

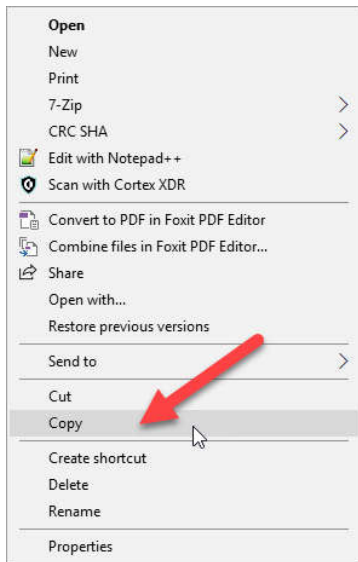
Agenda

- Best Practices
 - Saving a copy of the FIN-100
 - Filling out the form
- Frequently Asked Questions
 - Site Information
 - Building Information
 - Mass unit entry
 - 2013 not updating

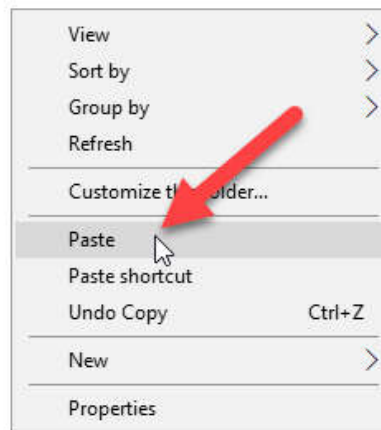
Best Practices

- Saving a copy of the FIN-100
- Filling out the Tabs

Saving Copy of FIN-100



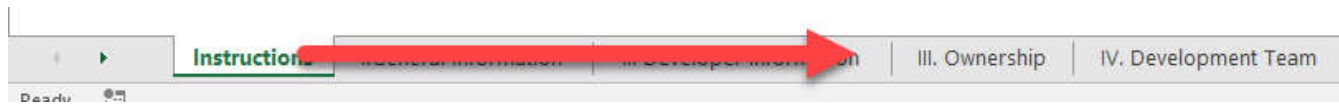
| Name | Date modified |
|-------------------------------|---------------|
| 2022 FIN-100 v.2022.07.26.xls | 7/25/20 |



| Name | Date modified |
|--------------------------------------|---------------|
| 2022 FIN-100 v.2022.07.26 - Copy.xls | 7/25/20 |
| 2022 FIN-100 v.2022.07.26.xls | 7/25/20 |

Filling Out Tabs

- Fill the application in from left to right



- Tabs feed into later forms and tabs
 - An exception is the unit information
 - To be discussed in next section

Frequently Asked Questions

- Site Information
- Building Information
 - Mass unit update
- 2013 not updating

Site Information

- Duplicate Sites
 - This is a known bug with editing and deleting sites
 - Can be fixed by emailing Terence Sullivan (tsullivan@mhdc.com)
- Needed for information contained in MHDC 2013

Building Information

- Key to Unit data as they are tied closely together
- Is given a number (#) when entered
 - This is the number to use in the Development Plan tab

Building Information *(Buildings Only, this is not for additional Sites)*

| # | Name of Building | Address of Building |
|---|------------------|---------------------|
| 1 | New Building | 900 Main Street |

[Delete](#) | [Details](#)

[Vlb. Building Info](#) | [Vlla. Development Plan](#) | [Vllb.](#)

Rental Unit
PLEASE LIST ONLY 1 UNIT PER LINE

| Unit Detail | | | | | | | | | Primary L Designati | |
|-------------|------------|-------------|---------------|-------------|----------------|-----------|---------------|--------------------|---------------------|--------|
| Unit Count | Building # | Unit Number | # of Bedrooms | # Bathrooms | Sq Ft per Unit | Unit Rent | Utility Allow | Monthly Gross Rent | MHDC Prgrm | Market |
| 1 | 1 | 1 | 0 | 1 | 100 | 100 | 0 | 100 | | |

Mass unit entry

- It is possible to enter a large number of units with the same information
- This is the exception to the left tab first rule

Entering Number of Units
will Pre-Populate Rental Unit
Worksheet on Development
Plan

| | |
|------------------|---|
| # of Rehab Units | 0 |
| # of New Units | 0 |
| # of Res Units | 0 |

- As noted, if you wait to enter the number of units on the Building Info tab, the first line of the Rental Unit Worksheet will be duplicated to the number of units entered

2013 not updating

- The most common issue with the 2013 is that the unit portion of the form does not fill in correctly
 - If the building number is not entered into the Development Plan does not correspond to a building the Build Information tab, the unit(s) will not show correctly on the 2013
 - If there are more than 29 distinct unit types (Bedroom Size, Square Foot, Rent, Primary Unit Designation, and Secondary Unit Designation) then not all units will display in that section
 - To correct, please email Terence Sullivan (tsullivan@mhdc.com)

Questions?

