



**ALABAMA HOUSING
FINANCE AUTHORITY**

Come on home, Alabama.

Alabama Housing Finance Authority's DMS MultiFamily Online Application Instructions

Reference Documents:

HOME Action Plan and

Housing Credit (HC) Qualified Allocation Plan

www.ahfa.com



General Information

The 2016 Multifamily Funding Application includes an Online Application that is Mandatory. The Online Application will be posted on AHFA's website at www.ahfa.com. All applicants must electronically submit the 2016 Online Application to AHFA. Prior to submitting the Online Application, applicants should review the data for accuracy, print each page of the Online Application for submission to AHFA and maintain a copy for your records. Once the Online Application is submitted through the electronic system, the application will be locked and no further changes or corrections will be allowed. The electronic submission must be made before a hard copy of the Online Application with the AHFA-provided and third-party forms are delivered to AHFA's offices.

Applicants should maintain supporting documentation used in completing the application for future reference. If it becomes necessary, AHFA will post updates, changes, or technical corrections to www.ahfa.com during the application cycle.



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Prerequisites for DMS Online Application

Complete the following steps prior to beginning the DMS Online Application:

1. Applicant must register in the Authority Online Management System. (See Authority Online User Registration Guide for details.)
2. Affiliate all organizations, project contacts, and team members. (See Authority Online Affiliate Organizations User Guide.)
3. Complete and review all third-party documents and AHFA provided forms.

Instructions Overview – Fill out each page as directed, complete all items. Saving before adding or updating may generate an error message or may not hold the data. When completing a number field, be mindful of your cursor location relative to the decimal.

The following pages contain special instructions for items which require a more detailed explanation.



A. General Project Information

- **District Lookup** – To avoid losing data, open the District Lookup link in a new window by simultaneously pressing the CTRL key while selecting the applicable link.
- **Development Activities** – Select and “Add” all development activities that apply.

Type of Development Activities Planned

Rental - New Construction

- **Type of Rental Structure** – Standard Rental must be selected.

Type of rental structure:



B. Applicant / Developer

- **Developer Information** -The Applicant/Developer is the entity responsible for filling out the online application; this entity may or may not be involved in the ownership of the project. This is the entity that must affiliate the organizations that will populate the Project Contacts Tab.
- **Authorized Signatory/Contact** – These dropdown boxes are populated by the contacts provided when the entity was originally registered in the AHFA Online Management System. Additional signatories and contacts may be added by the organization administrator.
- **Date of Formation** – This field is populated from the information provided when the entity was originally registered in the AHFA Online Management System. This information may be added by the organization administrator.



C. Owner

- **Ownership Entity** – Typically the project ownership entity will be created by electing “New Organization” from the dropdown box. From there fill out the information as directed. * If the ownership entity has already been created, select the appropriate entity.

A screenshot of a web form field. The label "Ownership Entity" is on the left. To its right is a dropdown menu with a blue background and white text that reads "(New Organization)". A small downward-pointing arrow is visible on the right side of the dropdown box.

- **Authorized Signatory/Contact** – These dropdown boxes are populated by the contacts provided when the entity was originally registered in the AHFA Online Management System. Additional signatories and contacts may be added by the organization administrator.



D. Project Contacts

- **Project Contacts** must be previously affiliated to appear in the dropdown box. *The appropriate role must have been selected when the organization was registered in the AHFA Online Management System.
- **Government/Historical Society Contacts** – Multiple government/historical society contacts should be added by using the “Add” button.

The screenshot shows a web form titled "Government/Historical Society Contacts". It includes a dropdown menu for "Contact Roles" with two options: "Mayor/Chief Elected Official" (highlighted) and "Local Historical Contact". Below the dropdown are input fields for "Title:", "First Name:", "Last Name:", "Address:", and "City:". An "Add" button is located at the bottom left of the form.

- **Tax Exempt/Syndicator** contacts may manually be added without affiliating an organization.



E. Non-Profit / CHDO

- **Name** – Non-Profit/CHDO must be previously affiliated to appear in the dropdown box.
- **Authorized Signatory/Contact** – These dropdown boxes are populated by the contacts provided when the entity was originally registered in the AHFA Online Management System. Additional signatories and contacts may be added by the organization administrator.

F. Non-Profit Set-Aside and Historic Preservation



- Page to be completed if you wish to be considered under the Non-Profit set-aside or qualify for Federal or State Historic Credit.



G. Site Information

To avoid losing data, information must be added before saving. If there are multiple sites or sellers, the information will need to be completed for each. ***Before Submitting** the application online, the **Site(s) Information** located in the summary will need to be printed separately and inserted into the final printed application.

Site Information Summary

[Add Site](#) Click to add site information record, information entered must be added before information may be saved.

	Address	City	County	Purchased Acres	Proposed Acres	Purchase Price	
Site Name 1	asdhjfdhhasdfkhj	Montgomery	Montgomery	5.500	5.500	\$125,000.00	Delete

- **Miscellaneous Site Information** – In the case of multiple sites, the data entered last in the Miscellaneous Site Information portion will be the information that is saved in the system; therefore, the Miscellaneous Site Information for each site will need to be completed and printed.



H. Buildings

To avoid losing data, information must be added before saving. If there are multiple buildings, the information will need to be completed for each.

***Before submitting** the application online, the Building(s) Information will need to be printed separately and inserted into the final printed application. When using the copy button, be sure the information is correct for the specific building.

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 - 100 Commerce Way, Montgomery			N/A
Community Building/Laundry - ,			N/A

- **Existing Building Information** – In the case of multiple buildings, the data entered last in the Existing Building Information portion will be the information that is saved in the system; therefore, Existing Building Information for each building will need to be completed and printed.



I. Unit Information

The information in the Building Tab must be completed before the unit information can be entered. All units for each building must be entered.

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 1 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.)

Number of Units	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	
20	2	2.0	1280	60% <input type="checkbox"/>		\$ 620	\$ 125	\$ 0	\$ 495	\$ 9900		Delete
8	1	1.0	970	60% <input type="checkbox"/>		\$ 580	\$ 100	\$ 0	\$ 480	\$ 3840		Delete
				<input type="checkbox"/>		\$	\$	\$	\$ 0	\$ 0		Delete
54										Total Monthly Rental Income: \$	27660	

Add

Cancel Save



J. Utility Information - Complete the page as instructed.

K. Contractor Costs New Construction - Complete the page, and be sure to save all work. Verify that all amounts are correct.

L. Contractor Costs Rehabilitation - Complete the page, and be sure to save all work. Verify that all amounts are correct.

M. Total Development Costs

- Complete the page, and be sure to save all work.
- The Tax Credit Reservation fee is calculated on the number of credits requested in the LIHTC and Historic Tax Credit portion of the Funding Source tab.
- Verify that all amounts are correct.



N. Annual Operating Expense, Taxes & Insurance - Complete this screen to show the expected operating expenses.

O. Miscellaneous Income - To avoid losing data, information must be added before saving.

P. Neighborhood Services

- To avoid losing data, information must be added before saving.
- Provide detailed driving instructions for all services.

Q. Tenant Services and Amenities

- To avoid losing data, information must be added before saving.
- Amenities must match what is provided in the Square Footage Architect Certification provided by the architect.



R. Subsidies

This page must be completed for any subsidy or regulatory requirement; which are currently in place.

- **Development Plan** – “Yes” or “No” must be selected for the Development Plan Question, it cannot remain blank.

Development Plan

Does your development plan include units with existing subsidies or regulatory requirements? ▾

- **Project Rental Assistance** – “Yes” or “No” must be selected, it cannot remain blank.

Project Rental Assistance

Do you expect to receive or are you currently receiving any rental subsidies for this development?



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

***Print these on three (3) pages, only a limited number of years (approximately 7 per page) will print at one time, the cursor must be moved to get the entire page to print.**

T. Tax Credit Elections and Public Housing Authority Information - Answer all questions to complete the page.

U. Tax Exempt Bond Financing - Regardless of type of financing structure, all questions must be completed including amounts.

Tax- Exempt Bond Financing			
Type of Bonds	Amount	Interest Rate	Term
Series A Tax Exempt Bonds	0	0	0
Series B Tax Exempt Bonds	0	0	0
Taxable Bonds	0	0	0
Total Issuance:	0		



V. Funding Sources

Complete the page as instructed. Add all financial type(s) that pertain to your project.

- **LIHTC and Historic Tax Credit** – The “Add” button must be selected to enter the Federal LIHTC and Historic tax credit amounts. Verify amounts entered are calculated correctly.

LIHTC and Historic Tax Credit

LIHTC and Historic Tax Credit

	Program	Credits Requested	Price per Credit	Ownership Percentage	Total Proceeds	Description
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Federal LIHTC	\$100,000	.9200	99.990%	\$919,908	

- **State Permanent Financing** – Specifically pertains to the requested AHFA HOME funds.
- **Local Participating Jurisdiction HOME Financing** – If receiving HOME funds from a local Participating Jurisdiction, select the local Participating Jurisdiction which applies. * Do not select the HOME or HOME CHDO election in this dropdown.

Local Participating Jurisdiction

HOME/CHDO
 Anniston
 Birmingham
 Huntsville
 Jefferson County
 Mobile
 Mobile County
Montgomery
 Tuscaloosa

	Lien Position	Amount
	3rd <input type="button" value="v"/>	250,000

MHA

Is the Participating Jurisdiction covered by a local Consolidated Plan?



W. Relocation Information - Must be completed by all rehabilitation projects and new construction if applicable.

X. Development Schedule - Specify the specific milestones dates for the project.



Y. Validation and Submission

During the validation process, if errors are found, the information must be corrected in order to complete and submit the application.

- **Application Submission** – Once the validation is complete, change the selection from application pending to application **submitted** in the dropdown box before pressing the submit button. **Once the application is submitted, the **application will lock** and edits will no longer be allowed.*

A screenshot of a web form for application submission. It features a dropdown menu with two options: "Application Pending" (highlighted in blue) and "Application Submitted" (in grey). Below the dropdown is a "Submit" button. To the right of the dropdown is the text "Please specify the stage that you are submitting this application:".

Application Pending
Application Submitted

Submit

Please specify the stage that you are submitting this application:



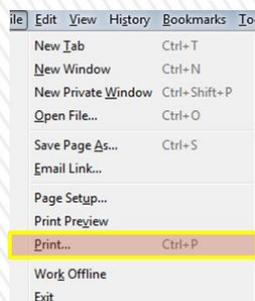
Z. – AA.

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

Z. Print Receipt - Print receipt will not be available until after application submission.

AA. Print Application - Once the application has been validated and submitted, the application should be printed.

- Select Print Application from Menu
- Select Print from Toolbar





AHFA Point of Contact

Any questions regarding the 2016 DMS MultiFamily Online Application Instructions should be submitted via email to:

Chris Hert
AHFA Multifamily Coordinator
chert@ahfa.com

This document is not intended to usurp, conflict, or supplant the requirements identified in the 2016 AHFA HOME Action Plan or 2016 AHFA HC Qualified Allocation Plan.