

SECTION X

ANNUAL CERTIFICATION

X. ANNUAL CERTIFICATION

Step 1: Select the appropriate reporting year from the Property Listing screen.

e.g., 2014 reporting year select the 2014 effective date

Step 2: Select: Annual Certification

The screenshot shows the 'Property Details' screen for 'Forest G. Run (TEST)'. The left sidebar contains navigation options like 'Return to Property Listing', 'Manage Users', and 'View Documents'. The main content area shows property information: 'Forest G. Run (TEST)', 'OHFA', '57 East Main Street', 'Columbus OH, 43215', and 'Scattered Site: No'. Below this is a table with columns: Program, Award Number, Award Date, Buildings, and Units. The table lists two rows: 'HDAP-LIHTC(HOME)' and 'LIHTC - Competitive'. On the right side, there is a vertical menu with buttons: 'Utility Allowances', 'Import Events', 'Export Events', 'Receipt', 'Annual Certification' (highlighted with a red circle), and 'Remove Property'.

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	F-A-10-999-99	1/18/2011	0	5
LIHTC - Competitive	199999	1/5/2011	2	5

Step 3: Review each section of the Property General Information Screen

Step 4: Answer the question for each section: e.g. Project Information is up to date

- From the drop down Choose “Yes” or “No”
 - If the information is **not** up to date then choose “No”
 - A text box, “**If not, specify the project changes**”, will appear. Indicate the needed changes. (see example where address changed)

Step 5: Select: Save

- As you complete the certification, clicking on either **Save** or **Next** will capture the changes. You can return to the page at a later date. If you do not click on either of those two buttons you will lose your changes.

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[Return to Property Detail](#)

Property General Information

Make sure you are in the correct certification year. For the 2013 Annual Certification the Project Name chosen should correspond with the Eff. Date of 2013.

Review all project, unit, management, and owner information. At the bottom of each section there is a "Yes" or "No" dropdown. Yes or No must be selected in each section to proceed to the certification questions. If the information in the indicated section is incorrect, choose "No". A text box will appear. Note the necessary change(s). For example, if the owner contact has changed please put in the text box "Owner contact changed to xxxx".

After completing the change entries in the text boxes or if there is no change to the information, click "Save" and then "Next" at the bottom of the page.

* While completing the Annual Certification, clicking on save will enable the user to return to the Certification at a later time. If you do not click next and leave the page before saving you lose the information that was just entered.

Project Info

Project Information

Project Name	Forest G. Run (TEST)	Award(s)	F-A-10-99
Address	57 East Main Street		
City	Columbus	State	OH
Zip	43215	County	FRANKLIN

Project information is up to date: No

If not, specify the project changes: testing

Unit Info

Unit Information

Total Program Units - Studio	0	Total Program Units - 1 Bedroom	2
Total Program Units - 2 Bedroom	3	Total Program Units - 3 Bedroom	0
Total Program Units - 4 Bedroom	0	Total Program Units - 5 Bedroom	0
Total Program Units - 6 Bedroom	0		
# of Income Qualified Units	4	# of Non-Income Qualified Units	1

Unit information is up to date: No

If not, specify the unit changes: Has 10 Units.

Management Info

Management

Project Manager - Entity	Spirit of St. Louis Managem	Manager Contact	Amelia Smith
Address	250 Third Avenue North		
City	Minneapolis	State	MN
Zip	55401-1641	County	
Phone Number	(323) 481-8103	On-site Manager	
Email Address	ohiohousinglocator@gmail.cc	Name	
		Phone	
		Email	

Management information is up to date: Yes

Owner Info

Owner

Project Owner - Entity	Spirit of St. Louis (test) LP	Owner Contact	Amelia Earhart (Test)
Address	250 Third Avenue North		
City	Dublin	State	OH
Zip	43215	County	
Phone Number	(323) 481-8103	Email	housinglocator@ohiohome.or
Federal ID Number			

Owner information is up to date: No

If not, specify the owner changes: Email: DevCo@test.com

Step 5
Save
Next
Step 6

"No" - a text box will appear to add in updates needed.

Note: Qualified Unit identified count is based on units program units. See Section VI. D. Unit Information.

"Yes" - tells us this is correct information and you have verified it.

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Step 6: Select: Next to go to the Annual Certification screen

Step 7: Select the applicable certification type(s) using the dropdown below

- To select more than one certification type, press and hold the Ctrl key and click each Certification type to highlight them. If more than one certification type applies to the properties they must both be selected and submitted.
 - “**Gap Financing**” must be submitted for projects financed with HDAP, HOME, OHTF, FAF, NSP, TCE, or TCAP.
 - “**Tax Credit**” must be submitted for projects financed with 9% Housing Tax Credits or 4% Housing Tax Credits with multifamily bonds.
 - “**Extended Use**” must be submitted for projects financed with 9% Housing Tax Credits or 4% Housing Tax Credits with multifamily bonds that are in their 15 year extended use period. If these projects have HDAP funding, GAP Financing questions need to be completed as well.

NOTE: No project can submit both a Tax Credit Annual Certification and an Extended Use Annual Certification

Step 8: Click: Load. The certification questions should appear

Annual Certification

Select the applicable certification type(s) using the drop-down below. To select more than one Certification Type, press and hold the Ctrl key and click each Certification type to highlight them. If more than one certification type applies to the property, they must BOTH be selected.

a. “Gap Financing” must be submitted for Projects financed with HDAP, HOME, OHTF, FAF, NSP, or TCAP.
b. “Tax Credit” must be submitted for Projects financed with 9% Housing Tax Credits or 4% Housing Tax Credits with multifamily bonds.
c. “Extended Use” must be submitted for projects financed with 9% Housing Tax Credits or 4% Housing Tax Credits with multifamily bonds that are in their 15 year extended use period. If these projects have HDAP they need to fill out those questions as well.

NOTE: No project can submit both a Tax Credit Annual Certification and an Extended Use Annual Certification.

Click Load. The certification questions should appear.
Please Note: If a needed certification type is not selected, click Save for answered questions, then click on Reset and select the required certification(s). Select Load. The missing questions should appear.

Certification Type(s): Gap Financing Tax Credit Extended Use

(Select All That Apply)

Step 9: Fill out the questions

- **Note:** If a needed certification type is not selected or highlighted
 - Click **Save** for any answered questions, then click on **Reset** and select the required certification(s)
 - Select: **Load**. The missing questions should appear
- For questions requiring an explanation, a text box will appear to the right requiring the explanation. The user cannot move to the next page without filling in the text boxes with appropriate responses.

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Please read each question carefully before answering. The questions are similar to prior Annual Certification questions, with minor edits for readability.

For questions requiring an explanation, a text box will appear to the right requiring an explanation. The user cannot move to the next page without filling in the text boxes with appropriate responses.

Upon completing the Certification, click on next. The Submit Annual Certification screen will appear.

1. Has there been a change in the owner or management during the reporting period? If "Yes" complete Form PC-E39 "Owner-Manager Change Notification Form" located on the OHFA website.

Please Note: Mark "Yes" only if there is an organization change. Any personnel changes should be marked on the previous page under the updates.

2. # of Income Qualified Units

Please Note: Housing Tax Credit or Housing Tax Credit with Gap Financing properties should mark the number of Low-Income Units. Gap Financing ONLY properties should mark the number of Assisted Units.

3. The Project has met the following requirements: Answer sub questions both 1 and 2, or 3 only.

3.1. The 20-50 test under Section 42(g)(1)(A) or the 40-60 test under Section 42 (g)(1)(B), whichever minimum set-aside test was applicable to the project

3.2. The 15-40 test under Section 42(g)(4) and 142 (d)(4)(B) for "deep rent skewed" projects

3.3. Project does not meet any of the above tests.

4. The applicable fraction as defined in Section 42 (c) (1) (B) did not change in any building in the project. If there was a change, list the applicable fraction reported to the IRS for each building for the reporting year and describe reason(s) for the change.

5. The owner has received an annual income certification from each low-income tenant, and documentation to support that certification; or, in the case of a tenant receiving Section 8 housing assistance payments, the statement from a public housing authority described in paragraph (b)(1)(vii) of the Recordkeeping and Retention provisions of IRS Regulation 1.42-5. → Explanation

Please Note: If you are utilizing the recertification waiver from the Housing & Economic Recovery Act (HR 3221) answer yes.

Step 10: Select: Save

- As you complete the certification, clicking on either **Save** or **Next** will capture the changes. You can return to the page at a later date. If you do not click on either of those two buttons you will lose your changes.

Step 11: Select: Next to go to the Annual Certification screen

Step 12: Fill out your credentials

- This information will serve as an electronic signature confirming the Certification is submitted by a person with authority to act on behalf of the owner
 - Name
 - Title
 - Company
 - Email Address
 - Direct Telephone Number

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Return to Property Detail

Submit Annual Certification

The Owner certifies this project is otherwise in compliance with the Code, including any Treasury Regulations, and all other applicable laws, rules, and regulations. I understand that any false statement on the Certification or any attached materials may subject me to criminal prosecution. The undersigned hereby represents, certifies and warrants to Ohio Housing Finance Agency that the undersigned is an authorized agent and signatory of the entity that is providing this Certification, and said entity is active and in good standing under the laws of the State of Ohio, and any and all information provided herein is true and accurate as of the date hereof, and shall be used by the undersigned solely for the purposes herein.

<input type="text" value="Test"/>	Name
<input type="text" value="Devco"/>	Title
<input type="text" value="modifying"/>	Company
<input type="text" value="rd@devco"/>	Email Address
<input type="text" value="330-123-4567"/>	Direct Telephone Number

Completing the Name, Title, Company, Email Address, and Direct Telephone Number fields serves as an electronic signature confirming the Certification is being submitted by a person with authority to act on behalf of the owner. Submit any required additional documents, for example building code violations, via e-mail to devcohelp@ohiohome.org as an attachment. In the subject line of the email, include the project name, OHFA tracking number (project number), and AOC attachments (e.g. Tiffin Acres 079999 AOC attachments). Upon completing the Certification, a message will appear to remind the user what documents they need to submit.

The 2014 utility allowances for each project must also be entered. You will need add Utility Allowances from the Property Details screen, follow the DevCo Online Management System Guide for complete steps.

Submit Tenant Events for the 2014 Certification year. Tenant events should be entered by importing into DevCo through an XML upload (from HTC compliance software) or hand entering the events into DevCo. OHFA staff will provide additional assistance to work through the process of adding tenant events in DevCo.

The 2014 Owner Certification, Tenant Events, and project Utility Allowance update must be completed by April 3rd, 2015. For further assistance view the DevCo Online Management System Guide or contact devcohelp@ohiohome.org

To return to a previous screen, click "Return to Property Details," click on Annual Certification, and navigate to the correct page and follow the steps at the top of each screen. Provided answers were saved, re-entering information should not be necessary.

The Certification cannot be modified once submitted. If a Certification is submitted in error, contact OHFA for assistance via email at devcohelp@ohiohome.org

Step 13: Select: Submit

- If you need to send additional information, a reminder appears depending how you answered the certification questions:
 - Owner-Manager change Notification
 - Letter of findings or discrimination from the adjudicating agency or court
 - Copy of the building code or health/safety citation

 *Fill out and email the Owner-Manager Change Notification found on the OHFA website.
*Email a copy of the letter of finding(s) of discrimination from the adjudicating agency or court.
*Email a copy of the building code or health/safety citation.

Your certification was submitted on 12/30/2014 12:31:46 PM

Step 14: Select: Print for your Records

- Clicking Print provides a summary of the three pages included in the Annual Certification
 - Note: If you have returned to Annual Certification to print make sure you select all applicable certification types on the Annual Certification screen, otherwise you will have an incomplete set of questions.

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Step 15: Select: Close

- This will take you back to Property Details
- Once you submit your Certification, you cannot make changes.
- If you return to the Annual Certification screens a red time stamp will appear on all screens
 - The message indicates that your Certification was submitted successfully
 - Date and Time of submission is recorded
 - Anything you update after submission will not be saved
 - If a correction is needed contact the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>
 - In the form:
 - ▶ Give the project number
 - ▶ Project Name
 - ▶ Explain why corrections are needed

Red timestamp will appear when you go back to Annual Certification after submitting it.

Submit Annual Certification

Changes will not be saved. This was submitted on 9/25/2015 2:46:41 PM

The Owner certifies this project is otherwise in compliance with the Code, including any Treasury Regulations, and all other applicable laws, rules, and regulations. I understand that any false statement on the Certification or any attached materials may subject me to criminal prosecution. The undersigned hereby represents, certifies and warrants to Ohio Housing Finance Agency that the undersigned is an authorized agent and signatory of the entity that is providing this Certification, and said entity is active and in good standing under the laws of the State of Ohio, and any and all information provided herein is true and accurate as of the date hereof, and shall be used by the undersigned solely for the purposes herein.

<input type="text" value="test"/>	Name
<input type="text" value="test"/>	Title
<input type="text" value="test"/>	Company
<input type="text" value="test@test.com"/>	Email Address
<input type="text" value="123-123-1234"/>	Direct Telephone Number

Completing the Name, Title, Company, Email Address, and Direct Telephone Number fields serves as an electronic signature confirming the Certification is being submitted by a person with authority to act on behalf of the owner. Submit any required additional documents, for example building code violations, via e-mail to devcohelp@ohiohome.org as an attachment. In the subject line of the email, include the project name, OHFA tracking number (project number), and AOC attachments (e.g. Tiffin Acres 079999 AOC attachments). Upon completing the Certification, a message will appear to remind the user what documents they need to submit.

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The Certification cannot be modified once submitted. If a Certification is submitted in error, contact OHFA for assistance via email at devcohelp@ohiohome.org.

***Fill out and email the Owner-Manager Change Notification found on the OHFA website.**
***Email a copy of the Violation Report and any documentation of correction.**

Additional documents required will appear after the submission is complete.