out and email the Owner-Manager Change Notification found on the OHFA website.
*Email a copy of the Violation Report and any documentation of correction.

Print   Close

Additional documents required will appear after the submission is complete.

OHIO HOUSING FINANCE AGENCY

STAY CONNECTED...