

Document Submission Procedure

Purpose: To provide organizations with instructions on how to submit documentation to OHFA Office of Planning, Preservation & Development

Programs Affected: LIHTC, Multifamily Bond, HDAP (including HCGF and HDGF), Housing Development Loans, ARRA, NSP, and CHDO

Processes Affected: HDGF Pre-application; LIHTC Application & subsequent documentation; Davis-Bacon and Prevailing Wage, Draws, Threshold Cures, 8609 Requests

Format: Please submit documents in one of the following formats, unless otherwise directed by specific program guidelines:

1. **Adobe PDF Documents (.pdf), preferably with Optical Character Recognition (OCR) Enabled**
 - a. **For assistance:** <http://www.adobe.com/support/acrobat/>
2. **MS Office compatible documents (.xls, .xlsx, .xlsm, .doc, .docx, .ppt, .txt, .pub, etc.)**

Files should be numbered by index as indicated in the program guidelines or application and should not be placed inside digital folders on the disk. **IMPORTANT:** Files should be print enabled, and not marked as read only.

- Example (Carryover):**
- 1 **Cost Certification.pdf**
 - 2 **FTI Information.pdf**
 - 3 **Site Control.pdf**
 - 4 **Conditional Financial Commitments.pdf**
 - 5 **Other - as required.pdf**

In this case, the Cost Certification would also be submitted on paper with the original signatures.

Any submission must arrive by 4pm on the due date.

Documents that require original signature must be submitted in paper format, which must accompany the disk submission.

Exceptions & Security: In certain circumstances, OHFA may request and accept documentation by email or through a file sharing site. Transmission of documents that contain Confidential Personal Information (CPI) (e.g. name and social security number, or name and personal financial information) without utilizing proper encryption or security techniques risks exposing CPI to identity theft. OHFA, at its discretion, may refuse any document that contains CPI and is not properly secured. The submitting organization assumes all responsibility and liability of CPI submitted to the Agency. All documents submitted to OHFA are deemed public records and are therefore open for inspection and/or release unless an exception exists that would prevent their release.

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