



To: 2014 Applicants for Housing Credit, HOME and Multifamily Bond Program Funds

In preparation for the imminent release of the Alabama Housing Finance Authority's Online Data Management System ("AHFA DMS"), we are providing the following overview of what you should expect when AHFA DMS is available via the AHFA website at www.ahfa.com. Using AHFA DMS, owners/developers will be able to:

- **Complete an individual profile for their new applicant entity and establish relationships for their respective team members for a specified project(s).** When creating a user profile, each owner/developer will be able to associate their respective project team members (construction contractor, management company, environmental and other consultants, attorney, architect, accountant, title insurer, surveyor, etc.) with the new applicant entity formed for the purposes of applying for funds. General instructions regarding obtaining organization codes for owners/developers are described later herein.
- **Submit online applications during AHFA's annually designated competitive cycle and for AHFA designated open rounds, which are generally reserved for the submission of tax-exempt multifamily bond financed transactions.** The AHFA DMS system has been thoroughly tested by AHFA staff, so you should not encounter any major problems when entering data to complete the online application process. Should you encounter any errors or technical issues, please promptly send an email (which includes a screen shot of the error message received, if possible) to ggant@ahfa.com so that we can determine a solution to your issue. When sending the email, please include "DMS Error Report" in the subject line of your email so that your issue(s) can be immediately addressed by AHFA staff. At designated intervals, AHFA staff may make adjustments (or corrective updates) to AHFA DMS based on the volume of feedback received.
- **Provide progress reports and owner certifications for compliance purposes.** After AHFA DMS is available on the AHFA website, please expect to receive written instructions from the AHFA compliance area for completing progress reports and owner certifications.

These features, as described, are intended to allow any AHFA owners/developers the ability to manage their respective projects from initial application phase to application approval, subject to AHFA guidelines and requirements, through the completion of the required compliance/extended use commitment period(s). This initial launch represents our efforts to streamline our application process and provide real-time access to project information on an ongoing basis for our staff and owners/developers. We anticipate adding additional features to AHFA DMS over the coming year, so expect to receive updates as we make these additional features available.

In preparation for the release of AHFA DMS, all 2014 applicants should:

Come on home, Alabama.

- **Complete AHFA forms:** All owners/developers should have received copies of their respective market studies and environmental reports for completion of the applicable AHFA forms and sections of the online application. As well, per AHFA guidance provided to you at the most recent workshop, you should already be in the process of completing (or have completed) required 2014 AHFA application forms, which are generally a prerequisite for initiating the online application process.
- **Obtain Organization Codes:** For all owners/developers and project team members who registered and attended our most recent workshop and currently own (or have participated on) existing AHFA projects, please expect to receive an encrypted email from ehayden@ahfa.com containing the designated organization code(s) that you will need to affiliate with any new applicant entity for which you have completed (or will need to complete) an organization profile in AHFA DMS. If you have not previously participated in any AHFA multifamily programs, you will need to register with AHFA DMS as a new user to obtain an AHFA DMS organization code. Instructions for this process will be available at www.ahfa.com. We request that each owner/developer forward this email to any of their respective project team members or partners who have not participated in any AHFA multifamily programs recently or did not attend AHFA's 2014 Application Workshop. If you did not attend the 2014 Application Workshop and plan to apply for funding during the 2014 application cycle (or anytime during the year), please contact Earlene Hayden at ehayden@ahfa.com to request information about obtaining an organization code. In any event, please be aware that it may take up to three (3) business days to approve your registration request.
- **Review the AHFA website for complete instructions regarding AHFA DMS.** The AHFA DMS application will be ready for access upon your receipt of the AHFA encrypted email containing each owner's/developer's (and project team members') respective organization codes. Again, new participants must complete the initial AHFA DMS registration process to obtain an organization code for themselves individually or for any new applicant entity. Prior to accessing the online application, we strongly suggest that you obtain and read thoroughly all instructions. The initial instructional documents, which will be available at www.ahfa.com, will include, at a minimum:
 - Online User Registration Guide
 - Affiliated Organization Registration User Guide
 - AHFA DMS Online Application Instructional Guide

We strongly request that you adhere to these suggested guidelines prior to and subsequent to the release of the AHFA DMS application. Following this guidance will save you time and effort when attempting to complete and finalize your application submission(s). As well, we strongly suggest that you retain a copy of all source documents used to enter your application data into AHFA DMS, in the event these source documents are needed for verification purposes. Should these source documents be required to verify any of your AHFA DMS entries, AHFA will contact you via email during the application review process to obtain this and any other required documentation.

AHFA will compile and provide on its website (www.ahfa.com) a frequently asked question (FAQ) summary of all AHFA DMS related questions received during the application cycle. Should you have any questions after your thorough review of the AHFA provided instructional guidance, please send an email to jwhite@ahfa.com and place “**DMS Question**” in the subject line of the email so that AHFA staff can more promptly respond to you.

We are excited about this initial launch of the AHFA DMS online application and we look forward to your feedback and input as to how we can improve this product for future use.

Best wishes regarding your 2014 application submissions!

David C. Young
Multifamily Administrator