SECTION IX

FINALIZE YEAR – (SUBMIT TENANT EVENTS)
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Once you have all of your tenant, unit and building certification information loaded, you are ready to finalize for that certification year.

**Note:** Finalize Year function should only be done at the end of the reporting year.

- After you finalize your tenant events, you CANNOT go back and change any information from that year.
- If a change is necessary contact the DevCo Helpdesk at [https://devco.ohiohome.org/devcoinquiries](https://devco.ohiohome.org/devcoinquiries) for this project.

**Step 1:** Review your report of Tenant Events; Select: **Export Events** from the Property Details Screen.

- Double check if all the events for the reporting year are listed.
- If a unit is not listed, this means there is not a tenant event recorded in DevCo for that reporting year and will need to be entered.

**Tenant events must be added chronologically.**

- To transfer data to a spreadsheet select **Export Events** at bottom of **Export Events** screen.
  - This will open a file in Excel that can easily be reviewed and filtered.

**Step 2:** Select: **Return to Property Details**
Step 3: Resolve issues listed
• You may either have errors or warnings listed
• You CANNOT proceed without resolving the errors
• In this example, only Warnings appear therefore, we can proceed to Finalize.
  ◦ Errors must be corrected for Finalize Year to work

(See Section VII B. Compliance Checks – Errors and Warnings for more information)

Step 4: Select: Finalize Year
• When clicking Finalize Year the status will switch to Property Review

Step 5: Select: Start Finalization
Step 6: Review remaining issues listed
- You may either have errors or warnings listed
- You CANNOT proceed without resolving the errors
- In this example, only Warnings appear therefore, we can proceed to Finalize.
  - Errors must be corrected for Finalize Year to work
  (See Section VII B. Compliance Checks – Errors and Warnings for more information)

![Finalize Errors Table]

Step 7: After you resolve the errors, you will have to go back through the Finalize Year process:

Step 8: Select: Refresh Error List
- The Warnings will be listed; these will not hinder the project being finalized

Step 9: Select: Proceed to Finalize

Step 10: Select: Finalize

Step 11: A Receipt for the tenant events submission will be ready for you to Print
- This should be kept as a record of when tenant data was submitted initially, if the property is made active after the Deadline this impacts the submission date when the property is re-finalized

![Receipt Image]

Step 12: Select: Return to Property Details
- **Note:** After the tenant events for the reporting year have been finalized the buttons will change; instead of Finalize Year there is a Receipt button

![Property Details]

Step 13: You can view your Report by Selecting: Export Events from the Property Details Screen
Step 14: For your records you may want to Export Events which puts the information in an Excel Spreadsheet

• If a unit is not listed this means there is not a tenant event in DevCo for that reporting year and it should have been entered

• Note: to print the report of events from DevCo, it is best to export and print from Excel by clicking on Export Events at the bottom of the screen

Step 15: Notice now in the Properties Listing the Status changes from Active to Finalized

• Once the property is finalized, the OHFA Program Compliance Analyst will receive an email stating the Property Name and who finalized it. The email is dated the day the Finalization occurred.

• Status: A property can be in one of six status stages:
  ◦ **Active** - The property is open for the certification year
  ◦ **Property Review** - The property is in the finalization process and is partially locked (contact DevCo Helpdesk to unlock)
  ◦ **Finalized** - The property has been finalized for OHFA review. Editing is no longer possible for tenant events in that reporting year.
  ◦ **Monitoring** - OHFA reviews the property before completion
  ◦ **Resolution** - OHFA reviews the property before completion
  ◦ **Completed** - Finalization of the property has been approved by OHFA and property has been closed for that certification year