



**ALABAMA HOUSING FINANCE AUTHORITY**  
**NATIONAL HOUSING TRUST FUND**  
**APPLICATION INSTRUCTIONS (For Prior Approved Projects)**

The process for submitting an Application for National Housing Trust Funds (NHTF) is outlined herein. Additional instructions are also included on the AHFA provided forms. **Bold** type denotes that AHFA provides the form or form letter. The instructions and explanations provided herein are not intended to usurp, conflict, or supplant National Housing Trust Fund Allocation Plans (Plans) as written. Please refer to the National Housing Trust Fund Application Instructions, Overviews of the Underwriting Standards, Market Study Requirements, Environmental Policy Requirements, AHFA's Authority Online User Registration, AHFA provided forms, Application Checklist, and the Plan(s), including Addendums which enumerate each program's respective requirements as well as how AHFA allocates funds under each program available at the following link:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

The following forms must contain original legible signatures: Statement of Application and Certification, Applicant Owner Signature Authorization, Financial Statements, Credit Authorization and Architect Certifications. All other forms require legible signatures and may be submitted as an original or a copy. Please use blue ink so there is no question as to whether the signature is an original. All other required forms and/or signatures must be submitted on the respective organizations letterhead and signed by the applicable authorized official. All application forms and documents must be dated within six (6) months of the application date unless otherwise specified. Submit all required forms and documents with the appropriate Index Pages on **Blue** paper, and a Digital Copy indexed by the applicable *AHFA Multifamily Application Index of Required Documents*. (Provide digital instrument via a USB flash drive or as otherwise instructed by AHFA). **The application documents (unless otherwise specified) must be two (2) hole punched at the top of each page, and submitted in Smead® Pressboard Fastener Folder With SafeSHIELD® Coated Fasteners, 3" Expansion, Legal Size, 60% Recycled, Gray/Green, Item # 935783.**

Do not submit your application in a binder or spiral binding. Do not use staples, paper clips, etc. Do not provide paper larger than 8 1/2 x 11 unless otherwise required by AHFA (Example: survey must be standard paper format 24" x 36").

Select a project name that has not been used for a project funded by AHFA in the past. Refer to the AHFA provided list of project names found at:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

### **AHFA DMS AUTHORITY ONLINE APPLICATION (DMS) REGISTRATION**

Returning users should **NOT** register in DMS for the applicable cycle. Registration to log into the DMS is only required once. Returning users will log into DMS using existing credentials and the organization code assigned previously. Changes to existing user contact information (i.e., address, phone, email, contact personnel, titles, etc.) should be edited once logged into the DMS. Contact Chris Hert at [ahfa.mf.dms@ahfa.com](mailto:ahfa.mf.dms@ahfa.com) if you are unable to access DMS using your existing credentials and/or the organization code assigned to you previously.

New users should begin the registration process using the following link:

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

All items in the registration request must be completed. Once approved by AHFA, newly registered users will receive a unique organization code which will always be used as the unique organizational identifier. Users must provide their organization code to a project applicant in order for the applicant to affiliate the registrant with a particular project application.

AHFA recommends the project applications be initiated by an owner (member, partner, shareholder, etc.) of the proposed project. However, an owner may authorize a third-party to complete the application on their behalf. Both options are listed below:

1. Owner Completing Application: The owner entity will affiliate members of the ownership structure, development team, construction team, and management team using the organization codes provided to each of those users. The owner will then continue with completion of the project details requested in the application.
2. Third-Party (non-owner) Completing Application: The owner entity will affiliate a third-party to complete the project application using the organization code assigned to the third-party. The owner will authorize the third-party's role and grant them online application editor rights which will allow the third-party to complete the application on behalf of the owner.

**Section I: Application Package Submission Requirements**

**(Physical Application Requirements):**

<u>Topic</u>	<u>Explanation/ Requirements</u>
<p><b>a. Deadline(s) for Application Package Submittal</b></p>	<p>The AHFA DMS Authority Online NHTF Application and application forms must be received during normal business hours and within the specified timeframe as posted at <a href="http://www.AHFA.com">www.AHFA.com</a></p> <p>ALL applicants must submit a complete application to AHFA within the specified timeframes as posted by AHFA.</p> <p>Please use the AHFA National Housing Trust Fund Application Profile and Completeness Checklist as a guide when assembling your application. The application checklist along with all other required AHFA forms, application documents, example form letters, additional requirements and supporting documentation are available on AHFA’s website at:  <a href="http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding">http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding</a></p>
<p><b>b. Application Package- Required Components- Required Format</b></p>	<ul style="list-style-type: none"> <li>• Pre-Application Package Submittal Items:               <ul style="list-style-type: none"> <li>○ <b><u>Deviation Request Form</u></b> - Any deviation requests from the AHFA Design Quality Standards and Construction Manual must be submitted for AHFA’s approval.</li> </ul> </li> <li>• Instructions for completing the AHFA provided forms are noted on each form or form letter, as applicable.</li> <li>• The majority of the AHFA provided application forms include self-contained instructions, so the following section includes some, but not all, AHFA forms and third-party documentation requirements, list in section II. Application Package (not in sequential order)</li> </ul>

**II. Application Package: AHFA required Forms, Third-Party and other required documents.**

Please use the AHFA 2024 National Housing Application Profile and Completeness Checklist as a guide when assembling your Application Package. The Application Package checklist along with additional requirements and supporting documentation are available on AHFA’s website at:

<http://www.ahfa.com/multifamily/allocation-application-information/apply-for-funding>

The majority of the AHFA provided 2024 Application Package forms include instructions. The following sections include some, but not all, AHFA forms and third-party documentation requirements, not in sequential order:

Form #	Form Name	Purpose/ Instructions
1	<p><b><u>National Housing Trust Fund Application Profile and Completeness Checklist (for AHFA Approved Projects)</u></b></p>	<p><b>Please use the form as a partial guide and checklist for assembling your application Package. Please note that you must refer to the applicable Plans and other related documents to evidence compliance with all AHFA Plan requirements. Please note the following when completing and assembling the application.</b></p> <p><b><u>Application Fee</u></b> – In order to submit an Application for NHTF with AHFA, a <b><i>non-refundable application fee</i></b> in the form of a business check or certified funds, made payable to Alabama Housing Finance Authority, must accompany the required application forms and third-party reports. Cash or personal checks will not be accepted. If any application fee is returned due to insufficient funds, the application will terminate. Regardless of the funding decision, all application fees are non-refundable.</p> <ol style="list-style-type: none"> <li>a. Non-Refundable Application Fee of \$500.</li> <li>b. Copies of Application Fee Check(s) – Include three (3) copies of the application fee check(s). All copies of checks should notate the project name, number and applicable fee type.</li> </ol> <p>In addition to the non-refundable applications fee(s), AHFA may in its sole discretion require the applicant to provide additional funds in amounts sufficient to cover all third-party costs that AHFA reasonably anticipates to pay or reimburse AHFA for any third-party costs incurred during the application review and analysis process. Third-Party fees include without limitation, legal fees, architect and engineers’</p>

		<p>fees, consultant (construction, environmental or otherwise) fees, and any other third-party report (construction, environmental or otherwise) fees, etc. related to the review of any third-party report(s) submitted by the applicant.</p> <p>These amounts must be paid by applicant within five (5) business days of the invoice date. Any unused portion of the additional funds deposits collected will be returned to applicant without interest once all of the third-party invoices have been submitted and refund amount is determined.</p>
3	<b><u>Applicant Self-Scoring Form</u></b>	<p>Applicant must provide the completed applicant self- scoring form in a separate sealed envelope. The envelope should be labeled with the Project name, Project number and “<b>Attention: Internal Audit: Self Scoring.</b>” <b>Do not include this form with the digital copy of the Application.</b></p>
4	<b><u>AHFA DMS Authority Online Application (Online Application)</u></b>	<p>To complete the Online Application, Google Chrome and Mozilla Firefox are the preferred internet browsers. The following link will provide additional online application instruction:</p> <p><a href="https://multifamily.ahfa.com/AuthorityOnline/default.aspx">https://multifamily.ahfa.com/AuthorityOnline/default.aspx</a></p> <ul style="list-style-type: none"> <li>• <b><u>Enter required information:</u></b> When entering information into, please review your spelling. Application information input will be lost if each tab (Item) is not saved immediately after input.</li> <li>• <b><u>How to Print the Online NHTF Application:</u></b> Do not use Internet Explorer as a browser when printing the application, Google Chrome and Mozilla Firefox are the preferred internet browsers. <b>All online application specific</b> tabs (items) must be printed individually. Specific tabs (items) consolidate the data and must be opened and printed separately. (i.e. <i>Site information, Buildings, and Unit Summary tabs (items)</i>). The Pro Forma tab (item) exceeds the screen width and must be printed on multiple pages. Please keep a printed paper copy of each tab (item) for your records and submit the printed version of the online application to AHFA.</li> <li>• <b><u>Submit the Online Application to AHFA:</u></b> Select <i>Submit Application</i> after completing <i>all required (*) application fields</i>.</li> </ul>
5	<b><u>Statement of Application</u></b>	<p>The applicant/owner must carefully read, execute, and have notarized all AHFA required certifications to indicate that they</p>

	<u>and Certification</u>	accept all terms, conditions and requirements of the National Housing Trust Fund Allocation Plan, Environmental Policy Requirements, Design Quality Standards and Construction Manual and application instructions, as applicable. The Applicant/Owner must certify that all information stated in the application will become a part of the National Housing Trust Fund Written Agreement/Commitment in the event the project is awarded program funds. The Applicant/Owner also understands that the application and other materials submitted become the property of AHFA and will not be returned. <b>Original signatures are required for this form.</b>
8	<u>Rental Assistance Commitments</u>	Commitment from entity providing federal, state, or local project-based and/or voucher(s) for rental assistance so that rents are affordable to extremely low-income families
9	<u>Commitment Letters for Sources of Funds</u>	Commitment from sources needed to develop and operate the proposed housing. Sources may include, but are not limited to, value of donated land, funds for purchase of land, construction financing, permanent financing, furnishings and operating subsidies, to qualify for points for receiving additional subsidies, the funds may be loaned (required repayment) or granted. The commitments must be a fully executed <i>firm</i> letter of commitment. The borrower must accept the commitment(s), if required. A general letter of interest or support is <i>not</i> a firm commitment. To be considered a commitment; the document must contain the terms, conditions, interest rate, disbursement conditions, security requirements, and repayment provisions and be signed by an authorized representative. Please see the Defined Terms for Multifamily Funding Programs at <a href="http://www.ahfa.com">www.ahfa.com</a> for the definition of a Lending Institution.
12	<u>Support Letters</u>	The applicant may provide letters of support although they are not required by AHFA.
13	<u>Digital Copy of Items 1-11 scanned (PDF) and indexed</u>	One Complete Digital (PDF) Copy of the Application (Including DMS Online Application). The digital copy must match exactly what was provided on original Application. Each form must be saved individually by listing the AHFA form number, form title, and name of project as indicated below:  <b>13a. Ownership Entity Form – ABC Estates</b> <b>13b. Credit Authorization Form – ABC Estates</b> <b>13c. Organizational Financial and Credit Statement – ABC Estates</b>

**THESE INSTRUCTIONS MAY BE EXPANDED TO INCLUDE COMPLETING AND SUBMITTING THE AHFA DMS AUTHORITY ONLINE NHTF APPLICATION. ADDITIONAL DOCUMENTATION MAY BE REQUIRED BY THE NATIONAL HOUSING TRUST FUND PROGRAM REGULATIONS, AHFA, AHFA'S LEGAL COUNSEL, OR BECAUSE OF THE SPECIFIC NATURE OF THE PROPOSED TRANSACTION. PLEASE CONTINUE TO MONITOR YOUR EMAIL AND THE AHFA WEBSITE FOR ADDITIONAL NEWS, UPDATES AND ANY AMENDMENT(S) TO THESE INSTRUCTIONS.**