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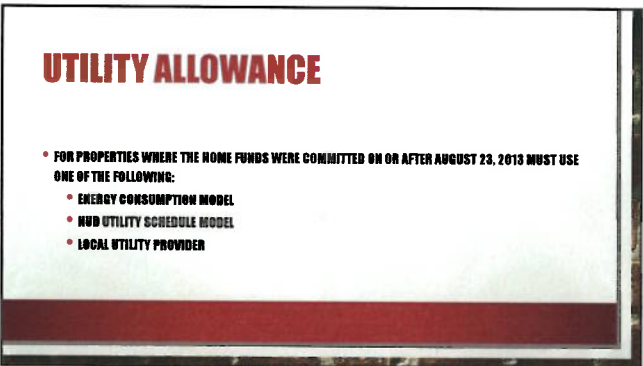
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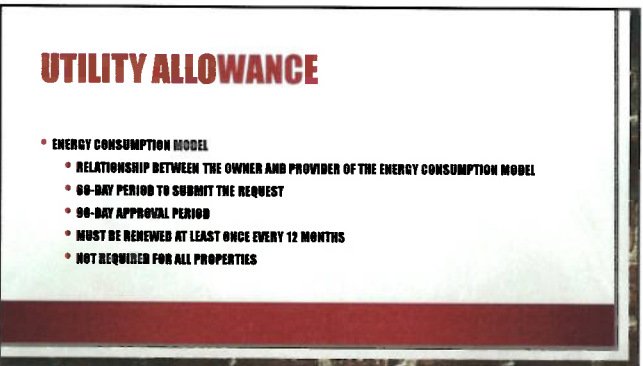
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## UTILITY ALLOWANCE

- **HUB 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

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## ALABAMA POWER NDR-ECR FACTOR

| Month    | NDR<br>Rate / \$/KWH | ECR FACTOR       |        |
|----------|----------------------|------------------|--------|
|          |                      | ACTUAL<br>FACTOR | SEC.   |
| January  | 0.75 / 1.88          | 23.530           | 22.989 |
| February | 0.75 / 1.88          | 23.532           | 22.992 |
| March    | 0.75 / 1.88          | 23.530           | 22.989 |
| April    | 0.75 / 1.88          | 23.532           | 22.992 |
| May      | 0.75 / 1.88          | 23.530           | 22.989 |

To calculate the AL Power May ECR factor do the following:  
 $75 + 22.989 - 22.93 / 1000 = .02373$   
 .02373 should be entered as an Extra Fee

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## 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

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## 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

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## RENT ROLL IS IMPORTANT

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

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## 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!

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## 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

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## 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

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## DISABILITIES/HOMELESS ELECTION

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

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## 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

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## DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

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

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## DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- IMPORTING
  - MAKE SURE YOU SEND THE REQUIRED DATA FOR EACH EVENT TYPE
  - MOVE-IN, TRANSFER IN AND OUT, RECENTIFY, 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

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## DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

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

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## DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

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

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## 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

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## DMS AUTHORITY ONLINE MANAGEMENT SYSTEM

- FINALIZING THE YEAR
  - ENTER TENANT EVENTS BEFORE FINALIZING
  - JANUARY 1<sup>ST</sup> UNTIL DECEMBER 31<sup>ST</sup>

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## 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

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