**To:** Applicants for 2018 Housing Credit, Housing Trust, HOME and Multifamily Bond Program funds:

The Alabama Housing Finance Authority’s Online Data Management System **(“AHFA DMS”**), is available for access via the AHFA website at [*www.ahfa.com*](http://www.ahfa.com)*.*  Using AHFA DMS, owners/developers will be able to:

* **Complete an individual profile for their 2018 applicant entity and establish relationships for their respective team members for specified project(s).** When creating a user profile, each owner/developer will be able to associate their respective project team members (construction contractor, management company, environmental firm and other consultants, attorney, architect, accountant, title company, surveyor, etc.) with the 2018 applicant entity formed for the purposes of applying for funds. General instructions regarding obtaining organization codes for owners/developers are described later herein.
* **Submit online applications during AHFA’s annually designated competitive cycle and for AHFA designated open rounds, which are reserved for the submission of tax-exempt multifamily bond financed transactions.** The AHFA DMS system has been thoroughly tested by AHFA staff, so you should not encounter any major problems when entering data to complete the online application process, provided you follow the written instructions. Should you encounter any errors or technical issues, please promptly send an email (which includes a screen shot of the error message received, if possible) to [chert@ahfa.com](mailto:chert@ahfa.com) so that we can determine a solution to your issue. When sending the email, please include **“DMS Error Report”** in the subject line of your email so that your issue(s) can be immediately addressed by AHFA staff. At designated intervals, AHFA staff may make adjustments (or corrective updates) to AHFA DMS based on the volume of feedback received.

These features, as described, are intended to allow all AHFA owners/developers the ability to manage their respective project(s) from the initial application phase to application approval, subject to AHFA guidelines and requirements, and through the completion of the required compliance/extended use commitment period(s). We are continuing efforts to streamline our application process, and provide real-time access to project information on an ongoing basis for our staff and owners/developers. We anticipate adding additional features to AHFA DMS on an ongoing basis, so please check our website frequently.

In preparation for the release of AHFA DMS, all applicants should:

* **Complete AHFA required forms**: All owners/developers should have received copies of their respective market studies and environmental reports for completion of the applicable AHFA forms and sections of the online application. As well, AHFA guidance which will be provided to you at the 2018 HOME/Housing Credit/HTF Application Workshop, you should already be in the process of completing (or have completed) required 2018 AHFA application forms, which are a prerequisite for completion of the online application process.
* **Obtain Organization Codes**: If you have not previously participated in the AHFA DMS Online Application process, you will need to register with AHFA DMS as a new user to obtain an AHFA DMS organization code. Instructions for this process will be available at [*www.ahfa.com*](http://www.ahfa.com)*.* We request that each owner/developer forward this email to any of their respective project team members or partners who have not participated in any AHFA multifamily programs recently. If you did not attend the 2018 Application Workshop and plan to apply for funding during the 2018 application cycle (or anytime during the year), please contact [Chris](mailto:Chris) Hert [chert@ahfa.com](mailto:chert@ahfa.com) to request information about obtaining an organization code. In any event, please be aware that it may take up to three (3) business days to approve your registration request.
* **Review the AHFA website for complete instructions regarding AHFA DMS.**  The AHFA DMS Online application will be ready for access upon your receipt of the AHFA encrypted email containing each owner/developer’s (and project team members) respective organization codes. Again, new participants must complete the initial AHFA DMS registration process to obtain an organization code for themselves individually or for any new applicant entity. Prior to accessing the online application, we strongly suggest that you obtain and read all instructions thoroughly. The initial instructional documents, which are available at [*www.ahfa.com*](http://www.ahfa.com)*,* include, at a minimum:
* [AHFA's Online Data Management System Overview](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/AHFAs%20Online%20Data%20Management%20System%20Overview.pdf)
* [AHFA Online Application Instructional Guide](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/AHFA%20Online%20Application%20Instructional%20Guide.ppt)
* [AHFA Online Authorization Form](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/Online%20Authorization%20Form.xlsx)
* [Authority Online User Registration Guide](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/2015%20AHFA%20Authority%20Online%20User%20Registration%20Instruction.pdf)
* [Affiliated Organization Registration User Guide](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/Affiliated%20Organization%20Registration%20User%20Guide.docx)
* [To-Be-Formed Entities User Guide](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/AHFA%20DMS%20To%20Be%20Formed%20Entities%20User%20Guide.docx)
* [How to Create Partnerships User Guide](http://www.ahfa.com/sites/www/Uploads/files/MF%20Allocation/AHFA%20DMS%20How%20to%20Create%20Partnerships%20User%20Guide.docx)

We strongly request that you adhere to these suggested guidelines prior to and subsequent to the release of the AHFA DMS application. Following this guidance will save you time and effort when attempting to complete and finalize your application submission(s). As well, we strongly suggest that you retain a copy of all source documents used to enter your application data into AHFA DMS, in the event these source documents are needed for verification purposes. Should these source documents be required to verify any of your AHFA DMS entries, AHFA will contact you via email during the application review process to obtain this and any other required documentation.

Best wishes regarding your 2018 application submissions!

David C. Young

Multifamily Administrator