

## ADFA Programs Portal Administrator Setup Form Instructions

**"New for 2023" ADFA is requiring all Multi-Family Housing Applications to be submitted through the ADFA Programs Portal**

The ADFA Programs Portal is required for the submission of Housing Program Applications and will provide access to forms, documents and program guides. There is a mandatory setup process required before the ADFA Programs Portal can be accessed by a developer. ADFA has already issued access to existing developers that have active housing projects in various stages of development. If the developer entity already has access to the portal and the legal structure is the same they can access the ADFA Programs Portal with their current access credentials.

The attached ADFA Programs Portal Administrator Setup Form must be completed to access the ADFA Programs Portal. You will need to complete this form and return it via email to Amanda Hill at [amanda.hill@arkansas.gov](mailto:amanda.hill@arkansas.gov)

The set-up form has four (4) areas of required information that must be completed.

Follow the Instructions that have been provided below:

### Developer Contact Information

The Developer Contact information is the Developer's name, for example ABC Company Inc. The developer name will be used on all Program applications, documents, and correspondence through the Portal.

Provide the accurate Physical Address for the location of the Main Office. In other words, the address of the building the company works from. ADFA's Housing Software can track the developer and verify certain information, based on physical addresses.

A current mailing address must be provided if it is different from the main office physical address. There may be a need for a P.O. Box, depending on where your Main Office is located. Make sure the address is accurate with the city and corresponding zip code. Most correspondence will be sent via email, but a mailing address is required.

### Developer Information

The first thing you will do is click the drop down box and select which development type applies to your company.

- Public Housing Authority – this is for any company that is a Housing Authority.
- For- Profit – this is for any company that is for-profit and not considered a PHA.
- Non-Profit – this is for any company that is a non-profit and not considered a PHA.
- CHDO – this is for any State Certified Community Housing Development Organization (CHDO).
- Local- Municipalities – this is for any organization that is established as local government of an area of the state.
- State Agency – this is organizations that are a permanent or semi- permanent part of state government.
- Other – this organization will not fit under any of the above categories but still qualifies to apply for state funding.

After choosing what type of development you will need to select the Administrator for your organization. Select the button under administrator for either the Primary Contact or the Secondary Contact Person.

**The Portal administrator role is very important and should be given to the individual that already has authority over staff members and operations. This person will have full administrative rights for security, maintenance, and management of user access in the Portal.**

Provide the full name, title, current email address, and phone number of the Primary and Secondary Contact persons. The email addresses should be a direct secured company email for the contact person, because the email address is how you will get the information for password re-set and any correspondence from ADFA concerning the Portal. It cannot be a general email that would go to a group of staff members.

## Developer Details

The developer details area is asking for specific information about the Developer and its Main Office. There is a link attached that will help you research the developer's District Number Information. <https://www.sos.arkansas.gov/elections/district-maps>

1. Unique Entity Identifier or UEI is the official identifier for doing business with the U.S. Government. Entities must register in [SAM.gov](https://sam.gov/content/home) to get UEI number assigned. <https://sam.gov/content/home>
2. UOGC (Unit of Local Government Code) is for states that have units of government within a state.
3. UOGN (Unit of Local Government Number) is for states that have units of government within a state.
4. County this is the county where the physical address of the Main Office is located.
5. US Congressional District Number is the area the physical address of the Main Office is located.
6. State Senate District Number is the area the physical address of the Main Office is located.
7. State House District Number is the area the physical address of the Main Office is located.

## Authorization

The Authorization area provides ADFA permission to set up the Developer in the Portal and to setup the Administrator for the ADFA Programs Portal. The Authorizing Official should be the person who has legal authority to make decisions for the developer. The Official will include their name, title, current email address, and phone number. The Official must sign and date the form and submit to ADFA. The form will not be processed if this area is not completed.

When the Developer is set-up in the ADFA Programs Portal, ADFA will send the Administrator the following:

1. The Housing Provider/Portal Number.
2. The ADFA Programs Portal Administrator Login, and user Set-Up Manual
3. The ADFA Programs Portal Guide to Documents and Forms
4. The ADFA Programs Portal Guide for Application Submission

The ADFA Programs Portal Administrator Login, and User Set-Up Manual will show the Administrator how to create their password, and set-up Users for the Developer.

ADFA will not have access to any passwords it is important to have current and accurate email addresses in the Portal. Password resets will be sent to the email provided.

Contact Amanda Hill at [amanda.hill@arkansas.gov](mailto:amanda.hill@arkansas.gov) for questions regarding access to the ADFA Programs Portal.

# ADFA Programs Portal Administrator Set-Up Form

## Developer Contact information

Developer Name/Entity (Provider Name): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/St.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/St.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Developer Information and Administrator Assignment

Type of Developer:

(Must select one, (1) Portal Administrator if both contact fields are completed)

**Administrator**

Primary Contact Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Administrator**

Secondary Contact Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Developer Details

1. SAM.govUEI#: \_\_\_\_\_

2. UOGC (Unit of Local Government Code) (if applicable): \_\_\_\_\_

3. UOGN (Unit of Local Government Number) (if applicable): \_\_\_\_\_

4. County for the Organization Main Office: \_\_\_\_\_

5. US Congressional District Number for Organization Main Office: \_\_\_\_\_

6. State Senate District Number for Organization Main Office: \_\_\_\_\_

7. State House District Number for Organization Main Office: \_\_\_\_\_

**Link to complete District Number Information**

[www.sos.arkansas.gov/elections/district-maps/](http://www.sos.arkansas.gov/elections/district-maps/)

**Authorization**

Referenced above is the designated person that has been approved as the Administrator for the ADFA Programs Portal for the identified Developer. The Administrator will be responsible for the oversight and setup of all users for this Developer. ADFA will not be responsible for the oversight or management of users in the portal. ADFA will not have access to user passwords in the portal.

Authorizing Official's

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorizing Officials' Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Authorizing  
Official's

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

•Once received ADFA will set up the Administrator and will email the notification verifying access to the portal and access to the Instruction Manual. For Questions: Contact Amanda Hill at [amanda.hill@arkansas.gov](mailto:amanda.hill@arkansas.gov)

**ADFA Use Only**

Date: \_\_\_\_\_

Approved Portal Administrator: \_\_\_\_\_

ADFA Programs Portal Administrator Login, Password, and User Setup

ADFA Programs Portal Guide to Forms and Documents

The information below will be used by the Administrator to access the Portal.

Housing Provider/Portal Number: \_\_\_\_\_

Username: \_\_\_\_\_