







UTILITY ALLOWANCE

- **NDR UTILITY SCHEDULE MODEL**
 - **UTILITY RATE SHEETS MUST BE PROVIDED WITH THE REQUEST**
 - **DON'T FORGET ABOUT THE TAX RATE % AND EXTRA FEES**
 - **UTILITY RATES MUST BE NO OLDER THAN 60 DAYS OLD**
 - **90 DAY IMPLEMENTATION PERIOD**
 - **MUST BE RENEWED AT LEAST ONCE EVERY 12 MONTHS**

ALABAMA POWER NDR-ECR FACTOR

Month	NDR Rate / Column	ECR FACTOR	
		ACTUAL FACTOR	SEC.
January	0.75 / 1.00	23.530	22.989
February	0.75 / 1.00	23.532	23.010
March	0.75 / 1.00	23.530	22.989
April	0.75 / 1.00	23.532	22.989
May	0.75 / 1.00	23.530	22.989

To calculate the AL Power May ECR factor do the following:
 $75 \div 22.989 = 23.7271000 = 02373$
.02373 should be entered as an Extra Fee

UTILITY ALLOWANCE

- **LOCAL UTILITY PROVIDER**
 - **THE ALLOWANCE MUST BE FROM THE PROVIDER**
 - **MONTHLY BILLS FROM YOUR TENANTS USED TO GET AN AVERAGE WILL NOT BE ACCEPTED UNLESS YOU CAN GET THE LOCAL UTILITY PROVIDER TO SIGN OFF ON YOUR WORK**

PROPERTY DAMAGE NOTIFICATION

- IT IS AVAILABLE IN THE COMPLIANCE SECTION OF THE ANFA WEBSITE
- MUST BE SUBMITTED IF THE FOLLOWING HAPPENS:
 - HOUSEHOLD DISPLACED
 - MAJOR DAMAGE (FLOOD, STORM, FIRE, ETC.)
- IN THE FUTURE, WE WILL HAVE AN AMENITY DAMAGE NOTIFICATION

RENT ROLL IS IMPORTANT

- SET-ASIDE REPORT
- VACANCY REPORT
- INCOME QUALIFIED
- GROSS RENT
- FULL-TIME STUDENT HOUSEHOLD
- DISABILITY/HOMELESS ELECTION

JOIN OUR MAILING LIST

- EVERYONE NEEDS TO ADD THEMSELVES TO THIS LIST
- IT IS LOCATED IN THE COMPLIANCE SECTION OF THE ANFA WEBSITE



Join Our Mailing List!

DISABILITIES/HOMELESS ELECTION

- THIS ELECTION FORM IS A PART OF THE APPLICATION FOR PROJECTS SUBMITTED 2016, 2017, 2018, AND MOVING FORWARD
- OWNER'S ELECTION
- APPLICATION REQUIREMENTS
- ELIGIBLE HOUSEHOLDS

DISABILITIES/HOMELESS ELECTION

- AT INITIAL LEASE UP, YOU MUST WAIT 90 DAYS BEFORE RENTING A UNIT TO AN OTHERWISE ELIGIBLE APPLICANT
- MARKETING EFFORTS MUST BE DOCUMENTED
- MUST MAINTAIN A SEPARATE WAITING LIST OF ELIGIBLE DISABLED AND/OR HOMELESS APPLICANTS
- AFTER INITIAL LEASE UP, IF YOU HAVE ZERO ELIGIBLE APPLICANTS ON YOUR WAITING LIST, YOU HAVE NOTIFIED THE LOCAL AND/OR REGIONAL SERVICE PROVIDER AND ANFA, YOU CAN RENT THE UNIT TO AN OTHERWISE ELIGIBLE APPLICANT

DISABILITIES/HOMELESS ELECTION

- THE FOLLOWING FORM MUST BE IN THE HOUSEHOLD FILE:
 - DISABILITY SELF CERTIFICATION
 - HOMELESS CERTIFICATION

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- IT IS BEST TO HAVE EVERYONE WHO USES THE SYSTEM REGISTER INDIVIDUALLY
- ISSUE WITH SHARING USERNAMES AND PASSWORDS
 - IF YOU FORGET THE INFORMATION, I CAN ONLY ASSIST THE REGISTERED USER

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- CURRENTLY WE RECOMMEND UPDATING THE SYSTEM ON A MONTHLY BASIS
- IN THE FUTURE, THIS WILL BE A REQUIREMENT

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- IMPORTING
 - MAKE SURE YOU SEND THE REQUIRED DATA FOR EACH EVENT TYPE
 - MOVE-IN, TRANSFER IN AND OUT, RECERTIFY, MOVE-OUT, COMPOSITION UPDATES ARE THE ONLY IMPORTABLE EVENT TYPES
 - YOU CANNOT IMPORT RENT UPDATES AND STUDENT UPDATES
- IMPORT INSTRUCTIONS CAN BE FOUND IN THE COMPLIANCE SECTION OF THE AHPA WEBSITE

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- **EVENT DETAILS**
 - RENT LEVEL %
 - INCOME LEVEL %
 - FUNDING PROGRAM

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- **MOVE-IN EVENT**
 - TOTAL HOUSEHOLD INCOME
 - HOUSEHOLD INCOME AT MOVE-IN

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- **UTILITY ALLOWANCES**
 - YOU MUST CREATE THE UTILITY ALLOWANCE(S)
 - BE VERY SPECIFIC WITH DESCRIPTION OF THE ALLOWANCE
 - ONCE CREATED, YOU ARE ABLE TO COPY THEM FORWARD
 - THE ALLOWANCE WILL LAST FOR 12 MONTH PLUS 90 DAYS

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- **FINALIZING THE YEAR**
- **ENTER TENANT EVENTS BEFORE FINALIZING**
- **JANUARY 1ST UNTIL DECEMBER 31ST**

DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- **ANNUAL OWNER CERTIFICATION**
- **MAKE SURE YOU ARE IN THE CORRECT EFFECTIVE YEAR**
- **MAKE SURE TO CLICK ON THE SUBMIT BUTTON WHEN COMPLETED**
