



# ▼ QUARTERLY PROGRESS REPORT PROCESS

**AHFA DMS AUTHORITY ONLINE SYSTEM**



The Objective of this training is to provide instructions on how to complete the Quarterly Progress Report in the DMS Authority Online System.

# Things to know

The new Quarterly Progress Report is replacing the current "Quarterly Status Report" and will allow users to submit the report electronically.

This report is required to be completed for all approved projects on a quarterly basis and submitted to AHFA by the 15th of the following month that it is due. The initial submission due date is provided in the reservation letter.

## Progress Report Quarter due dates:

March 31st due by  
January 15th

June 30th due  
by July 15th

September 30th due  
by October 15th

December 31st due  
by January 15th

- Notices regarding the Progress Report due dates, updates and instructions will be posted at <https://www.ahfa.com/multifamily/post-award/construction>.
- **There is a \$1,500 late fee for Progress Reports that are submitted after the due date.**

## Take Note

The Progress Report and (4) site photos are due quarterly until the development; (a) reflects (100%) physical completion for two consecutive quarters or (b) the Low-Income Housing Credit Allocation and Certification (IRS Forms 8609) have been issued. **If the Progress Report is due prior to construction commencement, updated site photos are required to be submitted as assurance that no "choice limiting" activities have taken place.**

## Welcome to the DMS Authority Online Management System

The site will allow organizations working with AHFA to manage information about their awards. Some of the features of site are the Online Application, Owner Certification, etc. This site continues to be expanded to allow our partners to work closely with us and to streamline our processes.

Username:

[New User? Register Here.](#)

Password:

Login

[Forgot Your Password?](#)

The first step is to Log into the DMS Authority Online system at  
<https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>

DMS Authority Online Supports:

- Google Chrome
- Firefox Version

After logging in to the system, in order to gain access to a specific project's Quarterly Progress Report you must submit a request to access it.

## TO COMPLETE A REQUEST

- 1. Select "My Organization" or "My Profile" from the main screen.



- 2. Select "Request New Access" from the profile section located on left of the screen.



1. From the dropdown, select the entity which will be completing Quarterly Progress Report on behalf of the project(s). This is typically the development entity but may also be an ownership entity or another designated organization .
2. Go to the "Access Type" box , select "Progress Report for Properties" and then click on "Next".

## Request New Access

Please select the organization you are requesting access to and then should *only* request access to the program(s) that you are *directly* involved with, you may find that your request will be denied for all

Organization: **Attorney, Lawyer P.C>** ▼

### Organization Details

Organization Code: **DD70F3BC80**  
Name: **Attorney, Lawyer P.C>**  
Address: **Court Street**  
City: **Birmingham**  
State: **AL**  
Zip Code: **36119**  
Telephone: **(256) 555-5555**  
Fax:

### Access Types

Programs that you currently have an active request for will not

- ☐ Annual Owner Certification
- ☐ Manage your organizations information and users
- ☐ Funds Management
- ☐ Online Application Access for Developers Only
- ☐ Project Costs Access
- ☐ Financial Reporting
- ☐ Loans
- ☒ Progress Report for Properties
- ☐ Document Center
- ☐ Quarterly Reserve Reports

Cancel

Next



## Progress Report Access

### Property BIN Numbers

Add the project number for the property whose progress reports you would like access to. Indicate whether or not you are the owner by checking the box before clicking 'Add'.

Award Number  
Example: 9999999-TC

Access Type

- ☐ Owner  
☒ Property Manager  
☐ Other

Add

2016019-TC

Owner

Remove

Cancel

Next

- The system will ask the user to enter the award/project number for the specific project, next select "Owner" as the "Access Type" (always select "Owner") then finally click "Next".



Review the "Registration Summary" then click submit to complete the request.

When approved, an email notification should be received informing the user they have been granted access.

## Registration Summary

Please Review the following information before submitting your registration request

### User Information

First Name: Test  
Last Name: Owner  
E-mail: jerry@ahfa.com  
Username: architect

### Organization Details

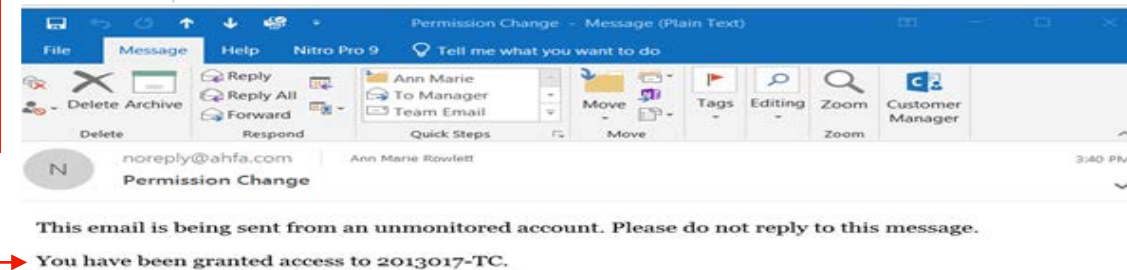
Organization Code: 5B8F59E670  
Name: Loveman Redevelopment I, Ltd.  
Address: 527-A Main Ave.,  
City: Northport  
State: AL  
Zip Code: 35476  
Telephone: (205) 345-0955  
Fax:

### Progress Report for Properties

Project Number	Owner
2016019-TC	Owner

Cancel

Submit



## THE QUARTERLY PROGRESS REPORT

THE OPTION TO ENTER THE "PROGRESS REPORT" WILL APPEAR IN THE LIST OF PROGRAMS.

### Programs

#### [Owner Certification](#)

This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG HOME, and Development Fund programs.

#### [Progress Report](#)

This will allow the owner or developer to enter the progress report.

#### [My Organization](#)

Manage the information about your organization such as contact information, users, partnerships, and partners.

#### [My Profile](#)

Manage your profile including your password, contact information, your organization information and other information about your organization.

SELECT "PROGRESS REPORT" AND ANY PROJECTS REQUESTED AND APPROVED WILL BE LISTED IN THE "AVAILABLE PROPERTIES LISTING".

[Request another property](#)

[My Profile](#)

[Return To Programs Listing](#)

## Available Properties Listing

Architect Firm
2121 T square
New York NY 01256

334-555-5555

**Properties Assigned to you:**

Property Name	Assigned Multi-Family Analyst	Award Numbers	Started	Finalized	Add
Brookeville Apartments		95061-HEXT, 95061-HEXT, 2016014-TC, 95061-TC, 95061-H			
<a href="#">Clarion Cove</a>		2013017-TC	4/10/2018		
Lenox Park		2015030-TC	10/10/2017	10/10/2017	
Mountain View Village		2015011-TC			
Shadowbluff Apartments	Janel White	2013810-TC, 2013810-MFB-2014B, 950083-TC			

**Message Board**

## Alabama Housing Finance Authority Progress Report

Fields listed with a \* next to them are linked to the system database and cannot be changed. If you see something is missing or incorrect, please indicate so in the Additional Comments or Concerns.

### A. Information

\* Project Name:   
\* Project #:   
\* Program Type:   
\* Project Owner:   
\* Project Contact:   
\* Email:   
\* Telephone:   
\* Address:   
\* City:   
\* State:   
\* Zip:

\* Property Management Company:   
\* Property Management Contact:   
\* Email:   
\* Telephone:   
\* Address:   
\* City:   
\* State:   
\* Zip:

### B. Status

Under construction ☐

If In Lease Up, what is the Leased Up Percentage?

How many buildings are in the project?

In Lease Up ☐

Indicate % of Construction Completion

☐ 0 - 15% ☐ <= 25% ☐ <= 50% ☐ <= 75% ☐ < 100% ☐ = 100%

Are there any changes to the Development Team?

☐ Yes ☐ No

Describe these changes:

When creating a new Quarterly Progress Report, select add new. Next answer and review all questions on the page.

Please note: the system will not allow the user to submit/finalize the Report until all questions have been answered and photos uploaded.

D. Additional Comments or Concerns:

E. Photos and Documents - 0 file(s) uploaded

Please upload 4 color photos that have been taken within the last 30 days. Please include both interior and exterior photos. You must save your report before you can upload photos. Once it has been saved the Upload Photos button will be enabled.

Once you have completed your report and are ready to submit it to Alabama Housing Finance Authority - please click the Finalize Report button. This will save any changes and mark the report finalized. You will not be able to edit this upon completion.

Save

Upload Documents

Finalize Report

Delete This Report

Anticipated Inspection date required

Anticipated Cost Certification date required

as of ☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☐ No  
Has Lease-up begun required

0  
 0

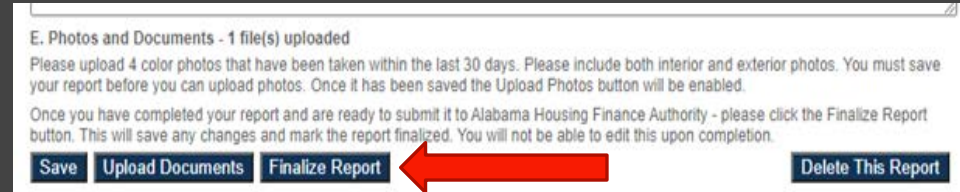
redits ☐ Yes ☐ No  
Has Declaration of Extended Low Income  
Housing Commitment submission required

nd ☐ Yes ☒ No

## Key Tips:

- **Save often while working on the document.**
- **Do not report changes previously reported on a Quarterly Progress Report.**
- **Photos cannot be uploaded, and the report cannot be finalized until all fields are complete.**
- **Once the report is finalized, no changes can be made. The only way to correct an error is to create a new Quarterly Progress Report.**

Once all fields have been completed, photos uploaded and report reviewed , select **"Finalize Report"**.



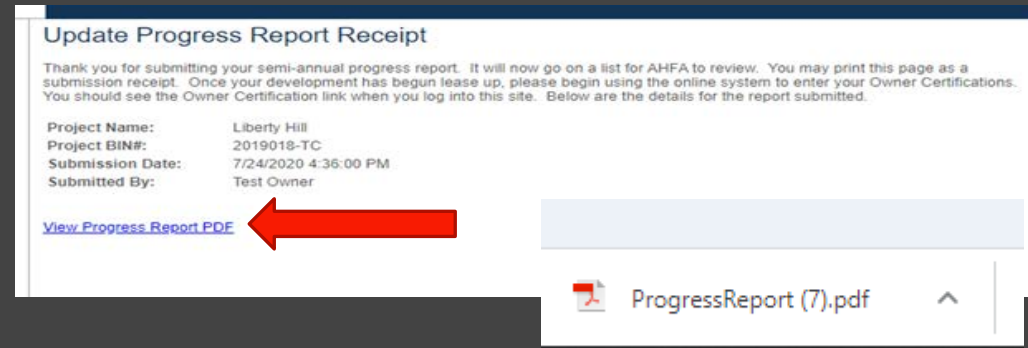
E. Photos and Documents - 1 file(s) uploaded

Please upload 4 color photos that have been taken within the last 30 days. Please include both interior and exterior photos. You must save your report before you can upload photos. Once it has been saved the Upload Photos button will be enabled.

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[Save](#) [Upload Documents](#) [Finalize Report](#) [Delete This Report](#)

Next click **"View Progress Report PDF"**, this will provide a PDF for printing and/or saving to keep for your records and to forward to AHFA.



Update Progress Report Receipt

Thank you for submitting your semi-annual progress report. It will now go on a list for AHFA to review. You may print this page as a submission receipt. Once your development has begun lease up, please begin using the online system to enter your Owner Certifications. You should see the Owner Certification link when you log into this site. Below are the details for the report submitted.

Project Name:	Liberty Hill
Project BIN#:	2019018-TC
Submission Date:	7/24/2020 4:36:00 PM
Submitted By:	Test Owner

[View Progress Report PDF](#)

ProgressReport (7).pdf

What's next.....

1. Save the PDF copy to your local machine.
2. Email AHFA an electronic copy of the PDF Quarterly Progress Report, the (4) site photos and any additional correspondences i.e. (verifications for specific changes) to [ahfa.mf.construction@AHFA.com](mailto:ahfa.mf.construction@AHFA.com)

The Quarterly Progress Report is not considered submitted until all steps are completed including email sent to AHFA.

The PDF will appear as the completed Quarterly Progress Report.

To view a list of Progress Reports submitted select "Return to Property Listing".

## Quarterly Progress Report

### A. Information

Project Name:	Liberty Hill	Submitted Date:	07/24/2020
Project #:	2019018-TC		
Program Type:	RUTC		
Project Owner:	Liberty Hill, Ltd.	Property Management Company:	Hollyhand Comp
Project Contact:	Winton Yerby	Property Management Contact:	Brian Hollyhand
Email:	wyerby@hollyhand.com	Email:	brian@hollyhand.com
Telephone:	(205) 345-0955	Telephone:	(205) 345-0955
Address:	527 Main Ave Ste A	Address:	527-B Main Ave.
City:	Northport	City:	Northport
State:	AL	State:	AL
Zip:	35476	Zip:	35476

### B. Status

Under Construction ☒ Yes

Is Lease Up ☒ No

If in Lease Up, what is the Leased Up Percentage?

How many buildings are in the project?

7

Percent of Construction Completion

15

Are there any changes to the Development Team?

No

Describe these changes:

NA

Are there any changes to the CHDO ownership or staff (if applicable)?

No

[Return to Property Listing](#)

## Update Progress Report Receipt

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Project BIN#: 2019018-TC	
Submission Date:	7/24/2020 4:36:00 PM
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[View Progress Report PDF](#)

# THINGS TO REMEMBER



Users must request access to the specific projects Progress Report.



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There is a \$1,500 late fee for Progress Reports that are submitted after the due date.



Save often while working on the document.





# EMAIL LINKS

- Quarterly Progress Report specific questions and submissions: [ahfa.mf.construction@AHFA.com](mailto:ahfa.mf.construction@AHFA.com)
- Authority Online DMS questions and issues: [ahfa.mf.dms@ahfa.com](mailto:ahfa.mf.dms@ahfa.com)
- Additional instructions and Progress Report updates: <https://www.ahfa.com/multifamily/post-award/construction>