

SECTION VI

VIEWING AND ADDING PROJECT INFORMATION

VI. VIEWING AND ADDING PROJECT INFORMATION

This section is broken down by each screen related to viewing and editing a property with steps using them. They include:

- A. Property Listings
- B. Property Details Screen
- C. Building Details Screen
- D. Unit Information Screen

Step 1: Select: **Tenant Income Certification/Owner Certification from the Program Screen**

The screenshot shows a 'Programs' section with several links and descriptions. The link 'Tenant Income Certification/Owner Certification' is circled in green. Below it are links for 'Progress Report', 'My Organization', and 'My Profile'. A note at the bottom explains that many features are based on the user's organization and that an 'Organization Code' may be required for some users.

A. Property Listings

Step 2: Find and Select: the Property for which you want to add information

- All of the properties assigned to you are listed in alphabetical order

The screenshot shows the 'Properties Listing' screen. A callout box points to the 'Show All Reporting Years' checkbox, stating: "Note: 'Show All Reporting Years' is grayed out until filter for Property Name is used." Another callout box points to the 'Funnel' icon, stating: "Funnel - will allow you to filter your projects. Note: the filter should be used when accessing aables reporting years". A third callout box points to the 'Reporting Year' column, stating: "Reminder: Eff Date - shows the reporting year for a property - only the most recent will appear initially".

Property Name	Reporting Year	Status	Award Number	Num Buildings	Num
TEST - Lindbergh Estates-PC	2015	Monitoring	079900	3	14
TEST - Lindbergh Estates-PC	2016	Active	079900	3	14
TEST - Merging Projects-PC	2015	Active	N-B-94-9999, N-B-12-9999, 129999	6	26
TEST - Merging Projects-PC	2016	Active	N-B-94-9999, N-B-12-9999, 129999	6	26
TEST - Salmon Chase Acres II-PC	2015	Property Review	HUD-9090990, 0799999, N-B-07-1111, 919999	5	53
TEST - Salmon Chase Acres II-PC	2016	Active	HUD-9090990, 0799999, N-B-07-1111, 919999	5	53
TEST - Tiffin Senior-PC	2015	Finalized	019999, NB-01-5555, BADAWARD	4	38
TEST - Tiffin Senior-PC	2016	Active	019999, NB-01-5555, BADAWARD	4	38
TEST - Woodland Run-PC	2015	Active	F-A-10-999-99, BADAWARD, 109999	2	60
TEST - Woodland Run-PC	2016	Active	F-A-10-999-99, BADAWARD, 109999	2	60

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- You can **filter** using Property Name or Status by clicking on the funnel to the right of the header
 - When you click on the funnel, a blank space appears
 - Type in the property name and press Enter
 - To get back to all properties, click the funnel next to property name and delete the text and press Enter
- You can **sort** the Property Name list by clicking on the column name
 - It will sort A-Z (or)
 - Z-A
- 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 but can be edited
 - 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

B. Property Details Screen

- Once a property is selected an overview of the Project will appear
- This Screen is Read-only, if any of the information needs updated contact the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>
 - Programs - Includes all active OHFA programs with the award number, the number of units and buildings with that funding type at the property
 - Owner Entity Information - Displays the current contact information listed in DevCo for the owner
 - Management Company - Displays the current contact information listed in DevCo for the Management Company including a primary contact and onsite manager

Return to Property Listing

Manage Users

View Documents

TEST - Salmon Chase Acres II-PC

- OH-07-11112
- OH-07-11113
- OH-07-11114
- OH-07-11115
- OH-07-11116

Property Details

TEST - Salmon Chase Acres II-PC
 DBA: Tiffin Acres (test)
 123 Kirker Way, TESTINGTHIS
 Lancaster OH, 43130

Compliance Analyst: Michelle Carroll
Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-07-1111	1/1/2012	5	48
LIHTC - Competitive	079999	5/28/2007	0	10
TCE-1602	TCE-07-9999	12/21/2015	0	0

Restriction Type: **Rent and Income** Floating Units: **True**

Rental Assistance: **Property Based** Extended Use Dates: 4/15/2015, 4/30/2015

Owner Certification Year: **2016**

Owner Entity Information

Name	TEST - Earhart Propertes (G)	Tax ID Number	
Address	57 East Main Street	Primary Owner Contact	
City	Minneapolis	Name	Test User
State	MN	Email	ohfatestuser@gmail.com
Zip	55401	Phone	(614) 995-1208
		Fax	(000) 000-0000

Management Company

Name	TEST - Spirit of St. Louis Mar	Primary Management Contact	
Address	57 East Main Street	Name	
City	Minneapolis	Email	
State	MN	Phone	
Zip	55401	Fax	

Utility Allowances

Import Events

Export Events

Remove Property

Note: Names or addresses displayed may be cut off if the number of characteristics exceeds the space available.

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- Owner Certification Year is very important (e.g. rental & OHFA compliance events 1/1/15-12/31/15)
 - All TICs entered under this specific Property screen must have the same year (e.g. 2015)
 - An error will occur if you update a TIC with a effective date that is not in the certification year
 - If you are in the wrong certification year, you will have to go back to the Properties listing and choose the correct effective year (reporting year) for the property
- Compliance Checks - Property Errors
 - A link to a collective list of warnings and errors from the property events are at the top of this screen, severities include:
 - Errors** - Will not let you finalize your project at the end of the year; reflects mostly items not entered
 - Warnings** - Will let you finalize; reflects items that may be an issue
 (See **Section VII B. Compliance Checks – Errors & Warnings** for more information)
 - Select: **Click to display**

Return to Property Listing
Manage Users
View Documents
 OH-07-11112
 TEST - Salmon Chase Acres II-PC
 OH-07-11113
 OH-07-11114
 OH-07-11115
 OH-07-11116

Property Details
There are 35 issues for this property. Click to display.

TEST - Salmon Chase Acres II-PC
DBA: Tiffin Acres (test)
123 Kirker Way_TESTINGTHIS
Lancaster OH, 43130

Compliance Analyst: Michelle Carroll
Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
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TCE-1602	TCE-07-9999	12/21/2015	0	0

Restriction Type: **Rent and Income** Floating Units: **True**
 Rental Assistance: **Property Based** Extended Use Dates: 4/15/2015, 4/30/2015
 Owner Certification Year: 2015

Owner Entity Information

Name	TEST - Earhart Propertes (G	Tax ID Number	
Address	57 East Main Street	Primary Owner Contact	
City	Minneapolis	Name	Test User
State	MN	Email	ohfatestuser@gmail.com
Zip	55401	Phone	(614) 995-1208
		Fax	(000) 000-0000

Utility Allowances
 Import Events
 Export Events
 Finalize Year
 Annual Certification
 Remove Property

- You can get to each TIC with the error/warning by clicking on the link in the event column

Building	Unit	Description	Severity	Event
OH-07-11112	5	Allowable Rent Exceeded	Warning	Move In - 04/12/2013
OH-07-11112	5	Income Exceeds County AMI Income Schedule	Warning	Move In - 04/12/2013
OH-07-11111	3	Allowable Rent Exceeded	Warning	Move In - 04/12/2013
OH-07-11111	3	Total Household Income Is Zero	Warning	Move In - 04/12/2013
OH-07-11112	5	Allowable Rent Exceeded	Warning	Student Update - 04/12/2013
OH-07-11111	1	Allowable Rent Exceeded	Warning	Recertify - 05/06/2013
OH-07-11111	1	Allowable Rent Exceeded	Warning	Move Out - 05/11/2013
OH-07-11111	1	Allowable Rent Exceeded	Warning	Move In - 05/14/2013

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Through the side panel on your left you can navigate and select specific property details: buildings, units and events.

Return to Property Listing

Manage Users

View Documents

Salmon Chase Acres (Test)

- OH-07-1111
 - 1
 - 10
 - 2
- 3
 - 4
 - 5
 - 6
- 7
 - 8
 - 9
- OH-07-11112
 - 1
 - 10
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
- OH-07-11113
- OH-07-11114
- OH-07-11115

Add New Event

Move In - 04/08/2013

Add New Event

Navigating through the Side Panel

A. Building Details Screen

- All of the BIN numbers are listed under Project Name.
- Click on the (+) by a BIN to expand it to see the unit numbers.
- Click on the BIN number and the Building Details Screen will appear.

B. Unit Information Screen

- Click on the (+) by a unit number to expand it to see Events added.
- Click on the Unit number and the Unit Information Screen will appear.

C. Event Details Screen

- Click on an event, such as Move-in to view an existing event
- Select: **Add New Event** to get a blank Certification to create a new TIC.

Step 3: Add the Utility Allowance for the project if you have not already

(See **Section V. Adding a Utility Allowance** for detailed instructions)

Return to Property Listing

Manage Users

View Documents

TEST - Salmon Chase Acres II-PC

- OH-07-11112
- OH-07-11113
- OH-07-11114
- OH-07-11115
- OH-07-11116

Property Details

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Program	Award Number	Award Date	Buildings	Units
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Zip	55401	Phone	(614) 995-1208
		Fax	(000) 000-0000

Utility Allowances

Import Events

Export Events

Finalize Year

Annual Certification

Remove Property

C. Building Details Screen

Step 4: Select a BIN number you want to add information to (Side Panel)

- An overview of the building appears
- You can view and verify basic building information
 - Verify Building Identification Number or if not a Housing Tax Credit project the Identifying Name
 - Verify Address of Building (See recommended format listed in **Section VI. D. Unit Information**)
 - Owner Pays Utilities- check box, if owner pays **all** utilities.
 - Notes Section - is used to identify any issues or special characteristics about this particular building.
- Contact the [DevCo Helpdesk](#) if information is listed incorrectly.

Building Details

OH-07-11111 BIN OH-07-11111

123 Meigs Way Unit Count 10

Columbus OH 43220 Actual Unit Count 10

County FRANKLIN Applicable Fraction 98.00

Placed In Service Date 7/7/2007

Owner Pays Utilities

Notes:

Update

Unit Name	Num Bedrooms	Sq Footage	AMI Percent	Unit Status
1	1 Bedroom	600	M	Occupied
10	2 Bedroom	700	35%	Occupied
2	2 Bedroom	700	M	Occupied
3	3 Bedroom	800	60%	Occupied
4	4 Bedroom	900	60%	Occupied
5	4 Bedroom	900	60%	Occupied
6	3 Bedroom	800	50%	Occupied
7	2 Bedroom	700	35%	Occupied
8	1 Bedroom	600	M	Occupied
9	1 Bedroom	600	50%	Occupied

Add New Unit

D. Unit Information Screen

Step 5: Select: the Unit you want to view

- Choose the unit from the Unit Name below the building information -or- Choose the unit from the list under the BIN on the left of the screen as shown above
- You can see an overview of the unit.

Unit Information

Unit Name 10

Number Of Bedrooms 2 Bedroom

Square Footage 700

AMI Percentage 35%

Unit Identity Program Unit

Status Date 09/10/2012

Status Occupied

Funding Program	Start Date	End Date
LIHTC		06/26/2013
HOME	09/10/2012	06/26/2013

Update

Reminder: Make sure the unit identity is correctly marked on each unit, because this impacts the number of qualified units on the Annual Certification.

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- Verify any information, and update as needed; such as:
 - Unit Number - We have a recommended format if your organization lists a unit number with abbreviations of street names.
 - Recommended Formatting:
 - Abbreviate street directions as a capital letter with no punctuation (e.g. N or SW)
 - Use standard post office street abbreviations with no punctuation (e.g. St or Dr)
 - ▶ Standard abbreviations can be found here: <https://www.usps.com/ship/official-abbreviations.htm>
 - Include apostrophes, no hyphens when present in street addresses (e.g. O'Hara Ln)
 - Enter numbered streets as the number with the appropriate suffix (e.g. 1st or 133rd)
 - Capitalize the start of each word in an address (e.g. High Tree Ln)
 - Number of Bedrooms
 - Square Footage
 - AMI Percentage
 - **Unit Identity - Owner/manager needs to update this to communicate to OHFA which units they are.**
 - Make sure the unit identity is correctly marked on each unit, because this impacts the number of qualified units on the Annual Certification
 - Program Unit (LIHTC, HOME, TCAP, etc)
 - Manager
 - Maintenance
 - Model
 - Security
 - Market
 - **Note:** Non-program units must be approved by OHFA
 - Status Date - Updates based off of the last tenant event
 - Status - either Occupied or Vacant based off of current tenant events
 - Use the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries> if you need this updated
- Funding Program
 - If you Select: **Add Funding**, the following appears:

Funding Program	Start Date	End Date
LIHTC		06/26/2013
HOME	09/10/2012	06/26/2013

[Update](#)

- Since most HOME units Float; this is a good method to track them.
- Once changes are completed Select: **Update**
- If unit is created accidentally and needs to be deleted, contact the DevCo Helpdesk