

## Attachment E – Electronic Application Information

**OHFA is not responsible for any Internet, computer, uploading, etc. type of issues. Applicants are advised to upload electronic Application files before the deadline. Your Dropbox Application link will expire on the due date at 5:00 p.m. Central time; therefore, an Application cannot be submitted after the deadline.**

Step 1: Request a Dropbox folder for each Application to be submitted by emailing any of the five OHFA Financial Analysts. The folder name will be **Name of Development-City-Developer**. Provide this information in your request.

Step 2: The Analyst will “reply to all” in the email folder request by sending a link to the Dropbox folder. The link will be specific to that folder/Application. You can share the link with others. Please exercise caution when sharing the folder link, do not share with anyone you do not want access to the folder.

Step 3: **Submit your Application fee of \$2,000 to OHFA by the 5:00 p.m. deadline.**

If sending by wire transfer, an **\$8.00** fee is also required. OHFA’s \$8.00 fee does not include any fees that Applicant’s bank may charge. The fees must be transferred by deadline. Provide receipt of transfer in Tab 1 information. **Be as detailed as possible on the transfer description.**

The wiring information is as follows:

**Bank Name:** Bank of Oklahoma

**Account Name:** Oklahoma Housing Finance Agency Operating Account

**ABA #:** 103900036

**Account #:** 814048476

**Tax ID #:** 73-0999618

Paper checks may still be submitted to OHFA’s offices at **100 NW 63<sup>rd</sup> St., Suite 200, Oklahoma City, OK 73116.**

Step 4: Create one PDF document with bookmarks for each tab, even those that are N/A. **For each tab, including those that are N/A, create a title page listing the same name as the bookmark name.** The PDF should be named the same as the initial folder request, see Step 1 above.

Use the following tab listing for bookmark titles and title pages.

Tab 1 – Application Form	Tab 10 – Certifications
Tab 2 – Backup for Tab 1 items	Tab 11 – Capital Needs Assessment
Tab 3 – Commitment Letters	Tab 12 – Amenities
Tab 4 – Publication Notice	Tab 13 – Self-score Certification
Tab 5 – Market Study	Tab 14 – Location
Tab 6 – Nonprofit	Tab 15 – Tenant Ownership
Tab 7 – Capacity	Tab 16 – Preservation
Tab 8 – Acquisition	Tab 17 – Energy Efficiency/Green Building
Tab 9 – Readiness	Tab 18 – Historic

**TIP:** For more information about creating bookmarks see <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>.

Step 5: Review PDF file for clarity and verify bookmarks work properly. Verify readability after you scan/prepare a document. If a document is too small, or in any other way illegible, then Staff will not be able to evaluate information or count as submitted. This may cause you to Fail Threshold or not receive points. **TIP: When possible, convert documents directly to PDF, then insert signature pages into the PDF.**

Step 6: Upload PDF Application file. **Once a document is submitted you cannot edit or retrieve it.** If you need to submit a revised Application, then put Revised in the title. **OHFA's Dropbox system is only for submitting Applications, not a method for Application preparation.**

Step 7: After submission, Applicants receive an email acknowledging successful upload.

Step 8: During the review process, Staff will rename folder with file number. Before Open Records, Staff will add Preliminary and Final Review Sheets, along with other Open Records items to the Application folder.

**Open Records** for 2018 will be a week, instead of one day. For Open Records, Staff will post on OHFA's website, so any interested party can view. At this time, it is Staff's plan to still only allow Open Records access after Final Reviews are sent out. Staff will add Preliminary and Final Review Sheets, along with other Open Records items to the Application folder.

**If you have any questions or problems during this process, contact any one of the five OHFA Financial Analyst listed below.**

<a href="mailto:alicia.thomas@ohfa.org">alicia.thomas@ohfa.org</a>	419.8137
<a href="mailto:brandi.muse@ohfa.org">brandi.muse@ohfa.org</a>	419.8201
<a href="mailto:danette.carr@ohfa.org">danette.carr@ohfa.org</a>	419.8136
<a href="mailto:gerda.elpedes@ohfa.org">gerda.elpedes@ohfa.org</a>	419.8269
<a href="mailto:pamela.miller@ohfa.org">pamela.miller@ohfa.org</a>	419.8134