

SECTION IX

FINALIZE YEAR – (SUBMIT TENANT EVENTS)

IX. FINALIZE YEAR – (SUBMIT TENANT EVENTS)

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> 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**

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
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
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

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

- 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

Export Events
Below are the events for the selected development and certification year.

BIN	BuildingName	UnitName	UnitBedroomNumber	UnitSquareFeet	FundingType	EventTypeCode	EventDate	InitialMoveInDate	RentLevel
OH-88-02000	501	2	1300	TC	MI	03/05/2013	03/05/2013	60%	
OH-88-02000	502	2	1300	TC	MI	06/20/2013	06/20/2013	60%	
OH-88-02000	502	2	1300	TC	MI	12/16/2013	12/16/2013	60%	
OH-88-02000	502	2	1300	TC	MO	12/11/2013	06/20/2013	60%	
OH-88-02000	503	1	750	TC	MI	03/15/2013	03/15/2013	60%	
OH-88-02000	503	1	750	TC	SU	09/20/2013	03/15/2013	60%	
OH-88-02001	604	2	500	TC	MI	02/23/2013	02/23/2013	60%	
OH-88-02001	605	1	750	TC	MI	08/17/2013	08/17/2013	35%	

Export Events

Step 2: Select: **Return to Property Details**

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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)

Finalize Errors

[Refresh Error List](#)

Building	Unit	Description	Severity	Event
OH-88-02000	502	Income Exceeds County AMI Income Schedule	Warning	Move In - 12/16/2013
OH-88-02000	502	Income Exceeds 140% Rule	Warning	Move In - 12/16/2013

[Proceed to Finalize](#)

Step 4: Select: Finalize Year

- When clicking **Finalize Year** the status will switch to **Property Review**

[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

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

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 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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LIHTC - Competitive	079999	5/28/2007	0	10
TCE-1602	TCE-07-9999	12/21/2015	0	0

[Utility Allowances](#)

[Import Events](#)

[Export Events](#)

[Finalize Year](#)

[Annual Certification](#)

[Remove Property](#)

Step 5: Select: Start Finalization

[Return to Property Detail](#)

Start Finalization Process

This will start the finalization process for your annual owner certification. This process will allow you to review any basic compliance issues that have been identified. If there are any issues, you will be allowed to make modifications which will be recorded for the submission. After reviewing the certification, you will be able to complete the finalization process. Once the certification is finalized, you will have the ability to print a receipt and you will no longer be able to edit this certification.

[Start Finalization](#)

DevCo Compliance User Guide

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

[Refresh Error List](#)

Building	Unit	Description	Severity	Event
OH-88-02000	502	Income Exceeds County AMI Income Schedule	Warning	Move In - 12/16/2013
OH-88-02000	502	Income Exceeds 140% Rule	Warning	Move In - 12/16/2013

[Proceed to Finalize](#)

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

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

Return to Property Listing

Manage Users

View Documents

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

Property Details

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[Utility Allowances](#)

[Import Events](#)

[Export Events](#)

[Receipt](#)

[Annual Certification](#)

[Remove Property](#)

Step 13: You can view your Report by Selecting: Export Events from the Property Details Screen

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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

Export Events

Below are the events for the selected development and certification year.

BIN	BuildingName	UnitName	UnitBedroomNumber	UnitSquareFeet	FundingType	EventTypeCode	EventDate	InitialMoveInDate	RentLevel
OH-88-02000	501	2	1300	TC	MI	03/05/2013	03/05/2013	60%	
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OH-88-02001	604	2	500	TC	MI	02/23/2013	02/23/2013	60%	
OH-88-02001	605	1	750	TC	MI	08/17/2013	08/17/2013	35%	

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Export Events

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

Properties Listing

Earhart Properties (test) 614-466-4385
 23 Test St
 Cleveland OH 43215-6906
 Show All Owner Certificates

Properties Assigned to you:

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Forest G. Run (TEST)	2013	Completed	F-A-10-999-99, 199999	2	5
Forest G. Run (TEST)	2014	Finalized	F-A-10-999-99, 199999	2	5
Lindbergh Estates (Test)	2013	Completed	070050	3	13
Lindbergh Estates (Test)	2014	Active	070050	3	13
Salmon Chase Acres (Test)	2013	Completed	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50