



We Open the Doors to an Affordable Place to Call Home

The Annual Owner Reporting Webinar will begin shortly.

You should be able to view this & hear the speakers.

Comments/questions must be typed in on the right.

To Access this summary presentation click Handouts also on the right.



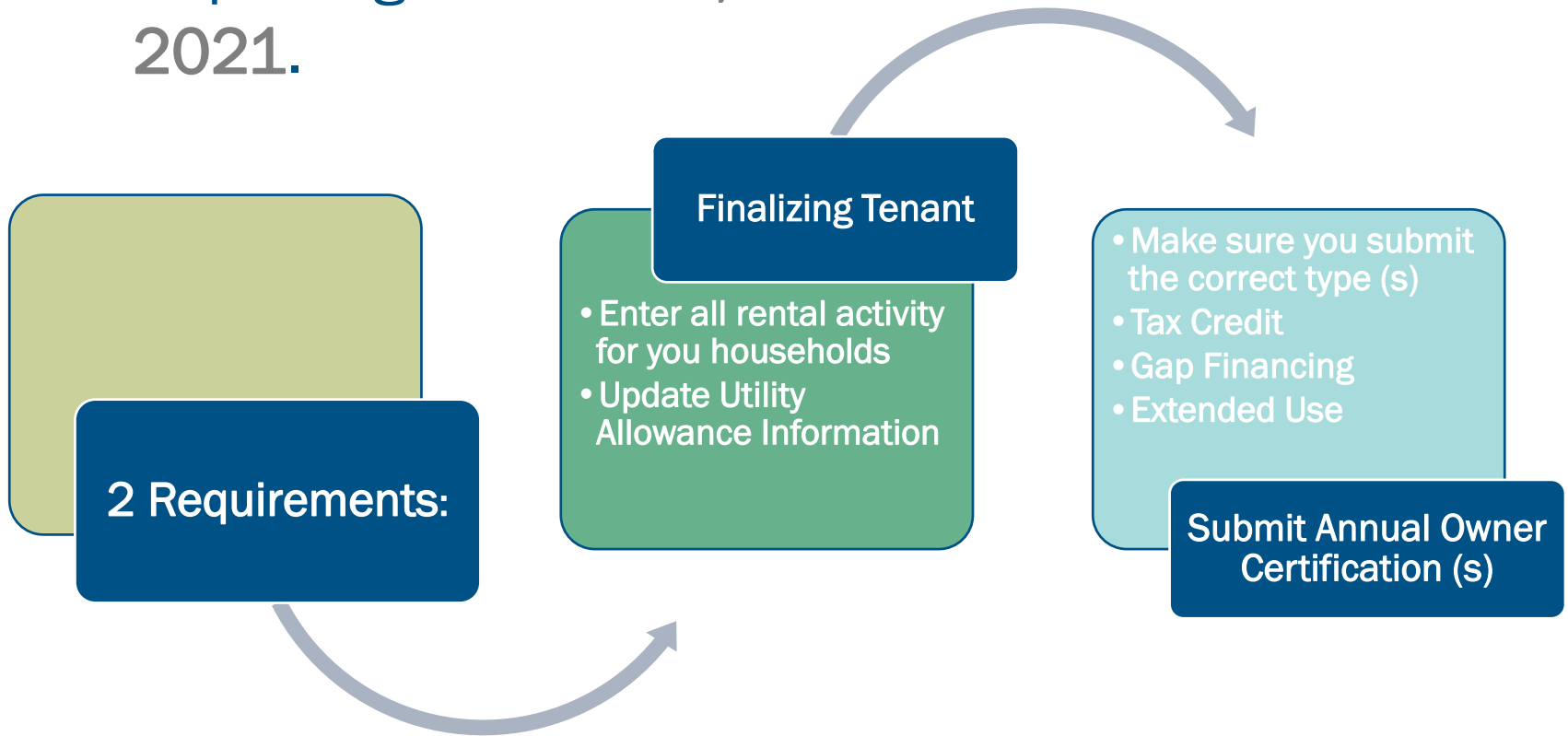
Today We will Cover

- ▶ **Deadline for 2020 Annual Owner Reporting**
- ▶ **Understand how to navigate DevCo.**
 - ✓ Manage DevCo Compliance Users
 - ✓ Utility Allowances
 - ✓ Export Events
 - ✓ Reviewing Errors/Warnings
 - ✓ Reviewing Utility Allowances
 - ✓ Finalize Year
 - ✓ Annual Certification
 - ✓ Common Errors
 - ✓ COVID-19 Impact to reporting



Annual Owner Reporting

- ▶ Deadline for Annual Owner Reporting is **March 1, 2021.**





Annual Owner Reporting

Projects in the Lease Up Phase

- Need to submit annual certification if your building is PIS & qualified at least one unit
- Finalize tenant data for qualified units

Projects Sold during the reporting year

- Owner at the end of the year is required to submit the AOR for the entire year
- Make sure you receive tenant files from previous owner

HDAP Only

- Projects that have HOME, OHTF, or NHTF units only need to report only on the units with HDAP funding

Extended Use Projects

- Required to report all activity for the year
 - Move-ins, move-outs, transfers, composition updates
 - Student certifications and income recertifications are not required



Annual Reporting outside of DevCo

- ▶ Deadline also **March 1, 2021**.

Other possible requirements outside of DevCo:

- ▶ Annual Operating Survey (not in DevCo)
 - ▶ Please complete one survey for each of your projects that were awarded tax credits between 2003-2017 (tracking numbers that begin with 03- through 17) and that have 10 or more units.
 - ▶ Questions contact Kevin Clark kclark@ohiohome.org
- ▶ Capital Investment Program (CIP) Annual Certification
 - ▶ Can be found on our website
 - ▶ <https://ohiohome.org/compliance/policies.aspx>



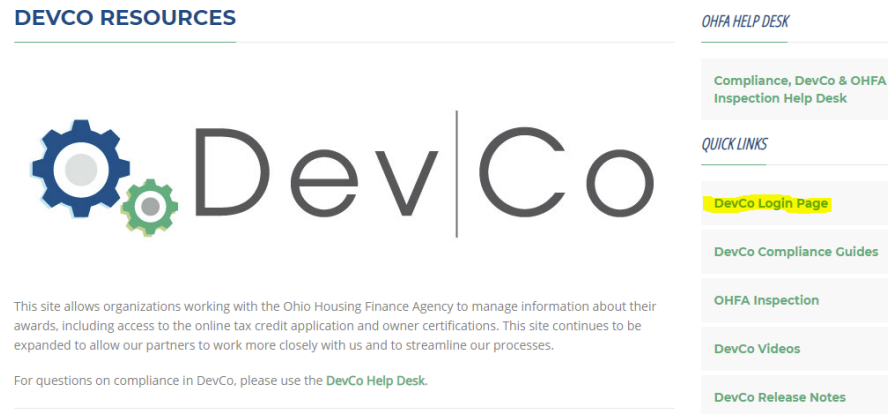
DevCo Resources

- DevCo Login page:
<https://devco.ohiohome.org/AuthorityOnline/Default.aspx>
- DevCo Homepage includes updates to DevCo & current AOR requirements:
<http://www.ohiohome.org/compliance/devco.aspx>
- Full DevCo Compliance User Guide:
<http://www.ohiohome.org/compliance/devcohelp.aspx>
- All DevCo How-to Videos:
<http://www.ohiohome.org/compliance/devcoveideos.aspx>



Accessing DevCo Online

- ▶ Start from OHFA's Homepage or the DevCo Homepage:
<http://ohiohome.org/compliance/devco.aspx>
- ▶ Click the DevCo Online System button

A screenshot of the DevCo Resources page. The page is divided into two main sections: 'DEVCO RESOURCES' on the left and 'OHFA HELP DESK' on the right. The 'DEVCO RESOURCES' section features the DevCo logo, which consists of two interlocking gears (one blue, one green) to the left of the text 'Dev|Co'. Below the logo is a paragraph of text: 'This site allows organizations working with the Ohio Housing Finance Agency to manage information about their awards, including access to the online tax credit application and owner certifications. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes.' Below this paragraph is a link: 'For questions on compliance in DevCo, please use the DevCo Help Desk.' The 'OHFA HELP DESK' section contains a list of links: 'Compliance, DevCo & OHFA Inspection Help Desk', 'QUICK LINKS', 'DevCo Login Page' (highlighted in yellow), 'DevCo Compliance Guides', 'OHFA Inspection', 'DevCo Videos', and 'DevCo Release Notes'.

- ▶ Enter your DevCo login and password
 - ▶ This is also where you register/request a temporary password



Finding Your Property

- Under Programs → Tenant Income Certification /Owner Certification
 - This takes you to properties you have access to
- ▶ Recommend clicking the filter and typing in the name for property if you have a long list of projects
- ▶ Note: Filter is required to view previous years
 - Check the box to Show All Owner Certificates
 - All Reporting Years available in DevCo will appear



Permissions and Associated Roles

Online - Project Owner

Has permission to Manage users, edit information, finalize a property.

Roles:

- Online Administrator
- Owner
- General Partner

Online - Property Manager

Has permission to Manage users, edit information.

Roles:

- Primary Manager

OC Editor

Has permission to edit information

Roles:

- On-Site Manager
- Manger

OC Viewer

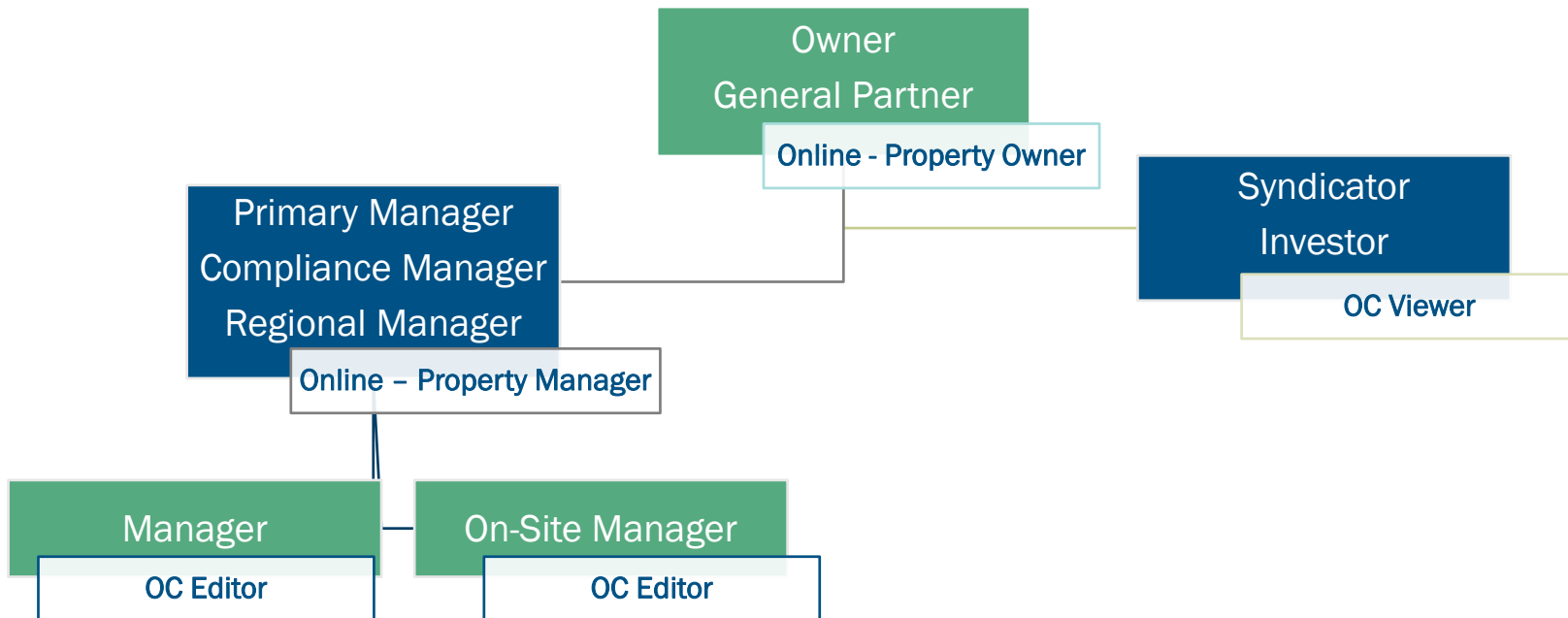
Has permission to only view information

Roles:

- Syndicator
- Investor

Manage DevCo Compliance Users

- Property Details screen → side panel on left → Manage Users





Project Information Updates

- Ownership and Management Information is listed on the Project Details page
 - If any information needs to be updated such as contact information or addresses, please contact the DevCo Help Desk.
 - Projects that have had an ownership and/or management company change needs to go our through **Project Changes** process
 - ▶ <https://ohiohome.org/compliance/changes.aspx>
 - ▶ Direct questions to HFAProjectchanges@ohiohome.org



Utility Allowances (UAs)

- Property Details Screen → *in upper right corner* Utility Allowances
 - ▶ Must be updated annually
 - ▶ If the UA amounts have not changed; no new effective date, update the verified date ONLY
 - ▶ New UAs should have the same effective and verified dates
 - ▶ Make sure you check all BINs
 - ▶ XML file users must put in the building style
 - ▶ Owner paid UAs only need to be marked on the building details page not the UA section



Event Types

- **Move In** - Initial certification for a tenant.
- **Move Out**- Tenant(s) is leaving the unit.
- **Recertify**- household only needs to complete a recertification for projects with market units or HDAP funding.
- **Transfer Out**- When you enter a Transfer Out, a Transfer In is automatically created by the system.
- **Composition Update**- Whenever there is a change in the household composition (e.g. one member moves out or in) this needs to be completed.
- **Rent Update**- Whenever there is a change in the rent this needs to be completed.
- **Student Update**- Every year on the anniversary date this needs to be completed for projects in the compliance period



Rules for entering Tenant Events

- For Market rate units, make sure you change the unit identity
- 100% LIHTC projects do not need to complete recertify events
- Always make sure transfer out date one day before the household transfer date.
 - Example transfer out 2/1/2020 so the transfer in date will be 2/2/2020
- When manually entering events always enter rent and income information at the top first, and push the top update button before entering household member and additional income at the bottom
- **Always** use the calculate household income and member income button before you push the bottom update button.

COVID19 Impact on Tenant Events

COVID-19 INFORMATION



- Income Recertifications were not required from April 1, 2020- December 31, 2020
 - We understand you may not have completed your recertifications for 2020
- Student Status Certifications were still required!
 - All Student Updates Events should be entered for the 2020 reporting year

Export Events

- Property Details Screen → *in upper right corner* Export Events
 - ▶ Overview of all events entered for the reporting year.
 - ▶ Property Owners or Managers can export events to an Excel spreadsheet.
 - ▶ Should be reviewed to make sure that all events were listed on the units at the property

Reviewing Errors/Warnings

- ▶ Property Details Screen → *below property name* Error link
- ▶ Issues listed may need resolved before finalizing, depending on type of issue listed.
 - ▶ Errors – must be corrected- very rare
 - ▶ Warnings – should be reviewed & may not require any further action
 - ▶ If the warnings are not resolved before finalizing, they may be addressed in the compliance letter later.



Finalize Year

- Property Details Screen → *in upper right corner* Finalize Year
 - ▶ Once the process is completed this submits your Tenant Data to OHFA.
 - ▶ Important to resolve any errors if needed before completing
 - ▶ Once this is done you will not be able to edit or add tenant information in DevCo for that reporting year
 - ▶ If you need to make any changes, contact the help desk



Annual Certification

- Property Details Screen → *in upper right corner* Annual Certification
 - ▶ This is a three page/screen online form.
 - ▶ Should be completed by the owner or a representative of the owner.
 - ▶ Make sure you choose to correct type of certification
 - ▶ Projects in the compliance period choose “Tax Credit”
 - ▶ Projects with HDAP units (HOME, OHTF, NHTF) choose “Gap Financing”
 - ▶ Projects in the extended use period choose ‘Extended Use’
 - ▶ If you are in the compliance period w/ HDAP units **choose both!**
 - ▶ This also applies to projects in extended use with HDAP units

Annual Certification



- COVID-19 Impact
 - ▶ If income recertifications were not completed due to the IRS waiver or HOME suspension please answer NO to #3
 - ▶ Explanation should refer to the IRS Notice 2020-53 or HOME Memo from April 2020
 - ▶ This is only if income recertifications were required
 - ▶ If project facilities and/or amenities were closed in 2020
 - ▶ Question 8 is NO
 - ▶ Explanation is the same as above



Import Events

- Property Details Screen → *in upper right corner* Import Event
 - ▶ Section for XML uploads
 - ▶ If you have compliance software
 - ▶ You must convert your file to an XML file before uploading
 - ▶ DevCo can support XML files that are in the NAHMA 4.0 standard or below
 - ▶ Please review the XML how-to-video and section of the compliance user guide for more information

Compliance, DevCo & Inspection Help Desk

COMPLIANCE AND DEVCO HELP DESK

Please submit your questions or issues. For the protection of your residents, do not include any personally identifiable information such as social security numbers. If you have a "Project Number" please include it. If your question is not property specific, please include "none" for the "Project Name". After entering all information, you must complete the web security verification. Click "Submit" to send us your information. You should see a confirmation that your submission was successful. Thank you.

Please choose issue category: DevCo Compliance Inspection

Category:

Project Name:


Project Number:

Contact Name:

Organization: No Organization Found

Email:

Inquiry Details: *To submit a file as part of the helpdesk request you must log into DevCo and click "Help" to have this feature available.*

I'm not a robot 

- Please be as detailed as possible in your inquires
 - Choose the correct category and sub category
- Only allowed to attach documents while logged into DevCo
- Your answer may be in the FAQs or the compliance user guide!

<https://devco.ohiohome.org/devcoinquiries/>



Thank you for Attending!

- This webinar recording will be available on the DevCo Videos page

Be on the lookout for other compliance trainings!

- ▶ Compliance Policies and Regulations Training- *registration open*
- ▶ Conquering Acq/Rehab Training- *registration open*
- ▶ **NEW** LIHTC Essential Training- *coming soon*
- ▶ *Make sure you are sign up for constant contact messages!*

<https://ohiohome.org/multifamily/default.aspx>