



*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 the questions tab.*

To Access this summary presentation click [Handouts](#) also on the right.



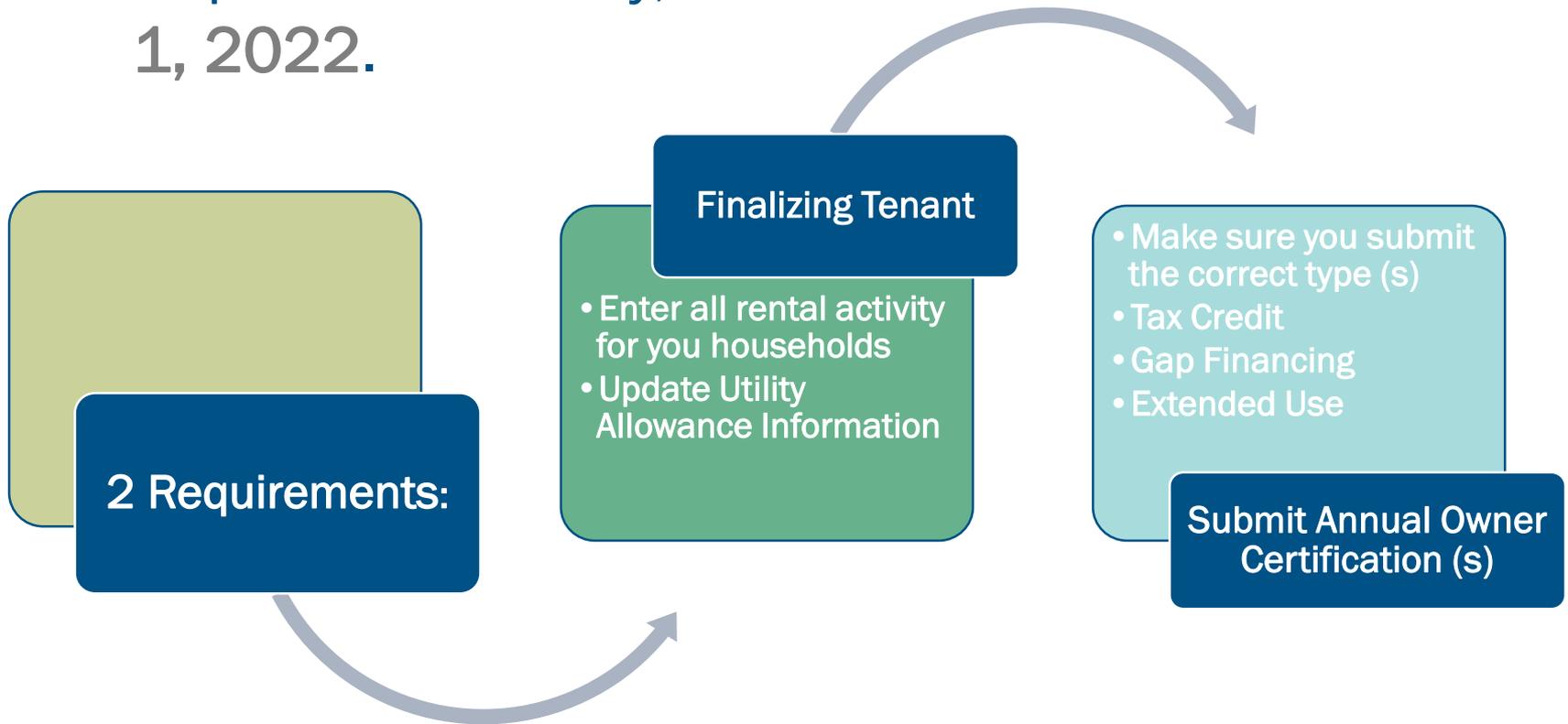
# Today We will Cover

- ▶ **Deadline for 2021 Annual Owner Reporting**
- ▶ **Understand how to navigate DevCo Compliance.**
  - ✓ Manage DevCo Compliance Users
  - ✓ Utility Allowances
  - ✓ Export Events
  - ✓ Reviewing Errors/Warnings
  - ✓ Reviewing Utility Allowances
  - ✓ Finalize Year
  - ✓ Annual Certification
  - ✓ Common Errors
  - ✓ Tips for correcting issues found on compliance findings letters



# Annual Owner Reporting

- ▶ Deadline for Annual Owner Reports is Tuesday, **March 1, 2022.**





# 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, rent updates
  - Student certifications and income recertifications are not required



# Annual Reporting outside of DevCo

- ▶ Deadline also **March 1, 2022.**

## 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 2005-2018 (tracking numbers that begin with 05- through 18) and that have 10 or more units.
  - ▶ Questions contact Kevin Clark [kclark@ohiohome.org](mailto:kclark@ohiohome.org)
- ▶ Capital Investment Program (CIP) Annual Certification
  - ▶ Can be found on our website
  - ▶ <https://ohiohome.org/compliance/policies.aspx>



# DevCo Resources

- Annual Reporting Requirements Chart  
<https://ohiohome.org/compliance/documents/CertificationReportChart.pdf>
- DevCo Login page:  
<https://devco.ohiohome.org/AuthorityOnline/Default.aspx>
- Compliance homepage includes updates to current AOR requirements:  
<https://ohiohome.org/compliance/policies.aspx>
- Full DevCo Compliance User Guide:  
<https://ohiohome.org/devco/complianceguides.aspx>
- All DevCo How-to Videos:  
<https://ohiohome.org/devco/videos.aspx>



# Accessing DevCo Online

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

**DEVCO RESOURCES**

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.

For questions on compliance in DevCo, please use the [DevCo Help Desk](#).

**OHFA HELP DESK**

[Compliance, DevCo & OHFA Inspection Help Desk](#)

**QUICK LINKS**

- [DevCo Login Page](#)
- [DevCo Compliance Guides](#)
- [OHFA Inspection](#)
- [DevCo Videos](#)
- [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 reporting 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

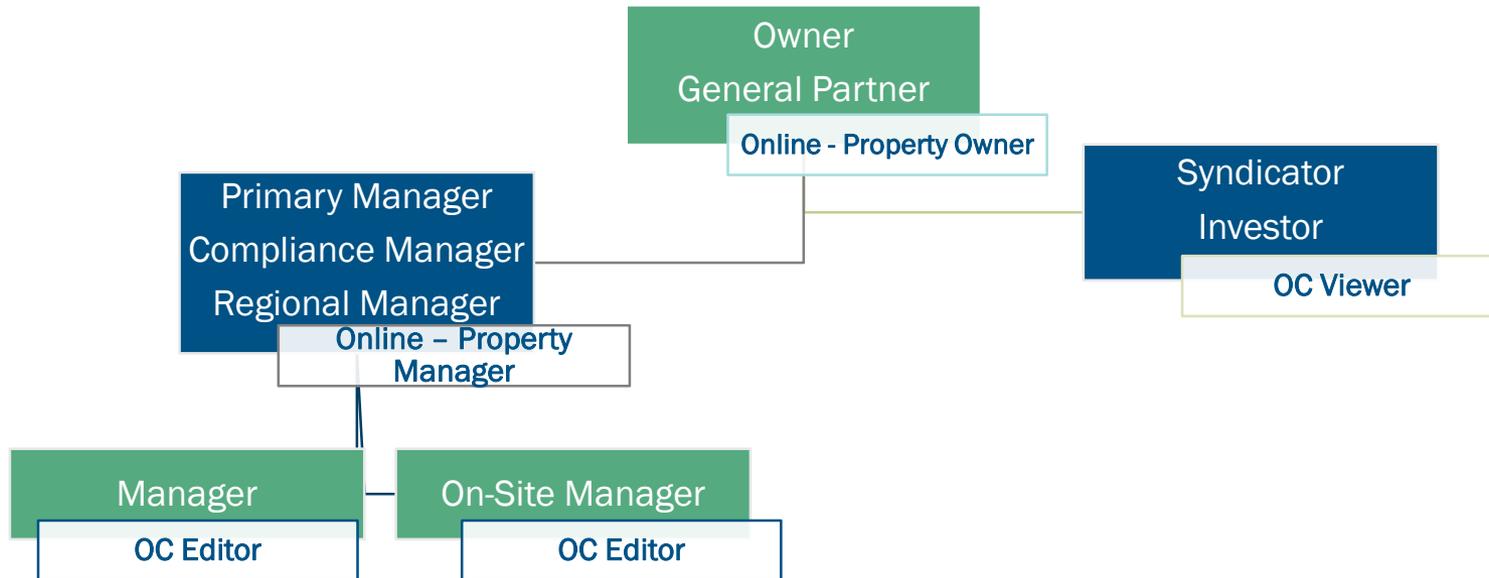
Roles:

- Syndicator
- Investor



# Manage DevCo Compliance Users

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



\*Online project owners and online property managers are responsible for approving, denying and removing old 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 the ***Project Changes*** process
    - ▶ <https://ohiohome.org/compliance/changes.aspx>
    - ▶ Direct questions to [HFAProjectChanges@ohiohome.org](mailto:HFAProjectChanges@ohiohome.org)



# Utility Allowances (UAs)

- Property Details Screen → *in upper right corner* Utility Allowances
  - ▶ **Must be updated annually**
    - ▶ Even if the UA amounts have not changed; no new effective date, must only update the verified date for the new UA
    - ▶ 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 need to complete this event for projects with market or HDAP funding (OHTF, NHTF and HOME) units.
- **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 (i.e. a household member moves out or in) this needs to be completed.
- **Rent Update**- Anytime there is a change in the rent this needs to be completed (This includes subsidy and utility allowance amount changes).
- **Student Update**- Event needs to be entered for projects in the compliance period for the day the household signs their student status certifications. Optional for extended use projects.



# Rules for entering Tenant Events

- Events must be entered in chronological order (this is even across certification years).
- For Market rate units, make sure you change the unit identity to market/manager on the event details page

A screenshot of a web form. On the left, there are several input fields: 'Unit Identity', 'Unit', 'Allowance Amount', 'Household Income at Move-in', and 'Income Level %'. On the right, there is a 'Program Unit' dropdown menu. The dropdown is open, showing options: 'Program Unit', 'Manager', 'Maintenance', 'Model', 'Security', and 'Market'. The 'Manager' and 'Market' options are highlighted in yellow.

- HDAP units (HOME, NHTF and OHTF) must mark the HDAP award box for the correct units

A screenshot of an 'Awards' section. It contains four items, each with a checked checkbox and a label: 'N-B-07-1111 - HDAP-LIHTC(HOME)', '079999 - LIHTC - Competitive', 'SILVER BELLS - HDAP-HDGF(HOME)', and 'TCE-07-9999 - TCE-1602'. The labels for the first and third items are highlighted in yellow. At the bottom of the section is an 'Update' button.

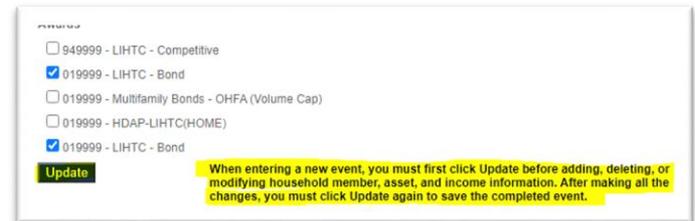
- 100% LIHTC projects do not need to complete recertify events
  - Must enter student updates during the compliance period



# Rules for entering Tenant Events cont'd

- 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 total 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- September 30, 2021
  - We understand you may not have completed your recertifications for 2021
  - Tip: Must have clarification record in files that income recerts were required and not completed.
- Student Status Certifications were still required!
  - All Student Updates Events should be entered for the 2021 reporting year

# Export Events

A vertical list of navigation menu items in a dark blue box with white text. The items are: Utility Allowances, Import Events, Export Events (circled in yellow), Finalize Year, Annual Certification, Remove Property, and Upload Documents.

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

- 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



# 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

<https://www.youtube.com/watch?v=dD-731zeo0k>



# 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
- ▶ You are able to finalize with warnings but these issues may come up in compliance letters
- ▶ 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

Utility Allowances
Import Events
Export Events
Finalize Year
<b>Annual Certification</b>
Remove Property
Upload Documents

- Property Details Screen → *in upper right corner* Annual Certification
  - ▶ This is a three page online form.
  - ▶ Should be completed by the owner or a representative of the owner.
  - ▶ Make sure you choose to correct type(s) of certification(s)
    - ▶ Projects in the compliance period choose “Tax Credit”
    - ▶ Projects with HDAP units (HOME, OHTF,NHTF) must 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
      - ▶ Use the Ctrl button on your keyboard to choose two certifications at the same time

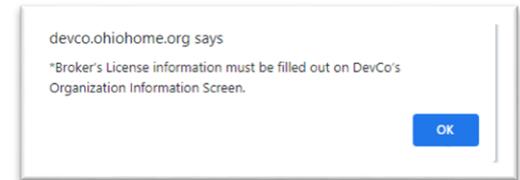


# Annual Certification cont'd

## Third Party Managed projects

Must have an active brokers license from someone at the management company

Enter broker license information in DevCo under the organization page



## 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 2021
  - ▶ Question 8 is **NO**
  - ▶ Explanation is the same as above





# After the March 1<sup>st</sup> Deadline

## Compliance Findings Letters

- Be patient with our analyst that are creating the compliance letters- we have over 1,500 properties
- Questions about findings should be directed to the analyst listed on the letter (not your audit analyst 😊).
- Once compliance findings are corrected, you **must re-finalize the project!**
  - This notifies the analyst that you have completed your findings. You can also send an email to let them know you have corrected the issues
- Must request an extension **before** your deadline. Do not wait until the last minute to request an extension! Standard 30 days to correct findings

# 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
  - Always include BIN **and** unit numbers if issues are with units so we can see an example (same for UAs)
- Only allowed to attach documents/screenshots while logged into DevCo
- Your answer may be in the FAQs or the compliance user guide! Please use these resources

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



# Thank you for Attending!

- This webinar recording will be available on the DevCo Videos page
  - No CEUs or certificate for this training

Be on the lookout for other compliance trainings dates for the 2022 year!

- ▶ Annual Owner Reporting Webinar - February 8<sup>th</sup>
- ▶ *New On-Demand Extended Use Training- Coming Soon*
- ▶ *Compliance Policies and Regs, LIHTC Essentials and Acq/Rehab all coming back this year*

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



# Contact Information

**Ashley Sweeney**

*Training and Technical Assistance  
Coordinator*

[asweeney@ohiohome.org](mailto:asweeney@ohiohome.org)

614-728-6491



**Any questions?**

**Thank you for attending!**