



HOME | HOUSING CREDITS | HOUSING TRUST FUND

*application workshop*



1

2

3

3

4

1.10	2.70	0.90	1.10	3.50
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1

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Please Silence all cell phones  
and/or electronic devices.



THANK YOU!

The background of the slide is a faint architectural drawing, likely a site plan or floor plan, showing various rooms, corridors, and structural elements. It includes dimensions and labels such as 'WA3', 'DW2', 'DW4', 'DA1', and 'DA2'.

# AHFA 2018 HOME/Housing Credit/HTF APPLICATION WORKSHOP

Culmination of year round efforts to provide information via:

[www.ahfa.com](http://www.ahfa.com):

- Plans (prior and current)
- Application Documents
- Q & A opportunity
- MF Notices
- Application Guidance
- Resources

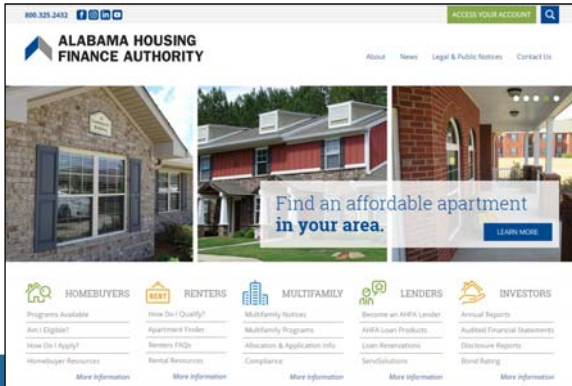
Trainings/Meetings:

- Public Hearings
- Environmental Workshop
- CHDO Workshop
- Application Workshop

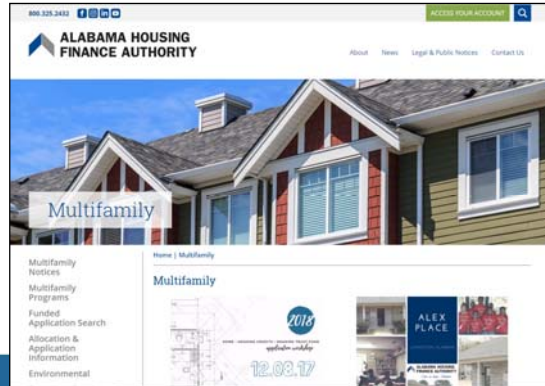
Today we will focus on preparations for the 2018 Application Cycle

# AHFA Online

AHFA.com



AHFA.com/multifamily



## AHFA 2018 Allocation Estimates

	Housing Credit	HOME	HTF
Allocation	\$11.6M \$4.5M FYBC \$7.1M remaining	\$8M (EN) \$4.9M (uncommitted) \$2.1M (PI) YTD ~\$15M Total	\$6M (PY16 & PY17)
Set Asides*	NP (10%) \$1.16M	CHDO (15%) \$1.2M	None
Caps*	12% \$1.4M	20% \$1.6M	\$1.3M
Uses	New Construction Acq/Rehab Adaptive Reuse	New Construction	New Construction
Units	Min: 12 Max: Cap Based	Min: 12 Max: 56	Min: None Max: None

\*applies to current year allocation

# HOME & Housing Credit Application Process

## **Awards Selection**

1. Highest scoring project per county with ownership by an AHFA approved CHDO until regulatory 15% CHDO set-aside is met.
2. Highest scoring Housing Credit project and/or HOME project combined with Housing Credits per county until all available 2018 Housing Credits have been allocated.
3. If HOME funds still remain, the highest scoring HOME project combined with Housing Credits may be awarded per county, subject to a future-year Housing Credit allocation.

# HOME & Housing Credit Application Process

## **Tiebreaker Changes**

The 7<sup>th</sup> tiebreaker priority – to the owner who requested the least amount of Housing Credits per unit without expectations of additional AHFA funding to offset the difference.



# HOME & Housing Credit Application Process

## **Scoring Changes**

- Points for providing a gazebo were reduced from 3 to 2.
- Attached bike rack (1/building, including the Community Building) added as a 2 point amenity.
- Points for Capital Fund Program and Replacement Factor funds were reduced from a maximum of 5 points to a new maximum of 3 points.



# HOME & Housing Credit Application Process

## Scoring Changes

- A maximum of 3 points will be given to a project with a letter from USDA stating the applicant appears to meet the requirements for a transfer/assumption of an existing USDA Rural Development 515 loan and final underwriting must be completed in accordance with USDA Rural Development requirements.
- The % of units for HUD commitments of rental/operating subsidies were increased from 25% to 75%.
- Points for attendance at the AHFA sponsored HOME/Housing Credit Workshop were removed.

# HOME & Housing Credit Application Process

## Scoring Changes

- Points were increased from 7 to 8 for 100% repayment of a HOME loan.
- Points were increased from 5 to 6 if the proposed project owner fully executed a commitment with AHFA for a 15-year extension of the project's original HOME loan.
- The distance to neighborhood services was expanded from 2 to 3 miles of the site.
- Points will not be deducted for properties located adjacent to a railroad if the environmental report indicates that noise levels are acceptable (outside noise level <65dB, interior noise level <45dB).

# HOME & Housing Credit Application Process

## Order of Submittals

1. Community Housing Development Organizations (CHDO)
2. Registration and Deviation Requests
3. Application Package & AHFA Authority DMS Online Application

# HOME & Housing Credit Application Process

## **CHDO Certification Applications**

**Due by 5pm CST on December 13, 2017**

Only 2018 Applicants with a CHDO Certification Application submitted by the deadline will be considered for the CHDO Set-Aside in the 2018 Competitive Cycle.

# HOME & Housing Credit Application Process

## Deviation Requests and Registration

**Due by 5pm, January 2, 2018**

Deviation Requests

**Due by 5pm, January 30, 2018**

Application Log

# HOME & Housing Credit Application Process

## Application

**Due 9am-5pm CST, February 1, 2018**

### Application Fees\*

- \$10,000
- \$7,500
- \$2,000 Community Housing Development Organization (CHDO)

### Application Package

AHFA DMS Online Application (include printed copy with Application Package)  
Environmental and Market Studies

### If Applicable:

- Capital Needs Assessment & Summary
- AHFA Approval to compete for CHDO Set-Aside

**\*Note:** \$1,000 Ownership Structure Fee for each owner (individual/entity) exceeding eight (8)

# HOME & Housing Credit Application Process

## Missing and/or Incomplete Document Fees

Missing /Incomplete Document	Required Fee	Missing Item Occurrence Rate
Missing / Incomplete Application Document	\$2,000 per document	1 / document
Incomplete 3 <sup>rd</sup> -Party Report	\$2,000 per report	1 / report
Requests for additional information or clarification of 3 <sup>rd</sup> -Party Report	\$2,000 after 5 or more	1 / report

**Notes:**

**Any application with eight (8) or more missing items occurrences will result in an automatic termination of the application.**

**If AHFA determines that any threshold requirement is missing or fails to materially adhere to the AHFA defined standards during the completeness review, the application will be terminated.**

**Missing / Incomplete items do not include point scoring items.**



## Submission Requirements

### Authority DMS Document Upload:

- Market Study & Certification
- Environmental Site Assessment Reports
- Capital Needs Assessment

### 3-ring binders with each appendix separately tabbed:

- Market Study & Certification
- Environmental Site Assessment Reports
- Capital Needs Assessment

**NOTE:** Binders should be sized appropriately to contain the identified materials (more than one per study/report may be used if necessary – please number accordingly)









## Submission Requirements

### Application Forms and Documents:

- 2-hole punched
- Smead Pressboard Fastener Folder with SafeSHIELD Coated Fasteners, 3" expansion, legal size, 60% recycled, Gray/Green, Item #935783

Digital (PDF) Copies: *Each form must be saved individually by listing the AHFA form number, form title, and name of project.*

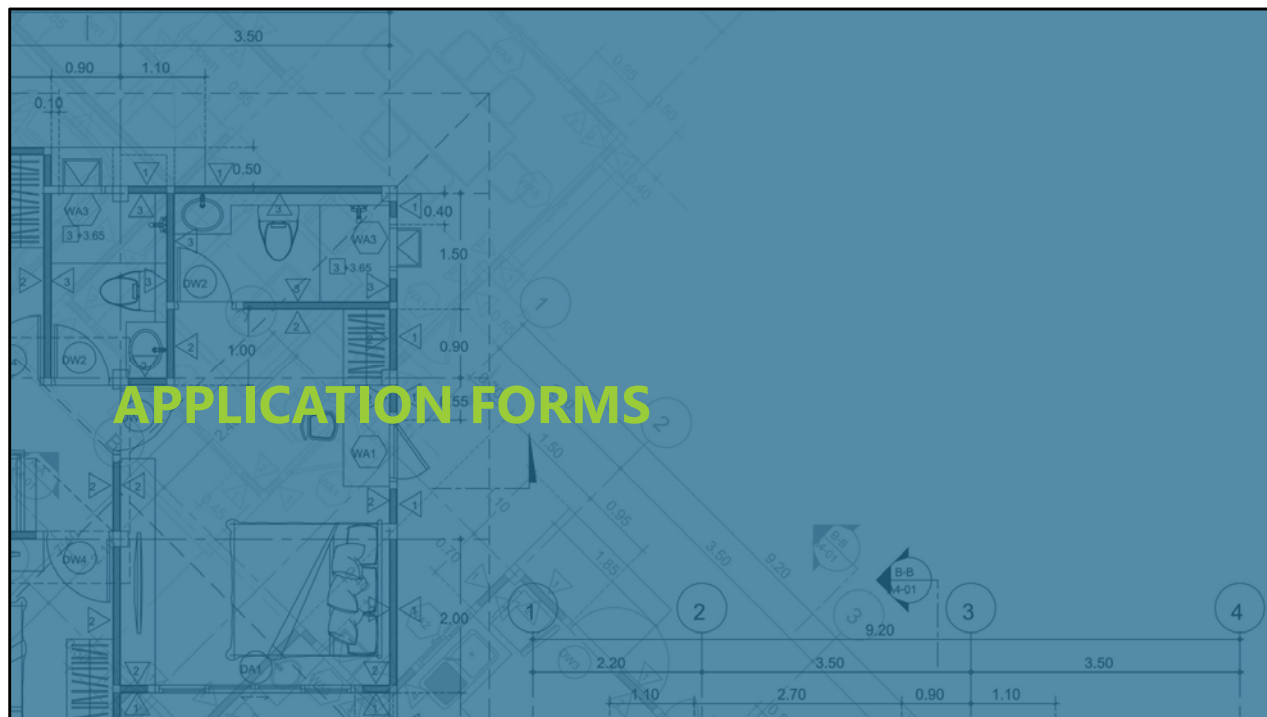
-  2a. Ownership Entity forms - ABC Estates
-  2b. Credit Authorization forms -ABC Estates
-  3a. Market Study Certification-ABC Estates
-  3b. Market Study- ABC Estates

# Submission Requirements

Design Quality Standards / Construction Manual:

- AHFA Construction Standards
- Inspection and Report Requirements





# Application Forms

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Forms are a reference tool for the online application.  
Complete all forms prior to starting online application.

- Application Log
- Chief Elected Official Response Form
- Deviation Request Form
- Schedule of Real Estate Owned Form
- AHFA 2018 Management Verification Form
- Management Relevant Experience Form
- New Construction/Rehabilitation Architect's Certification Form
- Applicant/Owner Signature Authorization Form
- Owner Zoning Certification Form
- Disabilities/Homeless Election Form & Best Practices for MOU

## 2018 Application Forms Application Log

2018 APPLICATION LOG											Complete and submit the Excel Version of the Application Log for each application to the following email address by 5:00 PM CST on Tuesday, January 30, 2018: ahfa.mf.application@ahfa.com			
AHFA Staff Only														
	Initial Date	Initial Time	Initials	Final Date	Final Time	Initials	\$10k fee, less than 3 AHFA projects	\$7500 fee 3 or more AHFA projects	\$2K CHDO Fee	Additional Application Fee	\$500 HTF App Fee	Project #	Project Name	Project Address
1														
2														
3														
4														
5														

## 2018 Application Forms Chief Elected Official Response Form

<b>4a A. CHIEF EXECUTIVE OFFICER INFORMATION FORM</b>		
<p>Applicant should complete this form in its entirety. The applicant must select the preferred method (Federal Express or Email) for AHFA to use in sending notification of receipt of the project application to the Chief Executive Officer. If Federal Express is the preferred method, the applicant must complete a prepaid Federal Express delivery label and provide it with this form. If email is the preferred delivery method for notification, it is not necessary to provide the Federal Express delivery label.</p>		
<b>CHIEF EXECUTIVE OFFICER (CEO) INFORMATION</b>		
Chief Executive Officer Name	Office Held	City or County Name
Preferred Delivery Method for Notification: <input type="checkbox"/> FedEx <input type="checkbox"/> Email		
Delivery or Mailing Address		
CEO Phone	CEO Email	
<b>PROPOSED PROJECT INFORMATION</b>		
Project Name	Project Address	
Project Type		
<input type="checkbox"/> New Construction	<input type="checkbox"/> Acq. / Rehab.	<input type="checkbox"/> Adaptive Reuse
		Funding Types Requested
		<input type="checkbox"/> HOME <input type="checkbox"/> Housing Credits
Target Tenants	Number of Units	Current Zoning
<input type="checkbox"/> Multifamily <input type="checkbox"/> Elderly		
Owner		
Mailing Address		
Owner Contact		
Owner Contact Company		
Company Mailing Address		
Owner Contact Phone	Owner Contact Email	AHFA Application #

# 2018 Application Forms

## Deviation Request Form

### Deviation Request Form

A fully completed version of this Deviation Request Form (DRF), along with all supporting documentation, must accompany each applicant/owner request for any deviation(s) from AHFA's 2018 Design Quality Standards and Construction Manual. The DRF will require AHFA's written approval and may be only submitted under the following scenarios:

- **Prior to submitting your application:** Please submit the DRF to AHFA at least thirty (30) days prior to each applicant's application submission.
- **During the construction period:** Each DRF must be approved by AHFA before any work commences or any deviation is made on the construction site.

All requested deviations will be subject to the appropriate fee(s) published at [www.ahfa.com/multifamily/multifamily-programs](http://www.ahfa.com/multifamily/multifamily-programs)

Please submit your DRF, along with all supporting documentation, via email to [ahfa.mf.general@ahfa.com](mailto:ahfa.mf.general@ahfa.com) and place "Deviation Request: Applicant's Project Name" in the subject line.

Date: 10/20/2017

Project Name: **Project Name** Project Application Number: **2018000**

Owner Name: **Owner Entity Name** Owner Address: **Address, City, State, Zip**

Owner Contact: **Contact Name** Contact Phone: **555-555-5555 x.555** Contact Email: **name@email.com**

Addendum	Section	Pg #	Specific Requirement (copy and paste text from DQS)	Requested Deviation (provide reason for request)	Approved /Denied

# 2018 Application Forms Schedule of Real Estate Owned

14a

Schedule of Real Estate Owned

Active - AHFA Projects

Part 1

2018

The projects provided on this Schedule of Real Estate Owned (Active-AHFA Projects), that meet the requirements listed below, will be counted for owner experience in the 2018 application cycle for the Organization or Individual listed below. This form should be completed for each ownership organization and individual.

Complete the information below for all active AHFA funded projects that have received a Housing Credit Reservation Letter or HOME Written Agreement in 2006 or later and either (1) closed their HOME loan, or (2) received the IRS 8609 form, for the ownership organization/individual listed below.

Projects should be listed in descending order beginning with the most recent active AHFA funded project. **Do not include projects approved but not yet Placed in Service.**

☐ The individual/organization listed below does not own any active AHFA funded projects.

Date:

Application Project Name:

Organization/Individual Name:

Organization Number:

Active AHFA Projects Since 2006

Project Name	Project Number



2018 Application Forms [Schedule of Real Estate Owned \(non-AHFA\)](#)[illegible]

## 2018 Application Forms **Schedule of Real Estate Owned (Part 3)**

Schedule of Real Estate - Approved and/or Under Construction (AHFA and non-AHFA)							Name of Organization/or Individual
Certification Part 3 2018							
Section I: Complete the information in this section for all multifamily projects the above referenced organization/individual currently has approved and/or are currently under construction. (Include additional copies of this form as needed).							
<input type="checkbox"/> The individual/organization currently does not have any multifamily projects approved and/or under construction.							
Project Name	State	Project Type (NC, Rehab, or ACQ/Rehab)	# Units	# Low-Income Units	Anticipated Place in Service Date	Total Project Cost	Funding Source(s) (Name of financing entity, contact person, and phone number)
Section II: Are there or have there been any uncorrected 8823's, pending judgements, legal suits/actions or bankruptcy claims against any of the projects listed (in Forms Part 1, Part 2, or Part 3). No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, please attach an explanation)							
Have any staff or development teams members listed in application previously or currently been involved in litigation against another housing credit agency? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach an explanation)							
<b>I, the undersigned, certify that the information provided in the Schedule of Real Estate Forms Part 1, Part 2, &amp; Part 3 is true and correct in connection with my 2018 application for Housing Credits, Housing Credits combined with HOME funds or Multifamily Housing Revenue Bonds. I hereby further acknowledge that in reviewing and considering my request, AHFA may request additional information from me or the financing entities for the purpose of evaluating my request.</b>							
<input type="text"/> Print Name				By: <input type="text"/> Signature			
<input type="text"/> Date				Its: <input type="text"/>			

# 2018 Application Forms AHFA 2018 Management Verification

19c

AHFA

2018 Management Verification Form

The projects provided on this verification form will be counted for management experience in the 2018 application cycle for the Management Company listed below.

Management companies should provide copies of the completed verification form to any/all 2018 project applicant(s) with whom they will be affiliated.

To qualify for maximum points, Management Companies with fewer than ten (10) AHFA projects or 1,000 low-income units listed on this form should also provide the AHFA Management Relevant Experience Form, if applicable, to any/all 2018 project applicant(s).

☐ The organization listed below does not manage any AHFA funded projects.  
Date: \_\_\_\_\_

Application Project Name \_\_\_\_\_ ☐

Application Project Number (if any) \_\_\_\_\_

Management DMS Organization \_\_\_\_\_

Management Company Name \_\_\_\_\_

Management Company Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Number of Projects	AHFA Project Number	Project Name	Apartment City	Number of Units	Total Number of Low-Income Units
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

# 2018 Application Forms Management Relevant Experience

19d Management Relevant Experience Form 2018						
To qualify for management points, the Management Relevant Experience Form must be completed <u>Only</u> by management organizations with: (1) fewer than ten (10) AHFA projects or 1,000 units as listed on the AHFA 2018 Management Verification Form or (2) need to list non-AHFA funded projects to obtain points. Complete the information below for each low-income multifamily housing development your organization currently manages. List only those HOME/Housing Credit, HUD, USDA RD projects which have activities, features, and/or are similar in size or scope to the proposed project. Do not include projects approved but not yet placed in service. Attach copies of this form as needed to qualify for the maximum number of points.						
Management Firm:		Contact Person:		Contact Phone:		
DMS Organization Code:						
	State	Project Type (NC, REHAB, or ACQ/REHAB)	# Units	# Low-Income Units	Date Placed in Service	# Years Managed
Project Name:						
Project Contact:						
Project Name:						
Project Contact:						
Project Name:						
Project Contact:						
Project Name:						
Project Contact:						

Number of affordable units currently managing: \_\_\_\_\_

I, the undersigned, certify that the information provided is true and correct. I further acknowledge that AHFA may request additional information for purposes of evaluating this application.

Print Name: \_\_\_\_\_ By: \_\_\_\_\_  
Date: \_\_\_\_\_ Its: \_\_\_\_\_  
(Signature)

# 2018 Application Forms New Construction/Rehabilitation Architect's Cert.

20a

**New Construction Square Footage  
and Architect's Certification 2018**

Project Name: \_\_\_\_\_  
# of Units: \_\_\_\_\_  
City: \_\_\_\_\_

The project's architect, who is licensed in the State of Alabama, must complete this form. This form evidences that the project meets  
AHFA square footage requirements as detailed in the AHFA Design Quality Standards/Construction Manual. If applicable, provide AHFA's  
written approval of Deviation Request. Complete additional copies of this form as needed.

The following information refers to (check one): ☐ Low-Income Units ☐ Market Rent Units  
☐ Family ☐ Elderly  
(Duplicate this page for information regarding the type of units not checked above.)

Type:	# of Units:	# of Baths:	Bedroom Sq. Foot: (List the Sq. Ft. for each B/R)				Heated Area:	Total Heated Area:
			1+ B/R	2+ B/R	3+ B/R	4+ B/R		
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Bedroom							s.f.	s.f.
Living Units Total							Total Heated Living Area:	s.f.
Community/Clubhouse Building							s.f.	s.f.
Office Area							s.f.	s.f.
Community Laundry							s.f.	s.f.
Other Buildings (specify):							s.f.	s.f.
Other Buildings (specify):							s.f.	s.f.

## 2018 Application Forms **New Construction/Rehabilitation Architect's Cert.**

<b>20b</b>	<b>Amenities 2018</b>		Project Name: _____
			# of Units: _____ City: _____
<b>REQUIRED UNIT AMENITIES FOR ALL PROJECTS</b>			
Please mark each check box to notate all required amenities are included in each unit you have selected for the proposed project. If the proposed project does not have all required unit amenities, provide AHFA's written approval of applicable Deviation Request.			
<input type="checkbox"/> Range	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Ice Maker
<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Heater	<input type="checkbox"/> W/D connections	<input type="checkbox"/> Microwave
		<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Deviation Request Form (attach the written approval by AHFA)
<b>EXTRA PROJECT AND UNIT AMENITIES for Points</b>			
Amenities elected below will be used to determine whether or not the project receives additional points under the point scoring system as described in the applicable Plan. Indicate which of the following extra amenities will be provided to all low-income and/or market rent units:			
<b>Extra Project Amenities</b>			
<input type="checkbox"/> <b>Clubhouse/Community Building/Community Room</b> (must have at a minimum a kitchen, community meeting room, restrooms, community TV with cable, satellite or streaming services with a minimum of 42 inch screen TV, and wireless internet service. <b>A</b> )			
<b>Extra Unit Amenities</b>			
<input type="checkbox"/> <b>Washer/Dryer Provided in each unit</b> (3-7 cu. ft. capacity. Washer must be Energy Star rated)			
<input type="checkbox"/> <b>Unit Security Package</b> (Each unit must have an alarm on all entry doors and windows)			
<input type="checkbox"/> <b>Emergency Pull Cord/Call Button in each unit.</b>			
<input type="checkbox"/> <b>Storm doors per unit</b>			
<b>Project Architect and Applicant/Owner Amenity Package Certification</b>			
The undersigned project architect and applicant/owner certifies to the Alabama Housing Finance Authority (AHFA) that the above selected project and unit amenities will be provided to the proposed project. The plans and specifications will reflect all required and selected extra amenities. The undersigned acknowledges that (1) federal funds may be used in connection with the project, and (2) the foregoing certifications will be relied on by AHFA in connection with AHFA's final determination.			
Project Architect: _____		Name of Applicant/Owner: _____	
By: _____ Signature		By: _____ Signature	

## 2018 Application Forms New Construction/Rehabilitation Architect's Cert.

<b>20c</b>	<b>Type of Construction/Energy/Water Conservation/Healthy Living Environment/Section 504</b> <small>2018</small>	Project Name: _____ # of Units: _____ City: _____ _____ _____
<b>Type of Construction</b> <small>Indicate which of the following will be provided:</small>		
<input type="checkbox"/> Storm windows, thermal break insulated windows or extruded vinyl windows and insulated exterior doors. Windows must be Energy Star Rated.		
<b>Energy/Water Conservation and Healthy Living Environment</b> <small>Indicate which of the following will be provided:</small>		
<input type="checkbox"/> HVAC of 15 SEER (HSPF 9.0) or above		
<b>Section 504 Election (Required for AHFA HOME Projects)</b> <small>Indicate if applicable:</small>		
<input type="checkbox"/> At a minimum 5% of the dwelling units in project will be designed and constructed to be readily accessible to individuals with mobility impairments. An additional 2% of the dwelling units must be accessible to individuals with sensory impairments (i.e. hearing or vision impairments). If elected, provide specified number of units below. Total number of Sensory Impaired Units: _____ Total number of Handicapped units: _____		
<b>Architect and Applicant/Owner Certification</b>		
<p>The undersigned project architect and applicant/owner certifies to the Alabama Housing Finance Authority (AHFA) that the above selected type of construction, Energy/Water Conservation, Healthy Living Environment and Section 504 Election will be provided to the proposed project. The plans and specifications will reflect all required and selected items. The undersigned acknowledges that (1) federal funds may be used in connection with the project, and (2) the foregoing certifications will be relied on by AHFA in connection with AHFA's final determination.</p>		
Project Architect: _____		Name of Applicant/Owner: _____
By: _____ Signature		By: _____ Signature

## 2018 Application Forms Applicant/Owner Signature Authorization

**8a Applicant/Owner Signature Authorization**

This form must be completed and signed authorizing the individual named below to execute documents on behalf of the project's Ownership Entity. Original Signatures are Required. All documents must be signed by the individual(s) authorized under Alabama law to bind the Project Owner entity. You must provide a certified copy of the applicable pages of the respective board resolution, bylaw, or legal formation instrument, which authorizes a person in the position of the signatory, or the signatory, to bind the entity with their signature.

Project Name: \_\_\_\_\_ Project Application Number: \_\_\_\_\_

Ownership Entity: \_\_\_\_\_

Please note an example signature format below, which will vary depending on your respective ownership structure. Please provide the project owner entity name, any subsequent ownership layers, and relationship to owner entity. Complete all fields. If a field is inapplicable, please insert N/A. Please include the title of the authorized signatory.

Sample Entity Signature for Authorized Signatory:

ABC Housing, LP  
 By: XYZ Housing, GP  
 Its: General Partner  
 By: 123, Inc.  
 Its: Member  
 By: Joe Owner  
 Its: President

Please indicate the signature structure for the Project Entity name. Provide the project owner entity layer and relationship to owner entity (ex. its general partner, member, etc.). Please provide a legible print or type of the authorized signatory name, and include the title of the authorized signatory.

Enter Ownership Entity Name:	_____
Enter "By" Entity:	By: _____
Enter "Relationship" to Project Owner Entity:	Its: _____
Enter "any additional owner" layer:	By: _____
Enter "relationship" to previous owner layer:	Its: _____
Signature of authorized signatory:	_____
Enter name and title of authorized signatory:	Printed name: _____
	Title: _____
	Date: _____

- Completed to show how the authorized individual will sign on behalf of the ownership entity of the project.
- Owners must provide a certified copy of the applicable pages of the respective board resolution, bylaw, or legal formation instrument which authorizes a person in the position to bind the entity with their signature.



## 2018 Application Forms **Zoning Letter**

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No changes to this requirement. A letter from the appropriate governmental authority stating the zoning classification for the property and that the property is properly zoned for the proposed project. Include any related or referenced materials.

# 2018 Application Forms Owner Zoning Certification

**29b Owner Zoning Certification**

Complete this form to certify that the proposed project is consistent with the zoning ordinance in effect at the time of application to the Alabama Housing Finance Authority (AHFA). Review the applicable zoning ordinance and provide the zoning requirements for the proposed project. Zoning documentation must be provided. Please do not provide the entire zoning ordinance; provide only those sections required for reference.

Project Name: \_\_\_\_\_ Zoning District/City/County: \_\_\_\_\_

Ordinance Number or Date: \_\_\_\_\_

Please list zoning requirements from the standards listed below, provide documentation, and initial. If there are no zoning requirements from the list below, check the "None" column and attach any other relevant information.

Zoning Standard	Zoning Regulations Requirements (List the specific requirements from the zoning standards list)	Zoning Documentation (List section of zoning regulation and provide referenced attachments)	Proposed Project (List your project standard as it relates to the zoning regulation)	Owner Initials
<b>Setback/Density/Number of Buildings/Units:</b> Please provide any specific restrictions or requirements related to building setback, density/number of buildings or units.				
<b>Building Size/Height:</b> Please provide any restrictions or requirements related to building size or height.				
<b>Other:</b> Please include any other restrictions or requirements (zoning classification, zoning and other requirements) not listed or included in this form.				

I, the undersigned Owner for the above referenced project, do hereby certify to AHFA that I have reviewed the zoning ordinance in effect at the time of my application submission to AHFA for the proposed project listed above. I further state that all planned improvements and land use as a multifamily/long-term residential development for the proposed project, will comply with applicable provisions of the zoning ordinance in effect at the time of my application to AHFA, and that to the best of my knowledge, no action is currently pending or pending before any court of administrative agency (as it relates to my proposed project), and, if applicable, for all general approvals which are required to be in compliance with the above referenced zoning ordinance, have been obtained and provided to AHFA as of the date of my application. I certify that no further city meetings, approvals, or other advertisement is required for longer zoning of the proposed project at the time of my application to AHFA. I certify that the information provided in this form is true and correct in connection with my 2018 application for Housing Credits, Housing Credits combined with HOME funds, Multifamily Housing Revenue Bonds, or Housing Trust Funds.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Owner Zoning Certification Instructions**

The applicant/owner must complete this form to indicate that the project is consistent with the zoning ordinance that is in effect at the time of application. The owner must also certify that they have reviewed the zoning ordinance applicable to the proposed project.

The following are general guidelines to help in the completion of this form.

**Project Name:** List the project in Zoning District/City/County. List the zoning district, city or county (as applicable) for the proposed project.

**Ordinance Number or Date:** List Ordinance Number, date or appropriate identifier. Example: "Zoning Ordinance No. 581", or "Ordinance 2017-77".

Owner must complete each section in the form. See example below for completing the Setback/Density/Number of Buildings/Units zoning standard section in the form. Please note, if there are no zoning requirements that match the zoning standards provided here, enter N/A. Review the zoning.

**Zoning Standard:** Review the zoning ordinance and list any regulations pertaining to the zoning standards listed in the form (Setback/Density/Number of Buildings/Units, Building Size/Height, Other).

**Zoning Regulations Requirements:** List specific requirements found in the zoning ordinance.

**Zoning Documentation:** Provide the referenced section in the zoning ordinance and include the supporting documentation. *Please note: Do not provide entire zoning ordinance. Provide only those sections from your supporting documentation.*

**Proposed Project:** List your proposed project's standard as it relates to the zoning regulation requirement.

**Owner Initials:** The owner must initial in the applicable section of the form.

Zoning Standard	Zoning Regulations Requirements (List the specific requirements from the zoning standards list)	Zoning Documentation (List section of zoning regulation and provide referenced attachments)	Proposed Project (List your project standard as it relates to the zoning regulation)	Owner Initials
<b>Setback/Density/Number of Buildings/Units:</b> Please provide any specific restrictions or requirements related to building setback, density/number of buildings or units.	Number of Buildings on a Lot Building number cannot exceed 10	Section 17.4 Building Quantity (Regulation attached)	Proposed Project will contain a total of 7 buildings, including Community building	KCB

Please complete all sections of the form. The owner must certify to the information contained in the form by providing their printed name, signature, date.

- Completed by Owner
- Indicates that the project is consistent with zoning ordinance in effect.
- Certifies that owner has reviewed the zoning ordinance.
- Zoning requirements are indicated on the form.
- Backup documentation must be provided.

# 2018 Application Forms Disabilities/Homeless Election

41a

Disabilities/Homeless Election Form 2018

The Applicant/Owner can receive a point preference for providing a minimum set-aside of five percent (5%) of the total proposed units for tenants with disabilities or homeless populations. Please see the requirements below for project owners committing to provide the set-aside units for disabled and/or homeless populations.

Project Name:

Project Address:

1) Total # of Units in the Project:

2) Total # of Set-Aside Units:

3) Set-Aside %: #DIV/0!

Targeted Households

Disability

Homeless

Both

Required Documents

Marketing Plan

Preference Plan

List of Local and/or Regional Service Providers Contacted

Executed MOU

Letter of Support from AL HUD Continuum of Care (if targeting Homeless)

N/A

Owner's Certification

I, the undersigned Owner for the above referenced project, hereby certify to the Alabama Housing Finance Authority (AHFA) that the above-listed information and required documents included with this form are true and correct. I certify that I as the owner of the above listed project will set-aside the amount stated in item number three (3) above of the total amount of the project's units for tenants with disabilities and/or homeless populations. I further agree that, subsequent to this certification and prior to the final allocation of Low-Income Housing Tax Credits, HOME funds, or Multifamily Bond financing, I will furnish AHFA with the rent roll and any other documentation requested by AHFA evidencing the qualifying units.

Print Name:

By:

(Signature)

Date:

Its:

35

## 2018 Application Forms Alabama / Federal Historic Tax Credit

**One of the following documents must be provided:**

- Historic designation letter from the National Park Service
- Verification from the website [www.nps.gov/nr](http://www.nps.gov/nr)
- Signed Historic Preservation Certification Application (Part 1).
- Alabama Historic Rehabilitation Tax Credit program Determination of Program Eligibility.



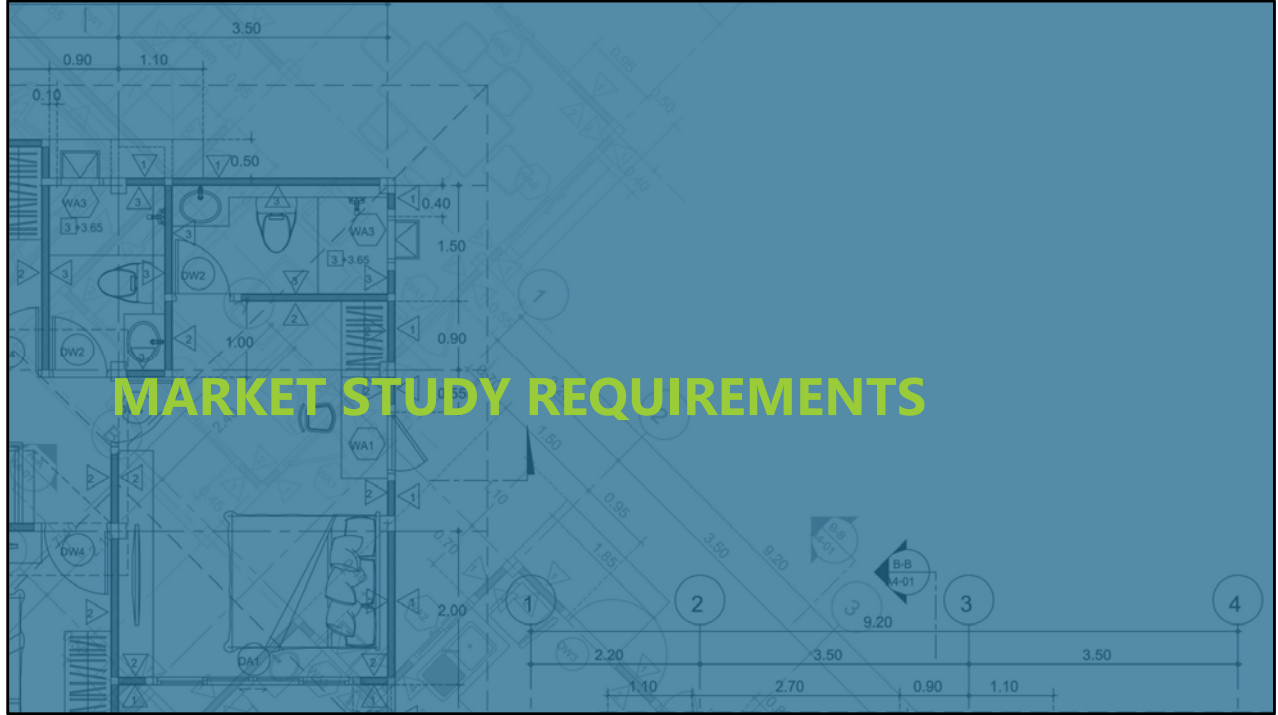
## Application Forms

---

Original signatures are required on the following forms:

- Statement of Application and Certification
- Signature Authorization
- Financial Statements
- Credit Authorization
- Architect Certification

A stylized, handwritten signature in black ink. The signature is cursive and appears to read "John Hancock". It is positioned below the list of forms.





## Excerpts from the Plans Pertaining to Underwriting

**Eligible Basis** - Any Housing Credit allocation awarded will be calculated first by using AHFA's determined eligible basis as defined in Section 42 of the Internal Revenue Code.

**30% boost** in QCTs or DDAs

Projects located in HUD-designated Qualified Census Tracts or difficult to develop areas receive a 30% increase on eligible basis.





## Excerpts from the Plans Pertaining to Underwriting

### 30% boost

Under Section 42(d)(5)(B)(v), AHFA may designate a building(s) that shall receive an increase in eligible basis in order for the building(s) to be financially feasible as part of a qualified low-income project and shall be treated as located in a difficult development area. AHFA will consider designating a building(s) in an application as being located in a difficult development area and the designated buildings(s) may receive an increase in eligible basis if AHFA determines that the project requires an additional increase in eligible basis to be financially feasible and it must meet one (1) of the following criteria:

- (i.) The applicant is applying for building(s) financed with AHFA HOME funds and AHFA is providing the first and second mortgages; or
- (ii.) The proposed project has fully executed a commitment with AHFA for a fifteen (15) year extension of the project's original HOME loan.



## Excerpts from the Plans Pertaining to Underwriting

1.) Loan Terms and Repayment: HOME funds will be allocated to approved projects in the form of a loan(s). AHFA may allocate HOME funds to an approved project(s) in the following ways:

(i.) The loan will bear an interest rate of one-half of one percent ( $1/2\%$ ) accrued annually with all principal and accrued interest payments due at the end of the 20th year. In the event of default, AHFA reserves the right to set a default rate in excess of the prevailing Prime Lending Rate applicable at the time of the default; or

## Excerpts from the Plans Pertaining to Underwriting

A combination of the above loan with the following:

(ii.) The loan will bear an interest rate of one percent (1%) fully amortizing in twenty (20) years with required quarterly principal and interest payments. The loan will be in first position relative to any other proposed debt (hard or soft) for the project. The loan will require a minimum debt service coverage ratio of 1.20:1 and if not repaid will result in foreclosure. Debt service coverage is defined as the ratio of a property's net operating income (rental income less operating expenses and reserve payments) to foreclosable, currently amortizing debt service obligations. AHFA will determine the allowable operating expense per unit based on historic and current HOME and Housing Credit properties' financial statements.

## Excerpts from the Plans Pertaining to Underwriting

AHFA will determine the financial feasibility of the project based on the lesser Housing Credit amount determined by AHFA or the amount requested by the applicant. The HOME funds are allocated as gap financing based on the Housing Credit amount determined by AHFA. Because AHFA is permitted to allocate only the resources necessary to make a project financially feasible, AHFA cannot and should not be expected to fund the full amount requested by an applicant.

Therefore, AHFA will award Housing Credits based on the lesser of the amount requested by applicant or the Housing Credit amount that is determined by AHFA to be necessary to make a project financially feasible.

## Excerpts from the Plans Pertaining to Underwriting

Special purpose or high cost housing applications that exceed normal construction and soft costs of other applications received must be supported with other subsidy sources, especially in those cases where proposed cost significantly exceed projects which meet AHFA's minimum design quality standards. AHFA fully expects that any proposed application submitted will include sufficient other subsidy sources if needed to leverage AHFA's limited Housing Credit and HOME resources.

## Excerpts from the Plans Pertaining to Underwriting

### Reasonableness of Project Costs.

(a) Any line item costs, square footage costs or total unit costs exceeding a range of reasonableness may be disallowed. Additional information and documentation (verified by AHFA and/or an AHFA designee) may be required to substantiate the reasonableness of the cost. Any allocation made will be determined using AHFA's assessment of cost. Any allocation of HOME funds cannot exceed the limits published by HUD. A list of applicable limits can be provided by AHFA.

(b) AHFA determines reasonableness of project costs by comparing aggregate cost data based on all applications received, historical cost certification cost data of completed projects, and current cost data provided by AHFA third party construction consultant reports. After evaluating all the data, reasonable standard project hard construction costs and soft costs are established.

## Excerpts from the Plans Pertaining to Underwriting

(c) AHFA reserves the right to request certification or verification in a form acceptable to AHFA of any line item cost at any time between the application cycle and actual cost certification. When the project is placed in service, AHFA requires the actual cost certification to be made by an independent Certified Public Accountant.

## Excerpts from the Plans Pertaining to Underwriting

No single project will be allocated Housing Credits in excess of 12% of the state's current Housing Credit ceiling, as defined in Section 42(h)(3)(c) of the IRC (Ceiling) and no owner(s), related entities, principals or individuals as defined below shall be allocated Housing Credits in excess of 12% of the Ceiling. Regardless of each individual owner's percentage of ownership in a project, 100% of the project's Housing Credit allocation will count towards the Cap for all owners.

The Housing Credit Cap will be determined by the amount of Housing Credits the project is eligible to receive using AHFA's determined eligible basis. The amount of Housing Credits received by any increase in eligible basis will be considered in determining the project Cap. In all circumstances, all Housing Credits received in the current competitive cycle will count toward the individual owner's Cap.



## Excerpts from the Plans Pertaining to Underwriting

When Housing Credits are combined with HOME funds, no related entities, principals or individuals as defined by AHFA's identity of interest shall be allocated HOME funds in excess of 20% of the state's current HOME fund allocation. Regardless of the percentage of ownership in a project, 100% of the project's HOME fund allocation will count towards the Cap.

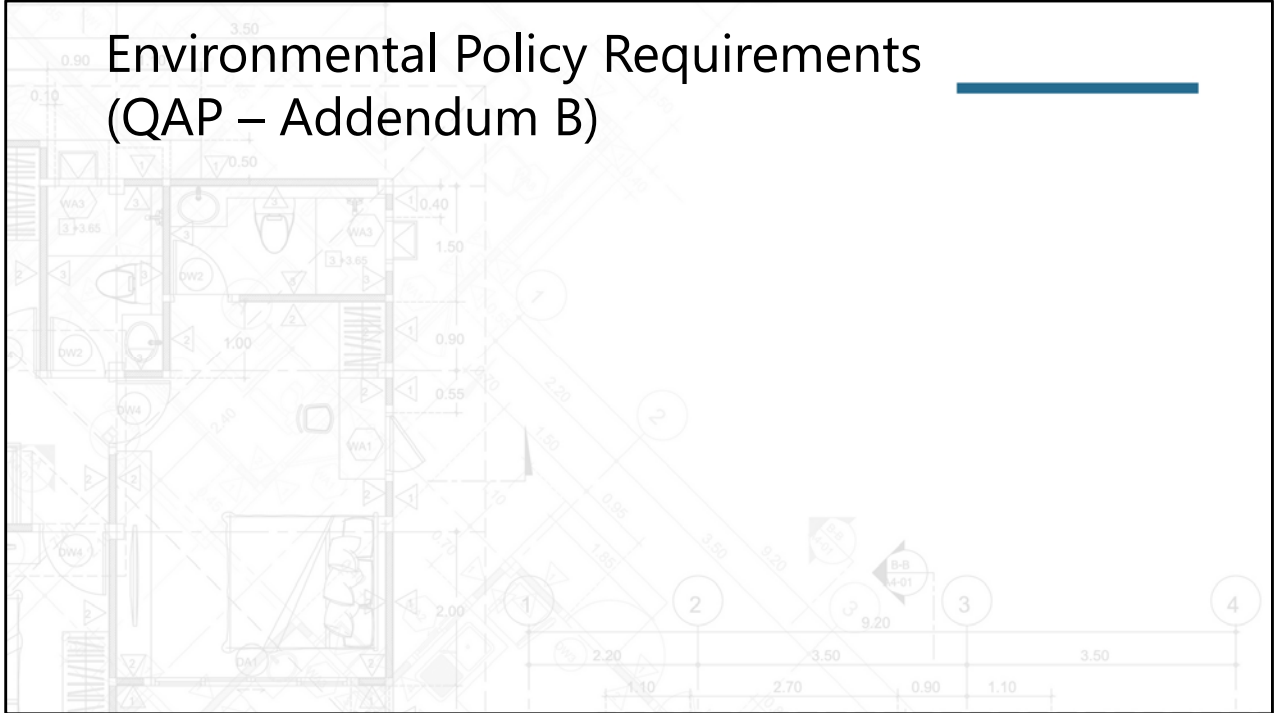
# Underwriting Assumptions

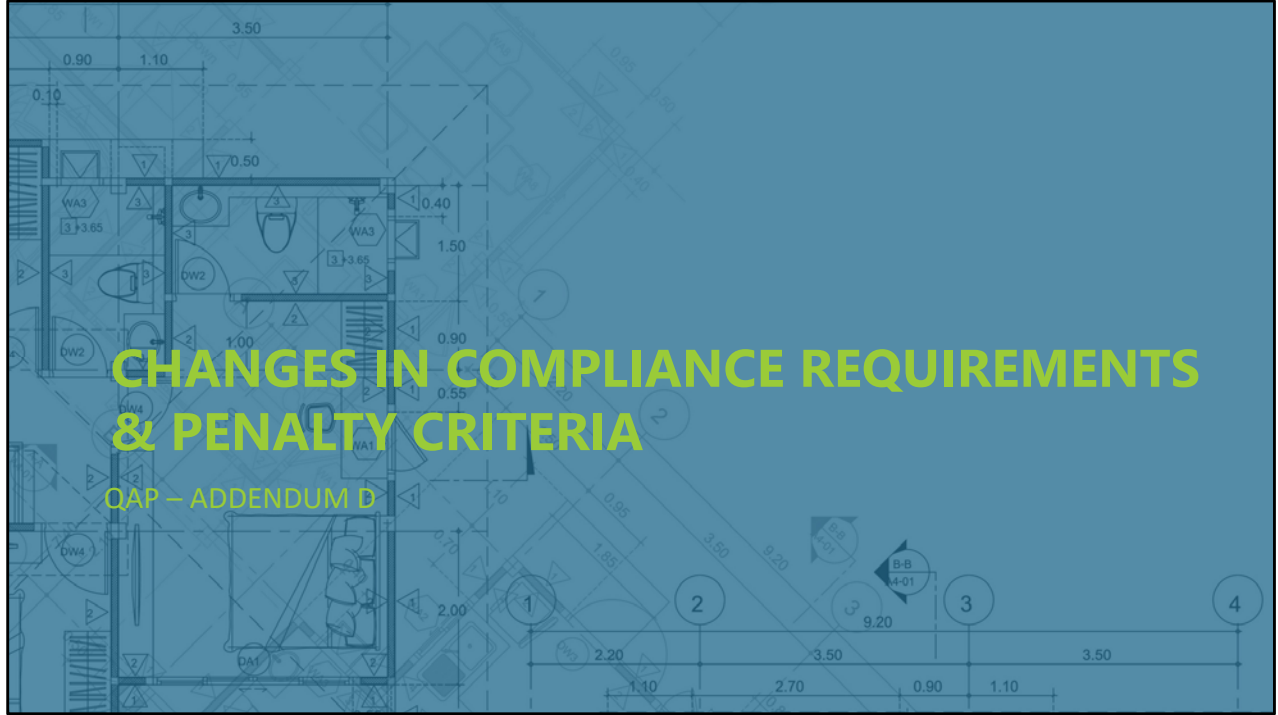
2018 Underwriting Assumptions	
Vacancy Rate	7%
Maximum Expenses / Unit	\$4,600
Conventional Rate	7.00%
Debt Service Coverage	1.20
Housing Credit Price	<b>TBD</b>



## Environmental Policy Requirements (QAP – Addendum B)

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## Section I.

**C.** All tenant events through December 31, 2017 must be entered into AHA DMS Authority Online for each project by February 1, 2018 or there will be a one (1) point deduction per project.

**D.** A rent roll is no longer required with the Annual Owner's Certification (AOC) submittal. The AOC is due March 1, 2018.

**E.** Financial statements and Form 8609-As submitted on paper will no longer be accepted. Failure to submit these documents within 30 days after written notification of non-receipt by AHFA will result in a \$500 late fee.



---

## Section I.

**O.** Failure to submit a copy of the Form 8609 with Part II completed to AHFA within 60 days after written notification of non-receipt by AHFA will result in a \$500 fee.

**P.** AHFA will apply any health, safety or building code violation point deduction items found in any third party report in accordance with Section II. D. Any health, safety or building code violation reports issued by any regulatory or third party entity which are not submitted to AHFA's compliance department within 30 days of the date the ownership received the report will result in a \$500 fee.



---

## Section II.

**D.** The point deduction items listed in Section II.D are applicable to audits and inspections conducted from January 1, 2018 through December 31, 2018.

**D.a.v.** An automatic deduction will only happen if insect infestation is found in more than 25% of the total units inspected.





# HOME & Housing Credit Application Process

## **AHFA Authority DMS Online Application**

**Hard copy must be included with application package**

**Due 9am-5pm CST on February 1, 2018**

Register and Affiliate Organizations

Returning users should not register in DMS – use existing credentials and organizational code.

Upload Market Study & Certification, Environmental Reports, and Capital Needs Assessment (if applicable).

# System Log In

## AHFA DMS Authority Online

### Welcome to the DMS Authority Online Management System

The site will allow organizations working with AHFA to manage information about their awards. Some of the features of site are the Online Application, Owner Certification, etc. This site continues to be expanded to allow our partners to work closely with us and to streamline our processes.

Username:

[New User? Register Here.](#)

Password:

Login

[Forgot Your Password?](#)

<https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>

## General Project Information Tab

Metro Type:  ←

If in a metropolitan area, select the applicable MSA.  ←

Is the project involved in PHA?

PHA Type(s)

Total Number of Units:

Total Number of Buildings:

Total Number of Residential Buildings:

Are you requesting HOME combined with tax credits?

If yes, then select one of the following:

AHFA may underwrite and consider funding the project's permanent first mortgage.  ←

I decline AHFA's consideration of underwriting and funding the project's permanent first mortgage.  ←

Are you applying for the CHDO set-aside (If yes, the non-profit set-aside must also be answered "yes")?

Is the application for non-profit set-aside?

# Print Application

---

**NOTE:**

Print from either **Chrome** or **Firefox** browsers.



**Step 1:**

Select **Print Application** from menu.

**Step 2:**

Select **Print** from the Toolbar.

## Individually Printed Consolidated Tabs

The following Tabs must be printed individually upon completion of each:

- Site Information
- Building
- Unit Summary
- Annual Operating Expenses – Taxes & Insurance
- Pro Forma



PRINT THIS

**Site Information**

This page contains information about the physical site for the development. If more than one (1) site, the Individual Site Information must be completed and added for each separate site. Miscellaneous Site Information is for the project as a whole and is not part of the "Add Site" function and must be saved separately.

**Individual Site Information**

Site Name:

Site Street Address:

Site City:

Site County:  Form of Site Control:

Please Explain:  Date of Site Control:

Expiration date of option, contract or lease:

Purchase Price:

Current Land Value:

Annual Ground Rent:

Lease Term:

NOT THAT

**Site Information Summary**

[Add Site](#) Click to add site information record. After entering all site information click the "Add Site" button to save site information. This page does not appear in the "print application" feature and must be printed separately.

	Address	City	County	Purchased Acres	Proposed Acres	Purchase Price	
<a href="#">Site 1 no issues</a>	434 Big lot	Montgomery	Montgomery	5.250	5.250	\$100,000.00	<a href="#">Delete</a>



# PRINT THIS

**Buildings**

This page captures information on new or existing buildings that will be part of the property. The Building Information must be completed and added for each building. Additional Project/Building Information is for the project as a whole and is not part of the "Add" function and must be saved separately

**Add/Edit Building Information**

Name

Building 1

Address

9009 H/TC Project

City

Montgomery

State

AL

Zip

36117

Is this an existing building?

No

# NOT THAT

To copy the attributes of a previously completed building to a new building, click on the specific building within the grid and select "Copy".

Building Name / Address	Date Last Placed in Service	Planned or Actual Acquisition	Years Between
Building 1 - 9009 Projec way, Montgomery			N/A
Building 2 - sjasdfhs, Montgomery			N/A
Building 3 - somewhere, Montgomery			N/A



# Unit Summary

## Unit Summary

This page summarizes information about the units that exist on the property.

### Definitions

Net Rents = Gross Rents - Tenant Paid Utilities + Rental Subsidy (of same row)

Monthly Rental Income = Net Rents x Number of Units (of same row)

Maximum Gross Rents = the maximum gross rents from the data table in that county for that bedroom size and AMGI

### Instructions

Include all low-income and market rate units in this section.

Applicants must complete all applicable information in the table below.

Building **Building 3** All buildings must be set up prior to adding unit information. Number of Units refers to the total number of unit types in the building. (example: 20 (2BR units), 2 bath, 1,000 sq. ft.)

Building Name	Number of Units	Unit Type	Number of Bedrooms	Number of Bathrooms	Square Footage	Affordable to What % of AMGI	Occupied by What % of AMGI	Gross Rents	Tenant Paid Utilities	Rental Subsidy	Net Rents	Monthly Rental Income	Maximum Gross Rents	
Building 3	9	Program	2	2.0	1050	60%	60%	\$950	\$150	\$	\$800	\$7200	\$1050	Delete
Building 3	1	Manager	1	1.0	875	60%	60%	\$0	\$0	\$	\$0	\$0	\$0	Delete
Building 3	1	Handic	1	1.0	875	60%	60%	\$950	\$150	\$0	\$800	\$800	\$975	Delete
Building 3	1	Sensor	1	1.0	875	60%	60%	\$950	\$150	\$	\$800	\$800	\$975	Delete

Total Monthly Rental Income:

Add

# Annual Operating Expenses – Taxes & Insurance

Annual Operating Expense - Taxes & Insurance						
Employees						
Employee Type	Hourly/Salary Employee Information				Total Annual Amount of Contract	Total Annual Payroll
	# Emp	Full/Part Time	Hours Per Week	Average Hourly Wage		
Property Manager	Hourly	1	Full	40.0	12.00	\$24,960.00
Office						\$0.00
Maintenance	Hourly	1	Part	30.0	12.00	\$18,720.00
Other						\$0.00
<b>Administrative</b>						
Audit Expenses (Accounting)						3000.00
Legal Expenses (Project)						3000.00
Management Fees						\$5,000.00
Fee per Unit						100.00
Administrative Rent Free Unit						5.00
Office Expenses, Supplies & Postage						5000.00
Telephone						50.00
Conventions & Meetings						100.00
Miscellaneous Administrative Expenses (Explain Below)						250.00
Just in Case						
Total Administrative Expenses						\$52,815.00
<b>Utilities</b>						
Electricity						2500.00
Sewer						2500.00
Cable T.V. / Internet Access						2500.00
Water						2500.00
Gas						2500.00

# Pro Forma

## Pro Forma

Data for the pro-forma calculated from previously entered information in the operating expense budget, unit information, miscellaneous income, and subsidies.

For all HOME Projects, provide a 20-year projection of cash flow using the following assumptions: For all Tax Credit Projects, provide a 15-year projection of cash flow using the following assumptions: 2% annual increase in income, 3% annual increase in expenses. The Vacancy Allowance is calculated at 7%.

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8
Total Potential Rent Income	\$252,000.00	\$257,040.00	\$262,180.60	\$267,424.42	\$272,772.90	\$278,228.36	\$283,792.93	\$289,468.
Other Income	\$1,200.00	\$1,224.00	\$1,248.48	\$1,273.45	\$1,298.92	\$1,324.90	\$1,351.39	\$1,378.
Gross Potential Income	\$253,200.00	\$258,264.00	\$263,429.28	\$268,697.87	\$274,071.82	\$279,553.26	\$285,144.32	\$290,847.
Vacancy Allowance	\$17,724.00	\$18,078.48	\$18,440.05	\$18,808.85	\$19,185.03	\$19,568.73	\$19,960.10	\$20,359.
Effective Gross Income	\$235,476.00	\$240,185.52	\$244,989.23	\$249,889.02	\$254,886.80	\$259,984.53	\$265,184.22	\$270,487.1
Operating Expenses	\$112,417.00	\$115,789.51	\$119,263.20	\$122,841.09	\$126,526.32	\$130,322.11	\$134,231.78	\$138,258.
Replacement Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Net Operating Income	\$123,059.00	\$124,396.01	\$125,726.04	\$127,047.92	\$128,360.47	\$129,662.42	\$130,952.44	\$132,229.
Debt Service	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.10	\$87,114.
Cash Flow	\$35,944.90	\$37,281.91	\$38,611.94	\$39,933.82	\$41,246.37	\$42,548.32	\$43,838.34	\$45,115.
Debt Coverage Ratio	1.41	1.43	1.44	1.46	1.47	1.49	1.50	1.1
Income To Expense Ratio	1.15	1.16	1.14	1.12	1.10	1.08	1.05	1.1
ReservesMultiplier	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.1

No usage info has been added for this application.

Add

Cancel

Save

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# Validation and Submission

After the validation process is complete, manually change the dropdown box from **Application Pending** to **Application Submitted** before clicking **Submit**.

### Validation and Submission

This will validate your application for the required information prior to submission. Once an application is submitted, you will not be able to edit the application until the state reviews it.

Validation was successful. Please accept the terms below to enable the submission of your application.

☐ By checking this box, you are completing an electronic signature. By affixing your electronic signature to this application, you are attesting, under penalty of perjury, that you are the individual whose signature is being attached to this application and that all the information you have provided in this application, including any and all supporting documentation, is accurate, correct and complete. Further, you are affirming your obligation to immediately notify in the event you become aware of any subsequent events or information which would change any of the statements or representations you have provided to in this application

Application Pending  
Application Submitted  
Submit

Please specify the stage that you are submitting this application:

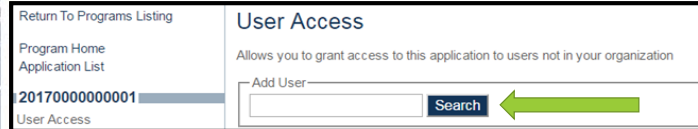
## Print Receipt

The Application Receipt will not populate until the application is submitted.

Application Receipt		
Receipt Number:	43304	Application Number: 2016 2
Round:	2016 Test	
Project:	2016 Test Application New Construction	
Developer:	Architect Firm	
Signed By:	Test Architect out of state	On: 1/20/2016 9:06 AM
Submitted On:	1/20/2016 9:06 AM	

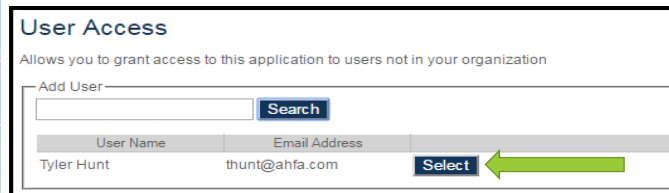
# User Access

Allows the Applicant to grant application access to an individual user.



This screenshot shows the 'User Access' tab in a web application. On the left is a sidebar with navigation links: 'Return To Programs Listing', 'Program Home', 'Application List', '20170000000001', and 'User Access'. The main content area has the title 'User Access' and a subtitle 'Allows you to grant access to this application to users not in your organization'. Below this is an 'Add User' section with a text input field and a 'Search' button. A green arrow points to the 'Search' button.

**Step 1:** In the **User Access** tab, enter an individual's email address and select SEARCH. If the individual is listed in DMS, the information will populate on the screen. If the individual is not in DMS, they will need to be added to the system as a contact.



This screenshot shows the 'User Access' tab with search results. The subtitle remains the same. The 'Add User' section now displays a table with two columns: 'User Name' and 'Email Address'. The table contains one entry: 'Tyler Hunt' with email 'thunt@ahfa.com'. To the right of the table is a 'Select' button, which is highlighted with a green arrow.

User Name	Email Address
Tyler Hunt	thunt@ahfa.com



## User Access

**Step 2:** Select a user permission. **View** or **Edit** permissions may be assigned to this user for this specific application. Selecting **Edit** will allow the user to make changes to the application. Selecting **View** will allow the user to review the application but make no changes.

### User Access

Allows you to grant access to this application to users not in your organization

Add User

Search

Edit User

User Name: Tyler Hunt

Email Address: thunt@ahfa.com

Permission: 

View

Save

Cancel

View

Edit





# User Access

**Step 3:** Select **Save**. The user is added to the list and has permission to view or edit the specific application.

### User Access

Allows you to grant access to this application to users not in your organization

Add User

Search

User Name	Email	View/Edit	Linkage	
Test Architect out of state	jperny@ahfa.com	Edit	Organization	
Chris Hert	chert@ahfa.com	Edit	Direct	<div>EditDelete</div>
Tyler Hunt	thunt@ahfa.com	Edit	Direct	<div>EditDelete</div>
Ronald Persons	adfmstest@yahoo.com	View	Direct	<div>EditDelete</div>



# Project Contacts

Allows the Applicant to populate the "Project Contacts" directly.

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: 'Return To Programs Listing', 'Program Home', 'Application List', '20170000000001' (highlighted), 'User Access', 'General Project Information', 'Applicant/Developer', 'Owner', 'Non-Profit/CHDO', 'Project Contacts' (indicated by a green arrow), 'Site Information', 'Buildings', 'Building Summary', 'Unit Summary', 'Utility Allowance', 'Contractor Costs - New', 'Construction', 'Contractor Costs - Rehabilitation', 'Total Development Costs', 'Annual Operating Expense -', and 'Financial Information'. The main content area is titled 'Project Contacts' and contains a paragraph explaining the page's purpose. Below the text is a form titled 'Project Contacts' with a sub-section 'Construction Contractor'. This section includes fields for 'Organization Name' (a dropdown menu), a 'Show All' checkbox, an 'Add Partner' button (indicated by a green arrow), and a text input field. Other fields include 'Address', 'City', 'State' (a dropdown), 'Zip Code + 4', 'Contact' (a dropdown), and 'Email'. At the bottom of the form are checkboxes for 'MBE' and 'WBE'.

Return To Programs Listing

Program Home

Application List

**20170000000001**

[User Access](#)

[General Project Information](#)

[Applicant/Developer](#)

[Owner](#)

[Non-Profit/CHDO](#)

[Project Contacts](#)

[Site Information](#)

[Buildings](#)

[Building Summary](#)

[Unit Summary](#)

[Utility Allowance](#)

[Contractor Costs - New](#)

[Construction](#)

[Contractor Costs - Rehabilitation](#)

[Total Development Costs](#)

[Annual Operating Expense -](#)

[Financial Information](#)

## Project Contacts

This page allows the user to list all contacts and their associated roles in the project. Note that the organization must be affiliated to the applicant/developer completing the application to appear in the dropdown boxes. (See Affiliated Organization Registration User Guide)

Checking the "Show All" box will cause all entities affiliated to the applicant/developer to appear. The "Add Partner" feature may also be used to complete the project contacts. By selecting "Add Partner" and entering the Partner Organization Code and selecting add, the contact will be added to the dropdown and may be selected from their.

### Project Contacts

#### Construction Contractor

Organization Name: (Select an organization) ☐ Show All **Add Partner** ( ) -

Address:  Fax: ( ) -

City:  State:  Zip Code + 4:

Contact: (Select a Contact)  Email:

☐ MBE ☐ WBE

## Project Contacts

**Step 1:** Select **Add Partner** for the specific contact you would like to populate. You will need the **Organization Code** for the entry.

The screenshot shows a software interface for adding a partner. A dialog box titled "Add a Partner" is open, featuring a "Close" button. The dialog box contains a light blue area with instructional text: "This will allow you to associate your organization to one of your partners. Doing this will allow you to include that partner organization in your online applications." Below this text are input fields for "Address:", "City:", "Contact:", and "Partner Org Code:". The "Partner Org Code" field is highlighted with a red dashed border and contains the text "DD70F3BC80". A green arrow points to this field. To the left of the dialog box, there is a sidebar with a tree view showing "Attorney" and "Accountant" categories. A green arrow points to the "Add" button at the bottom of the dialog box.

# Project Contacts

**Step 2:** Select the organization which appears in the dropdown box.

**Attorney**

Organization Name: (Select an organization) ☐ Show  Phone: ( ) -

Address: (Select an organization)  Fax: ( ) -

City: Attorney, Lawyer P.C> Capell, Howard, Knabe & Cobbs Test individual State:  Zip Code + 4: -

Contact: (Select a Contact)  Email:

☐ MBE ☐ WBE

## Project Contacts

**Step 3:** The organization's information now populates the fields.

Attorney

Organization Name: Attorney, Lawyer P.C> ☐ Show  Phone: (256) 555-5555

Address: Court Street Fax: ( ) -

City: Birmingham State: AL Zip Code + 4: 36119-

Contact: (Select a Contact) Email:

☐ MBE ☐ WBE

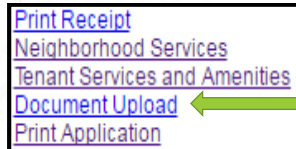
# Document Upload

## Upload documents directly to DMS Online

2018 Applicants must upload the Market Study, Environmental Reports and Capital Needs Assessment (if applicable) via the **Document Upload** feature.

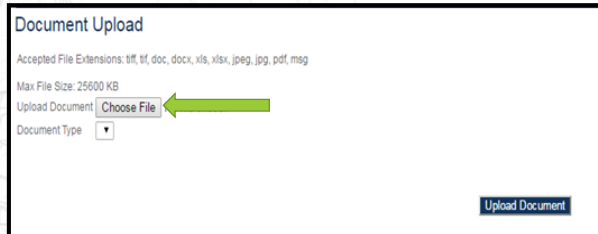
# Document Upload

**Step 1:** Select the **Document Upload** tab from within the Online Application.



[Print Receipt](#)  
[Neighborhood Services](#)  
[Tenant Services and Amenities](#)  
[Document Upload](#) ←  
[Print Application](#)

**Step 2:** Select **Choose File** function to browse for the document.



Document Upload

Accepted File Extensions: ttf, tif, doc, docx, xls, xlsx, jpeg, jpg, pdf, msg

Max File Size: 25600 KB

Upload Document  ←

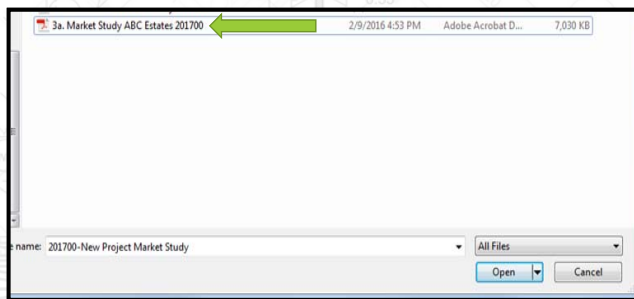
Document Type ▼

# Document Upload

**Step 3:** Browse for the file to upload. *NOTE: Upload documents should be labeled using the Digital Copy format provided in the Application Instructions.*

## Digital Copy Format

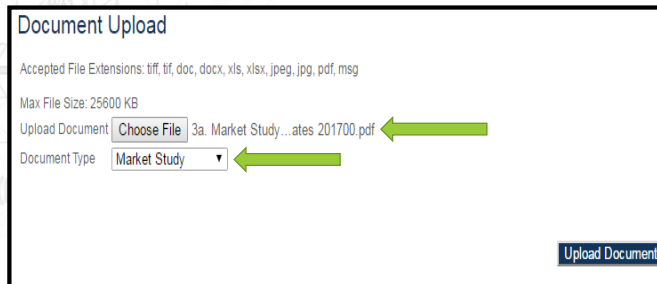
- 2a. Ownership Entity forms - ABC Estates
- 2b. Credit Authorization forms -ABC Estates
- 3a. Market Study Certification-ABC Estates
- 3b. Market Study- ABC Estates



Double Click the selected file on your device. It will appear in the **Document Upload** page.

## Document Upload

**Step 4:** Choose the appropriate **Document Type** (Market Study / Environmental / Capital Needs Assessment). This ensures the document uploads to the correct location for viewing by AHFA.



Document Upload

Accepted File Extensions: tiff, tif, doc, docx, xls,xlsx, jpeg, jpg, pdf, msg

Max File Size: 25600 KB

Upload Document  3a. Market Study...ates 201700.pdf

Document Type

**Note:** Maximum document size is 25,000 Kilobytes (25 Megabytes). Documents exceeding this size must be broken into smaller documents and uploaded individually. Clearly identify related documents by adding *part 1, part 2, etc.*



## Document Upload

**Step 5:** Correctly uploaded documents will display on the screen.

Document Name	Document Date
<a href="#">View</a> 3a. Market Study ABC Estates 201700	1/3/2017 2:19:22 PM

[Upload Document](#)

**NOTE:** Documents cannot be deleted by the applicant. Notify AHFA in the event of errors or needed corrections.

