

# NCSHA 2015 Annual Awards Entry Form

(Complete one form for each entry)

**Deadline: Wednesday, June 10, 2015**

Visit [ncsha.org/awards](http://ncsha.org/awards) to view the Annual Awards Call for Entries.

**Instructions:** Type entry information into the form and save it as a PDF. Do not write on or scan the form. If you have any questions contact Matt Cunningham at [mcunningham@ncsha.org](mailto:mcunningham@ncsha.org) or 202-624-5424.

Fill out the entry name *exactly* as you want it listed in the program.

**Entry Name:**

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**HFA:**

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**Submission Contact:** (Must be HFA Staff Member) 

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 **Email:** 

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Please provide a 15-word (maximum) description of your nomination to appear on the NCSHA website.

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Use this header on the upper right corner of each page:

**HFA:**

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**Entry Name:**

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**Select the appropriate subcategory of your entry and indicate if you are providing visual aids.**

Communications	Homeownership	Legislative Advocacy	Management Innovation
Annual Report	Empowering New Buyers	Federal Advocacy	Financial
Creative Media	Encouraging New Production	State Advocacy	Human Resources
Promotional Materials and Newsletters	Home Improvement and Rehabilitation		Operations
			Technology
Rental Housing	Special Needs Housing	Special Achievement	Are you providing visual aids?
Encouraging New Production	Combating Homelessness	Special Achievement	Yes
Multifamily Management	Housing for Persons with Special Needs		No
Preservation and Rehabilitation			

A photograph of the Louisiana Housing Corporation building, a modern structure with large windows and a central entrance, set against a blue sky. The building is partially obscured by the large text overlay.

# LOUISIANA Housing Corporation

National Council of State Housing Agencies  
2015 Annual Awards for Program Excellence  
Category: Management Innovation - Technology

**ONLINE APPLICATION SERVICE AND INTAKE SYSTEM (OASIS):**  
*Centralizing the Application Intake and Review Process*

Submitted by  
Louisiana Housing Corporation

## Advancing the Strategic Objective

In 2012, the Louisiana Housing Corporation (LHC) was formed to advance the state's housing mission by consolidating its disparate housing programs. This consolidation is facilitating a more strategic approach to the provision of affordable housing and assistance in Louisiana. After three years in the vast desert of transition and organization, accompanied by requests from our stakeholders to utilize technology and streamline and improve processes - the Online Application Service and Intake System (OASIS) has emerged.

Prior to developing the OASIS, there was no consistency in the applications that the Corporation used for funding initiatives. The applications varied widely depending on the program or the funding source and presented applicants and staff with several difficulties.

- Format:* The applications may have been presented as Word documents, Excel workbooks, or fillable PDF forms and they required heavy paper processing.
- Accessibility:* On the LHC website, the various applications were often difficult to locate, leaving the public to search through site pages, follow multiple links, or contact a staff member for assistance.
- Error Prone:* The old versions of applications did not contain effective safeguards to prevent erroneous data entry.
- Inconsistent:* There was no consistent convention for collecting, naming, and storing supporting documents.
- Inefficient:* Attempts to receive application submissions and supporting documentation via email were challenging due to limitations on file sizes and available bandwidth. A successful submission often required hand delivery of hard copy documents. Tracking the progress of the submittal, review, and approval process was challenging and time-consuming.

OASIS was developed in response to the myriad of challenges with existing applications. Our stakeholders and staff were frustrated by a process saddled by issues. Due to the development and implementation of OASIS, LHC has answered the call to improve our technology and as a result we are realizing additional operational and reporting efficiencies, as well as improved customer service.

OASIS advances LHC's strategic objective of creating a more transparent, technologically advanced, engaged and informed statewide Housing Corporation with a firm commitment to become more relevant to citizens and leaders across Louisiana.

## Innovative

Many state agencies have electronic application processes, but the innovation of OASIS gives LHC the platform to have one central location for all stakeholders to apply for funds or assistance through the Corporation. Staff can customize an application within OASIS by identifying the fields, constraints, and required supporting documents associated with the program for which they are soliciting applications. The system currently has over 900 fields and multiple data entry tables that can be utilized to create an application unique to the program requirements, with the capabilities of adding new fields as needed. OASIS utilizes pre-defined control tables and lookup tables to populate fields and validate data. The

**Louisiana Housing Corporation**  
**ONLINE APPLICATION SERVICE AND INTAKE SYSTEM (OASIS):**  
***Centralizing the Application Intake and Review Process***

tables and validation points are established when the application is created. Once LHC creates the application, an application deadline can be set and the application is made available to the public. Data entered within OASIS feeds subsequent sections of the application, reducing duplicative or potential conflicting data entry. OASIS provides complex calculations based on the data entry, including the creation of a ProForma and Basis Calculations. The data entered into the application feeds into the Underwriting and Scoring modules of OASIS to increase the efficiency of these functions during LHC's review process. Additionally, any supporting documentation that is relevant to the application section is attached within that section, improving the effectiveness of the application review process.

Because OASIS can be easily customized to create and solicit applications for multiple program types, the application creation, submission, and review processes have become more streamlined and consistent across the Corporation.

#### **Replicable and Effective Use of Resources**

OASIS was developed by a team comprised of staff, consultants, and software vendors. The complete development cycle from the initial planning meetings to the first live application was 15 months. OASIS is a secure html website that is accessible from the Corporation's website. OASIS is utilized by the public to complete an application, attach required supporting documents, and submit the application to LHC over the internet. Once submitted, LHC utilizes OASIS to assign staff and vendors to complete specific portions of the application to review - which increases accountability during the review process. Upon the completion of the application reviews, qualified applications are scored and ranked within OASIS. When final approval is received, the application data is seamlessly imported from OASIS into LHC's system of record to begin the post-application management of the project.

OASIS provides LHC workflow capabilities to process the applications through the various review/approval stages and allows users access to application sections based on their user role. It allows the assignment of multiple users to an application so that the application can be reviewed simultaneously, resulting in improved timeliness of the reviews. There are also quality control checks built into the system.

#### **Responds to a Management Challenge or Opportunity**

In 2012, LHC's developer community formally requested that the Corporation "utilize computer information technology to improve efficiency [by] improving the electronic application process for tax credits and other funding." We are proud to say that we heard them and responded with the launch of OASIS in March 2015. The response to the system from the development community has been overwhelmingly favorable and our customer service has improved exponentially as a result.

#### **Achieves Measurable Improvements**

In the difficulties that were outlined in the opening paragraph, it is important to note the improvements:

Louisiana Housing Corporation  
**ONLINE APPLICATION SERVICE AND INTAKE SYSTEM (OASIS):**  
*Centralizing the Application Intake and Review Process*

- Format:* OASIS has removed the need for multiple application formats. OASIS allows the application to be printed or saved at the discretion of the applicant. The data collected by LHC is digital and more easily accessible for review and analysis.
- Accessibility:* OASIS is now located on the LHC website and can be found easily in two mouse clicks.
- Error Prone:* OASIS contains validation points whereby the data entered in the application is checked and alerts the applicant if data that is entered does not meet requirements. Rent limits are automatically populated based on the project's demographics. Alerts will show across the top of the screen when rent limits exceed allowable amounts or developer fees are too high. The applicant must address any alerts prior to submitting the application
- Inconsistent:* The documents are saved using defined naming conventions making it easier to navigate the attachments during application review process.
- Inefficient:* As the data is entered in the application, the system identifies any required supporting documentation. The documentation can be uploaded directly from the application screen or from the attachment tab of the application. The applicant must complete all required fields and attach all required documentation before OASIS will allow the application to be submitted to LHC. Upon successfully submitting the application, the applicant is sent an automated email.

### **Provides Benefits that Outweigh Costs**

The development of OASIS was a major technology initiative for the Corporation. The collaborative efforts between staff and vendors along with input from end-users, has produced a system that is robust, efficient, streamlined and flexible. As with any capital initiative, the return on the initial investment will be realized over a period of time.

With the immediate implementation, the Corporation saw an increase in staff productivity, a reduction in human errors created by data entry, an improvement in data standards, improved reporting capabilities, improved user confidence, reduced submission errors, more efficient review processes and increased transparency.



Louisiana Housing Corporation  
**ONLINE APPLICATION SERVICE AND INTAKE  
SYSTEM (OASIS):** *Centralizing the Application  
Intake and Review Process*

# Online Application Service and Intake System “OASIS”

Visual Aid



[www.lhc.la.gov](http://www.lhc.la.gov)

The Online Application Service and Intake System Home Page is accessible from LHC’s website. Here, Users can register to begin an application, sign into to complete existing application, or log in to complete their assigned review responsibilities.



### Welcome to the Louisiana Housing Corporation’s Online Application System!

This online application allows developers, municipalities, nonprofit groups and others who wish to help create single family and multi-family housing to apply for LHC programs. This online application is not for individuals applying for homeownership, rental or weatherization programs. Individuals who need assistance should call 225.763.8700. If you have questions about this application, please contact [lhctwebinfo@lhc.la.gov](mailto:lhctwebinfo@lhc.la.gov). For more information on the Corporation, visit its Website at [lhc.la.gov](http://lhc.la.gov).

#### The Mission of the Louisiana Housing Corporation

The Mission of the Louisiana Housing Corporation is to ensure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Each day this ongoing challenge is met by a dedicated staff of professionals who allocate federal and state funds to help low-to-moderate income citizens make their housing dreams a reality.

REGISTER

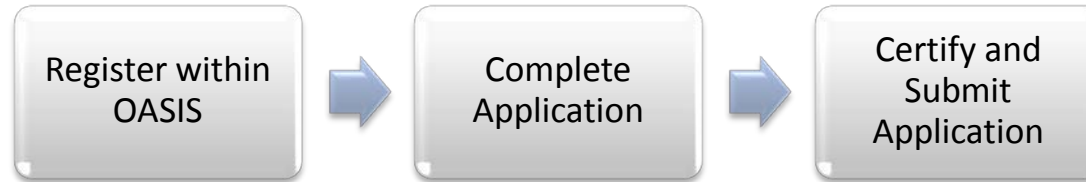
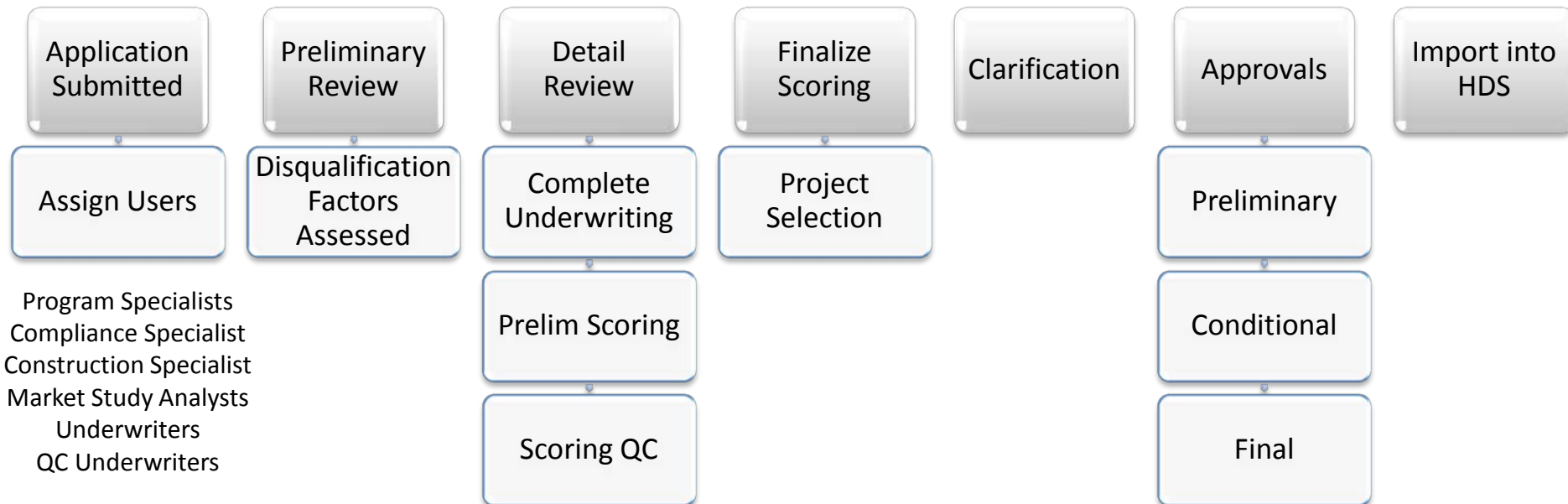
SIGN IN

FORGOT PASSWORD?


HELP

**OASIS**

## Process Overview

**Application Input Stage: Taxpayer****LHC Review and Approval**

Users can access all of their assigned applications from the Dashboard, which appears upon logging into OASIS. During the Review process, projects that require an action to be completed will show in the User's *Assigned To Me* table.



HELLO PrimaryProgramSpecialist | [Logout](#)

MY LHC

REPORTS

### Project List

[CREATE NEW APPLICATION](#) [CLEAR](#) [SEARCH](#)

SEARCH FILTERS

Project Name

Project ID

#### Assigned to Me

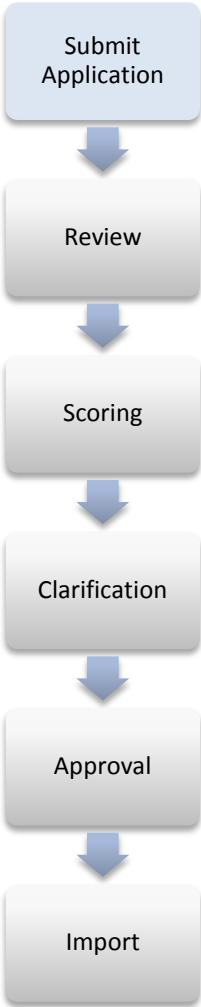
Project Name	Project ID	Funding Type(s)	Stage	Submitted Date
Nouveau Apartments	78	LIHTC - 4% , LIHTC - 9%	Detail Review	4/15/2015 11:54:29 AM
Lagniappe Estates	5	LIHTC - 4%	Detail Review	5/8/2015 11:43:04 AM
Vista Clear Apartments	3	LIHTC - 9%	Finalize Scoring	5/6/2015 11:22:54 AM
Premier Place	1	LIHTC - 9%	Preliminary Review	5/8/2015 11:43:04 AM


#### Not Currently Assigned to Me

Project Name	Project ID	Funding Type(s)	Stage	Submitted Date
Premier Estates	35	LIHTC - 4% , LIHTC - 9%	Project Selection	4/15/2015 11:54:29 AM
Pointe Villas	30	LIHTC - 9%	Application Not Submitted	4/20/2015 10:45:47 AM

OASIS  
Menu

Users can navigate through the Application Sections using the menu on the left hand side of the screen.





Hello PrimaryProgramSpecialist | [Logout](#)

PRIMARY INPUT

CONTACT INFORMATION

PROPERTY INFORMATION

FEATURES & AMENITIES

RENTAL INCOME

SYNDICATOR INFORMATION

SOURCES & USES

LOAN INFORMATION

BASIS CALCULATION

PROJECT SCHEDULE

PROFORMA

EXPERIENCE/PAST PERFORMANCE

FEASIBILITY/VIABILITY

ATTACHMENTS

IDENTITIES OF INTEREST/  
CERTIFICATIONS / FEES

SELECTION CRITERIA

SUBMISSION

Taxpayer NamePremier Development LLCProject StagePreliminary F

Project NamePremier PlaceCountdown To De9 Days 7 Hours 21 rs  
Minutes 34 Seconds

Funding Request TypeLIHTC - 9%

Funding Request

PRINTFORWARD

LIHTC - 4%

LIHTC - 9%\$588,000.00

TCAP

Pool Selection / Project TypeGeneral Fund

I acknowledge the completeness and accuracy of the above data

## OASIS

## Data Entry is Linked Screen-to-Screen

Data entered in the application flows to the applicable screens.

For example, the information entered on the Building Unit Mix screen feeds the Rental Income Screen.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

**PRIMARY INPUT**

FUNDING REQUEST

TAXPAYER INFORMATION / OWNERSHIP INFORMATION

PROJECT INFORMATION

PROJECT BREAKDOWN

RESIDENTIAL UNIT MIX

**BUILDING UNIT MIX**

TARGET POPULATION

PROPERTY APPRAISAL

OTHER INFORMATION

CONTACT INFORMATION

**Building Unit Mix** Record saved! (12:59 PM) **PRINT** **BACKWARDS** **FORWARD**

Unit Type / Targeting

Unit Type	# of Units	Target	Bedroom Size	% of AMI	Avg Sq Ft Per Unit	Total Sq Ft by Unit Type
Rehabil	2	Tax Cre	Efficiency	Less than 20% AMI	1544	3,088
Rehabil	1	Tax Cre	1 Bedroom	30% AMI	1826	1,826
Rehabil	2	Tax Cre	2 Bedroom	30% AMI	2005	4,010
Rehabil	10	Tax Cre	2 Bedroom	60% AMI	2005	20,050
Rehabil	8	Tax Cre	3 Bedroom	60% AMI	2167	17,336
<b>Total</b>	<b>23</b>				<b>46,310</b>	

**PRIMARY INPUT**

CONTACT INFORMATION

PROPERTY INFORMATION

FEATURES & AMENITIES

RENTAL INCOME

**RENTAL INCOME**

SYNDICATOR INFORMATION

SOURCES & USES

LOAN INFORMATION

BASIS CALCULATION

PROJECT SCHEDULE

PROFORMA

**Rental Income** Record saved! (1:06 PM) **PRINT** **BACKWARDS** **FORWARD**

Rents

Unit Description	# of Units	# of Bathrooms Per Unit	Do number of Bathrooms meet minimum standards?	Square Footage	Income Limit Type	Monthly Rent Amount	Property Owner/Taxpayer Paid Utilities	Rent Limit Type (Target)	Rent Limit Amount	Total Rent (including Property Owner/Taxpayer Paid Utilities)	Are rents within limits?
Efficiency	2	1	Yes	3,088	Less than 20% AMI	\$159.00	\$0.00	Tax Credit	\$1,260.00	\$318.00	Yes
1 Bedroom	1	1	Yes	1,826	30% AMI	\$290.75	\$0.00	Tax Credit	\$675.00	\$290.75	Yes
2 Bedroom	2	1	Yes	4,010	30% AMI	\$357.50	\$0.00	Tax Credit	\$1,620.00	\$715.00	Yes
2 Bedroom	10	1	Yes	20,050	60% AMI	\$776.00	\$0.00	Tax Credit	\$8,100.00	\$7,760.00	Yes
3 Bedroom	8	2	Yes	17,336	60% AMI	\$878.00	\$0.00	Tax Credit	\$7,488.00	\$7,024.00	Yes
<b>Total</b>	<b>23</b>			<b>46,310</b>		<b>\$16,107.75</b>					

# OASIS

## Alerts

During the Application Input stage, the Applicant will receive alerts if the data entered does not meet the constraints set by LHC.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

### Construction Contingency

#### Construction Contingency

- CONSTRUCTION HARD COST CONTINGENCY CANNOT BE GREATER THAN 10% OF THE TOTAL BUILDING - NEW CONSTRUCTION COSTS OR TOTAL BUILDING - REHABILITATION CONSTRUCTION COSTS.

Construction Hard Cost Contingency

\$100,000.00

I acknowledge the completeness and accuracy of the above data



### Developers Fees

\$200,083.03

- INELIGIBLE AS SUBMITTED.

Consulting Fee

\$32,243.03

Developer Fee

\$167,840.00

### Attachments

Development Services Agreement



DELETE

PremierPla\_DevelopmentAgreement

I acknowledge the completeness and accuracy of the above data



### Rental Income

NUMBER OF BATHROOMS DO NOT MEET MINIMUM REQUIREMENTS, WAIVER IS REQUIRED.

## OASIS

## Data Validation

OASIS utilizes Lookup Tables to populate data and validate the data entry.

The Rents table, shown below, illustrates the use of a Rent Limit Lookup that is based on the property locations and AMI. The Lookup Table populates the Rent Limit Amount column and is used to determine if the rents entered by the applicant meet the requirements.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

Rents

Unit Description	# of Units	# of Bathrooms Per Unit	Do number of Bathrooms meet minimum standards?	Square Footage	Income Limit Type	Monthly Rent Amount	Property Owner/Taxpayer Paid Utilities	Rent Limit Type (Target)	Rent Limit Amount	Total Rent (including Property Owner/Taxpayer Paid Utilities)	Rent Cushion	Are rents within limits?
Efficiency	2	1	Yes	3,088	Less than 20% AMI	\$159.00	\$0.00	Tax Credit	\$1,260.00	\$318.00	\$1,260.00	Yes
1 Bedroom	1	1	Yes	1,826	30% AMI	\$290.75	\$0.00	Tax Credit	\$675.00	\$290.75	\$675.00	Yes
2 Bedroom	2	1	Yes	4,010	30% AMI	\$357.50	\$0.00	Tax Credit	\$1,620.00	\$715.00	\$1,620.00	Yes
2 Bedroom	10	1	Yes	20,050	60% AMI	\$776.00	\$0.00	Tax Credit	\$8,100.00	\$7,760.00	\$8,100.00	Yes
3 Bedroom	8	2	Yes	17,336	60% AMI	\$878.00	\$0.00	Tax Credit	\$7,488.00	\$7,024.00	\$7,488.00	Yes
Total	23			46,310		\$16,107.75						

## OASIS

## Supporting Documents

Based on the data entry, OASIS identifies required documents that must be submitted.

The Applicant uploads these documents into OASIS and they are named according to the OASIS naming conventions.

All supporting documents are viewable from each section in the application and the attachments screen.  
All required documents must be uploaded before the application can be submitted.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

**Attachments**

Capital Needs Assessment +

Preliminary Construction Drawings +

Attachments

Capital Needs Assessment

Preliminary Construction Drawings

Upload a new file

Browse

UPLOAD CANCEL

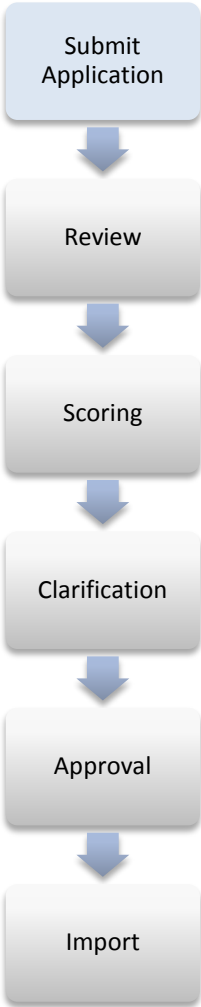
Capital Needs Assessment + DELETE [PremierPla\\_CapitalNeedsAssessment](#)

SYNDICATOR INFORMATION	Attachments
SOURCES & USES	
LOAN INFORMATION	
BASIS CALCULATION	
PROJECT SCHEDULE	
PROFORMA	
EXPERIENCE/PAST PERFORMANCE	
FEASIBILITY/VIABILITY	
ATTACHMENTS	
ATTACHMENTS	
IDENTITIES OF INTEREST/ CERTIFICATIONS / FEES	
SELECTION CRITERIA	
SUBMISSION	
	Project Breakdown
	Capital Needs Assessment <a href="#">PremierPla_CapitalNeedsAssessment</a>
	Audited Financials of Project <a href="#">PremierPla_AuditedFinancialsOfProject</a>
	Sales Price with Related Persons in Seller and Purchaser <a href="#">PremierPla_SalesPrice</a>
	Ten Year Title History <a href="#">PremierPla_TenYearTitleHistory</a>
	Local Jurisdiction Vacancy Letter <a href="#">PremierPla_LocalJurisdictionVacancyLetter</a>
	Environmental Restrictions Checklist <a href="#">PremierPla_EnvironmentalRestrictionsChecklist</a>
	Evidence Project Based Section 8 or Federally Funded Rental Subsidy <a href="#">PremierPla_EvidenceProjectBasedSection8</a>
	Residential Unit Mix
	Green Buildings Certification <a href="#">PremierPla_GreenBuildingsCertification</a>

# OASIS

## Scoring

OASIS automatically scores the application based on the data entered.  
Taxpayers are also allowed self-score their application on this screen during the Application Input stage.



Selection Criteria

Record saved! (12:58 PM)

PRINT

BACKWARDS

FORWARD

	Possible Points	Application Data	Prelim, Unverified Score	Taxpayer Selection
I. TARGETED PROJECT TYPE (Select all that apply. See note for restrictions) ?				
A. Deconcentration Projects (maximum of 22 points)				
(i) Project Diversity - Percentage of Low Income Units in Project does not exceed:				
(a) 60% of the Total Project Units	4	100.00%	0	
(b) 50% of the Total Project Units	8			
(c) 40% of the Total Project Units	10			
(ii)Geographic Diversity: Project is located in census tract in which the median income of the census tract exceeds:				
(a) 120% of the area median income for the Parish	10	111%	0	
(b) 150% of the area median income for the Parish	12	111%		
B. Redevelopment Project (Maximum 6 points allowed) ?	6	Yes	6	6
C. High Vacancy Projects (Maximum 6 points allowed)				
(i) Minimum of 25% but less than 50%	2	75% or above	6	6
(ii) Minimum of 51% but less than 75%	4			
(iii) 75% or above	6			



# OASIS

## Review Assignments and Notifications

Once applications are submitted, Supervisors must assign staff to review the application.

There are multiple User Roles that are responsible for completing specific review actions within the application.

OASIS sends automated emails to notify the Users of their assignments. Emails are sent any time that an application requires the User to complete an action.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

### Project Assignments

SAVE

ASSIGNMENTS COMPLETED

BACK TO MY LHC

Taxpayer Name: Premier Properties LLC

Project Name: Premier Place

Role	Assignment
Program Supervisor	<input type="text"/>
Compliance Specialist	<input type="text"/>
Construction Specialist	<input type="text"/>
Primary Program Specialist	<input type="text"/>
Secondary Program Specialist	<input type="text"/>
Underwriter	<input type="text"/>
QC Underwriter	<input type="text"/>
Market Study Analyst	<input type="text"/>
Asset Management Supervisor	<input type="text"/>

**To:** John Doe

**Subject:** Application Assigned

You've been assigned an application for Preliminary Review as Primary Program Specialist.

Doe, John  
Premier Place  
LIHTC - 9%

# OASIS

## Review Process

Assigned Users must review their applicable section of the application and notate their results in the Review section. The application will not move forward in the review process until all Users have completed their required actions.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

### Preliminary Review

#### Primary Program Specialist

Review Results

Review Pass



Review Date

Notes

Documentation



## OASIS

## Review Process

Upon completing the Preliminary and Detail Review, the User will receive one of three prompts. The application stage will not change until all Users have completed their assigned review of the application.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

- ALL REVIEW ITEMS MUST BE COMPLETED BEFORE SUBMITTING FOR NEXT STAGE.

COMPLETE PRELIMINARY REVIEW

*The User has additional actions to take prior to completing the review.*

- AWAITING REVIEW BY ALL USERS PRIOR TO MOVING TO NEXT STAGE

COMPLETE PRELIMINARY REVIEW

*Other Users must complete their review before the application will move to the next stage.*

- PRELIMINARY REVIEW MARKED COMPLETED. STAGE UPDATED.

COMPLETE PRELIMINARY REVIEW

*All Users have completed their respective review and the application has moved to the next stage.*

## OASIS

## Scoring Process

OASIS allows LHC to link the scoring criteria to the data entered in the application and automatically score the application. It also allows for multiple independent scoring of the application.

Submit  
Application

Review

Scoring

Clarification

Approval

Import

System  
ScoreApplicant  
Self  
ScoreStaff  
#1  
ScoreStaff  
#2  
ScorePost-  
Clarification  
Score

## Selection Criteria

	Possible Points	Application Data	Prelim, Unverified Score	Taxpayer Selection	LHC Score	LHC Score QC	Final LHC Score
I. TARGETED PROJECT TYPE (Select all that apply. See note for restrictions) ?							
A. Deconcentration Projects (maximum of 22 points)							
(i) Project Diversity - Percentage of Low Income Units in Project does not exceed:							
(a) 60% of the Total Project Units	4	100.00%	4	4	4	4	4
(b) 50% of the Total Project Units	8						
(c) 40% of the Total Project Units	10						
(ii)Geographic Diversity: Project is located in census tract in which the median income of the census tract exceeds:							
(a) 120% of the area median income for the Parish	10	57%	10	12	10	10	10
(b) 150% of the area median income for the Parish	12	57%					
B. Redevelopment Project (Maximum 6 points allowed)	6	Yes	6	6	6	6	6

# OASIS

## Clarification

If clarification is needed during the application review process, LHC can identify the specific sections which require clarification and allow the Applicant to update only those specified sections and resubmit the application.

This section requires clarification

BACKWARDS

FORWARD

Once LHC identifies the sections that require clarification, a clone of the original application is created. The specified sections are unlocked and the cloned record is sent to the Applicant for updates.

Submit Application

CLONE AND SUBMIT FOR CLARIFICATION

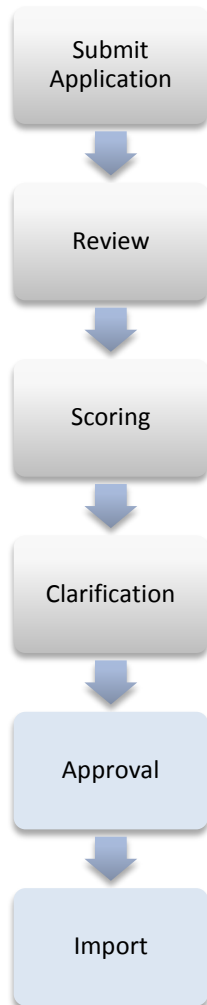
The cloned record is identified with a new Project ID and “Challenge” is added to the Project Name. The original application is placed in an archive stage and is visible in read-only from the Applicant’s dashboard.

Assigned to Me			
Project Name	Project ID	Funding Type(s)	Stage
Bayou Cane Apartments - Challenge	83	LIHTC - 4%	Clarification Requested
Not Currently Assigned to Me			
Project Name	Project ID	Funding Type(s)	Stage
Bayou Cane Apartments	47	LIHTC - 4%	Archive

# OASIS

## Data Import

They system is setup for three layers of approval: Preliminary, Conditional, and Final. Once the application is in a “Final Approval” stage, the application data is imported into LHC’s system of record, HDS.



HDS Property Number	<input type="text"/>
HDS Process Type	<input type="text"/>
HDS Project Number	<input type="text"/>