2018-2019

Qualified Allocation Plan

2019 Technical Revisions

A LETTER FROM THE OFFICE OF PLANNING, PRESERVATION AND DEVELOPMENT

Dear Partners,

We are pleased to present the 2019 Technical Amendments to Ohio's Qualified Allocation Plan. As the continuation of a two-year planning cycle, this document advances the five primary policy objectives that were first articulated in this year's plan: Smart Revitalization, Portfolio Diversification, Healthy Living, Ending Homelessness and Cost Efficiency and Simplicity. Cognizant of our partners' need for stability when developing such complex proposals, we also endeavored to limit year-to-year changes unless necessary for the efficient and effective operation of this program.

The most noticeable modifications to this plan are the result of legislative advancements that significantly strengthen the Housing Tax Credit system, including adoption of the income averaging set-aside test and a 12.5 percent increase in Ohio's credit allocation authority. As a direct result of these adaptations, OHFA's new FHAct50 Building Opportunity Fund presents a unique occasion for our community to showcase the power of affordable housing to stimulate neighborhood growth while recognizing the evolving influence of the Fair Housing Act to advance our rights. We are honored to celebrate the fiftieth anniversary of the FHA in the only way we see fit: with steadfast support for all those working to create diverse and accessible communities.

OHFA sincerely thanks the countless stakeholders, experts and staff members who shared their wisdom to help craft this plan. Robust public participation is critical to understanding and satisfying the needs of Ohio's people; we are truly lucky to be the home of such remarkable talent and generosity.

Respectfully Submitted,

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Director of Planning, Preservation and Development

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GENERAL OVERVIEW AND REQUIREMENTS

PURPOSE

The Housing Tax Credit (HTC) program, also known as the Low-Income Housing Tax Credit or LIHTC program, is a federal tax incentive designed to increase the supply of quality affordable rental housing. Created through the Tax Reform Act of 1986 and governed by Section 42 of the Internal Revenue Code (IRC), the HTC program assists with the financing of development costs for eligible rental housing projects involving new construction, rehabilitation or acquisition with rehabilitation. As the allocating agency for the HTC program in the State of Ohio, the Ohio Housing Finance Agency (OHFA) has facilitated the development of more than 100,000 affordable rental units since 1987.

Section 42 requires that state allocating agencies develop a Qualified Allocation Plan (QAP) for the distribution of HTC within its jurisdiction. The QAP describes policies and procedures for the allocation of HTC to affordable rental housing developments that address state housing needs and priorities.

To comply with all Section 42 and other program requirements, OHFA recommends that applicants seek experienced legal and accounting advice. Additionally, many terms used in the QAP are defined in Section 42 or in related IRS regulations. Applicants should also refer to these materials for their proper interpretation.

MODIFICATION

OHFA reserves the right to resolve all conflicts, inconsistencies or ambiguities, if any, in this QAP or which may arise in administering, operating or managing the reservation and allocation of tax credits in its sole discretion. The QAP is subject to modification or change, pending developments in federal, state and OHFA policy. OHFA makes no representation that underwriting or competitive decisions from a prior year will be determinative in future applications rounds. Identical year-over-year submissions may receive differing treatment, with or without notice to an applicant, due to new insights gained during prior review periods, shifts in policy, the need for consistent in-year interpretation, increased applicant competition or any other reason OHFA deems necessary.

OHFA will clarify and issue responses to commonly posed questions regarding the QAP through its regularly published Frequently Asked Questions (FAQ) guidance document and the Affordable Housing Funding Application (AHFA); the FAQ and AHFA are specifically incorporated herein and binding on all applicants. Notwithstanding the foregoing, errors and omissions in the AHFA are not binding on OHFA and do not modify the QAP.

OHFA further reserves the right to modify or waive, on a case-by-case basis, any provision of this QAP that is not required by law. All such resolutions or any such modifications or waivers are subject to written approval by the Executive Director, Chief Operating Officer or Director of Planning, Preservation and Development.

OHIO HOUSING NEEDS AND PRIORITIES

OHFA releases an annual Ohio Housing Needs Assessment, prepared by the Office of Housing Policy that assembles data on housing occupancy, quality and affordability to examine housing needs among low and moderate income households and populations with special needs. Strategic priorities identified in the Annual Plan, Ohio Housing Needs Assessment and also reflected in the 2018-2019 QAP include:

- Expand and preserve affordable housing opportunities through the continued development and administration of OHFA’s core programs.
- Focus efforts on customer-driven, sustainable multi-sector solutions to promote public health, welfare and prosperity of the people of the state through the production and preservation of affordable housing.

FAIR HOUSING REQUIREMENTS

The owner shall comply and ensure the project complies with all requirements of the federal Fair Housing Act, Ohio Revised Code Section 4112, and local fair housing requirements, as each may be amended. The owner shall itself ensure and shall ensure the project does not discriminate, as defined by 42 U.S.C. 3604, against any person because of sexual orientation or gender identity or expression. Also see the **Quid Pro Quo and Hostile Environment Harassment and Liability for Discriminatory Housing Practices under the Fair Housing Act** final rule from HUD.

DOMESTIC VIOLENCE PROTECTION AND PREVENTION

In conformity with Violence Against Women's Act (VAWA) of 2013, an applicant for or tenant of housing assisted under the HTC program, or any affiliated individual thereof, may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant, tenant, or affiliated individual otherwise qualifies for admission, assistance, participation or occupancy. Every resident and applicant must be provided a Notice of Occupancy Rights whenever a resident or applicant is: 1) admitted as a tenant, 2) denied admission or 3) being terminated.

An incident of domestic violence, dating violence, sexual assault or stalking shall not be considered a lease violation by the victim, nor shall it be considered good cause for an eviction. If a tenant or affiliated individual who is a victim requests an early lease termination, lease bifurcation from the abuser, or transfer to another unit because she/he is in danger, a HTC owner/manager shall make every effort to comply with the request and shall not penalize the tenant.

Each HTC owner/manager shall have an emergency transfer policy for victims seeking safety, which incorporates reasonable confidentiality measures to ensure that the owner or manager does not disclose the location of the dwelling unit of a tenant to a person that commits an act of violence or stalking against the tenant. Be advised that an emergency transfer policy incorporates many features in addition to a transfer plan, since an emergency transfer often may not be possible.

VAWA Resources

HUD Final Rule

VAWA Guidance for Multifamily

HUD Model "Notice of Occupancy Rights"

HUD Model Emergency Transfer Plan

HUD Self Certification Form 5382

An HTC owner/manager may request documentation from a victim before these protections are triggered. If the HTC owner/manager requests documentation, the applicant, tenant or affiliated individual may provide any one of the following documents and owner/manager shall accept it as adequate documentation: a letter or form signed by the victim, including HUD's Self-Certification Form 5382; an affidavit or letter signed by a domestic violence service provider, attorney, or medical/mental health professional who assisted the victim; or a court or administrative record. This submission shall be confidential as defined in 81 FR 80724, 24 CFR §5.2007(C). Owners/managers shall also comply with all court orders.

Should an owner encounter a conflict between VAWA and a HTC rule, such as the Full-Time Student Rule, the owner should contact OHFA's Office of Program Compliance for additional guidance. For any additional guidance regarding this policy, please also contact OHFA's Office of Program Compliance.

APPLICATION PROCESS

All applications to the HTC program must meet all requirements set forth in Section 42 of the IRC, as amended and all relevant U.S. Department of Treasury regulations, notices and rulings. The following process helps ensure these requirements are satisfied:

1. **Proposal Submission**. Applicant submits a proposal and OHFA receives it by the date listed in the Program Calendar, including the Affordable Housing Funding Application (AHFA), in accordance with the document submission procedure identified in the AHFA.
2. **Competitive Review**. OHFA reviews and scores proposals. OHFA notifies applicants of deficiencies during the review process and provides one week to clarify.
3. **Preliminary Financial Analysis**. OHFA reviews proposals for financial feasibility. OHFA notifies applicants of deficiencies during the review process and provides one week to correct.
4. **Threshold Review**. Concurrent with the Preliminary Financial Analysis, OHFA reviews applications for eligibility, ability to proceed and compliance with IRS requirements. OHFA notifies applicants of deficiencies during the review process and provides one week to correct.
5. **Pre-Award Site Visit**. OHFA may conduct a site review to confirm the suitability of a prospective site for the proposed use. If a site is deemed unsuitable based on the site review, OHFA will remove the application from further consideration.
6. **Announcement of HTC Awards**. OHFA announces award recipients on its website and by phone and/or in writing. Applicants may schedule a meeting with OHFA to plan next steps.
7. **Final Application Submission**. Applicants must submit a final and complete application by the deadline shown in the Program Calendar including all supporting documentation and attachments.

CONTACT INFORMATION

Questions regarding the QAP or HTC application process may be directed to QAP@ohiohome.org. General contact information for OHFA is as follows:

Ohio Housing Finance Agency
Office of Planning, Preservation and Development
57 E. Main Street
Columbus, Ohio 43215
888.362.6432
www.ohiohome.org

2019 COMPETITIVE HTC PROGRAM CALENDAR

Deadlines reflected in the following program calendar apply to the competitive selection process and are subject to change based on the quantity of applications received and other conditions outside OHFA control. Please see the FHAct50 Building Opportunity Fund ("FHAct50") section for alternate submission deadlines.

DATES	APPLICANT	OHFA
Oct. 2018		AHFA and application materials posted to the OHFA website
Oct. 2018		HTC training, date and location to be determined
Oct. 31, 2018	Deadline for submission of applications for pre-application CHDO certification	
Nov. 16, 2018	Deadline to apply for Transition Aged Youth set-aside recommendation	
Dec. 7, 2018	Deadline to request approval for a Part 1 from the State Historic Preservation Office[1] for historic tax credits	
Dec. 14, 2018		Decisions issued for pre-application CHDO certification Decisions issued for Transition Aged Youth set-aside recommendation
Dec. 28, 2018	Deadline to submit FAQ	
Jan. 18, 2019	Recommended deadline to commission market studies Deadline to submit requests for exceptions Deadline to submit 811 pre-approval application.[2]	
Feb. 1, 2019		Decisions issued for exceptions to program requirements
Feb. 8, 2019		Decision letters issued for Ohio 811 PRA Program applications
Feb. 21, 2019	Deadline to submit proposal applications to OHFA, due no later than 5:00 p.m. ET	Consideration of public comments begins
Mar. 1, 2019		Proposal summaries posted to the OHFA website
Mar. 1, 2019		Competitive scoring, underwriting, and site visits begin
Apr. 5, 2019		Notice of preliminary scores and underwriting issues sent to applicants Consideration of public comments ends
Apr. 12, 2019	Deadline to respond to preliminary scores and underwriting issues	
April 26, 2019		Site visits conclude
May 15, 2019		Final results of competitive scoring released and presented to the OHFA Board of Directors
May 17, 2019		Binding reservation agreements and notice of threshold deficiencies issued
May 20, 2019	Next steps and debriefing meetings begin	Next steps and debriefing meetings begin
June 7, 2019	Deadline to return binding reservation agreements	
June 7, 2019	Deadline to submit all cures for threshold deficiencies	
July 26, 2019	Next steps and debriefings conclude	Next steps and debriefings conclude
August. 1–15, 2019	Window to submit FHAct50 Building Opportunity Fund applications	
Sept. 27, 2019	Deadline to submit final applications to OHFA, due no later than 5:00 p.m. ET	
Nov. 8, 2019	Deadline to complete public notification process (scattered site developments only)	
Dec. 13, 2019	Final date for issuance of carryover agreements	

[1] Applicants seeking a Preliminary Determination of Listing from the Ohio Historic Preservation Office should completed the Checklist provided in Appendix F.

[2] Applicants are strongly encouraged to seek 811 pre-approval as early in the application process as practicable.

2019 NON-COMPETITIVE HTC CALENDAR

Application windows reflected in the following program calendar apply to the non-competitive review process and are subject to change based on the quantity of applications received. Applicants submitting an application for a reservation of non-competitive HTCs must also refer to the Multifamily Bond program guidelines for other requirements, where applicable.

DATES	APPLICANT
September 4-7, 2018	Deadline to submit final application to OHFA, due no later than 5:00 p.m. ET on the last day of the application window
January 7-11, 2019	Deadline to submit final application to OHFA, due no later than 5:00 p.m. ET on the last day of the application window
March 4-8, 2019	Deadline to submit final application to OHFA, due no later than 5:00 p.m. ET on the last day of the application window
June 3-7, 2019	Deadline to submit final application to OHFA, due no later than 5:00 p.m. ET on the last day of the application window
September 3-6, 2019	Deadline to submit final application to OHFA, due no later than 5:00 p.m. ET on the last day of the application window

2019 FEE SCHEDULE

OHFA will assess fees as further described in the current fee schedule, subject to change, and attached for reference in Appendix A. Fees may be increased or modified without QAP amendment. Applicants are strongly encouraged to reference the current Fee Schedule, a copy current through the publication of this QAP is attached at Appendix A, prior to submitting a proposal. OHFA may prohibit program participation for any applicant with outstanding fees. OHFA may assess other fees as further set out in each program's guidelines.

HTC REQUIREMENTS

The following specify the documentation and compliance requirements applicable to the HTC program. These requirements apply to both the competitive and non-competitive programs unless otherwise specified. Exceptions will only be considered where specifically noted.

DOCUMENT SUBMISSION REQUIREMENTS

The following documents must be submitted with the HTC application as delineated below. Please see Appendix B for a quick look chart of each of these requirements by program and by due date.

Affirmative Fair Housing Marketing Plan

Required For: All HTC
Due At: 8609

At 8609, all developments shall submit an Affirmative Fair Housing Marketing Plan that meets the requirements of OHFA's Affirmative Fair Housing Marketing Plan Guidance, as is current at the time of 8609 submission.

Affordable Housing Financing Application (AHFA)

Required For: All HTC
Due At: Competitive at Proposal and Final; Non-Competitive/FHAct50 at Submission

The AHFA, including program certification and proposal summary, plus all supporting documents shall be submitted on a compact disc, organized and formatted according to the index specified in the AHFA. Applications must be complete and consistent with all supporting documentation.

Relevant portions of the supporting documents must be highlighted and annotated. OHFA encourages bookmarking but discourages submitting documents in PDF Portfolio format; a standard PDF is preferable. Supporting documentation must be provided for all elements of a scoring criteria and shall be limited to 25 pages per competitive criterion section, excluding specifically specified, mandatory documents. Attention must be paid to the submission requirements; any proposal application that is incomplete, inconsistent and/or illegible may be removed from consideration.

Applicants awarded an allocation of competitive HTC are required to complete a final AHFA. The application must be completed and submitted with all required supporting documentation by the deadline in the Program Calendar.

OHFA will perform a threshold review of final applications to ensure that required items were submitted and are complete and correct and a financial underwriting analysis to ensure that all underwriting requirements are met. Applicants will have an opportunity to correct deficiencies and address issues found during the threshold review and underwriting stages. OHFA will contact the applicant with any questions during this process. Developments that receive additional gap financing administered by OHFA will be presented to the OHFA Board for consideration and approval of these resources.

Appraisal

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The application will include an as-is appraisal for all development site(s) represented in the application. Appraisals must meet OHFA's standards and requirements as outlined in the most current Appraisal Requirements policy. An appraisal is not required if both of the following conditions are met: (1) applicant is not seeking HDAP funds, and (2) applicant is not including any acquisition costs in eligible basis.

Architectural Plans, DCFA, & Construction Certification

Required For: All HTC
Due At: Competitive at Proposal and Final; Non-Competitive/FHAct50 at Submission

All architectural plans must be approved by the OHFA Architect in accordance with the requirements set forth in the Architecture & Design Standards. OHFA reserves the right to require modifications to architectural plans.

Competitive HTC Applications: The proposal application shall include preliminary architectural plans, a completed Design and Construction Features Agreement (DCFA) in the AHFA and a copy of the Construction Certification page in the AHFA with original or electronic signatures. For scattered site developments, the architectural plans must encompass all sites that are under control at proposal application; also see the Scattered Site Definition and Requirements section.

The final application shall include one set of 11x17 drawings including civil, landscape, architectural, mechanical, electrical and plumbing specifications. Plans must be certified by the development architect to be 80 percent complete or better and meet all requirements outlined in the Architecture & Design Standards. Architectural plans must incorporate a copy of the DCFA.

Non-Competitive/FHAct50 HTC Applications: The application will include one set of 11x17 drawings including civil, landscape, architectural, mechanical, electrical, and plumbing specifications and a completed DCFA in the AHFA. Plans must be certified by the development architect to be 80 percent complete or better. Architectural plans must incorporate a copy of the DCFA. OHFA may allow additional time for non-competitive HTC developments to submit 80 percent complete architectural plans and specifications. However, a review period of at least 60 days is necessary between the submission of 80 percent plans and the issuance of a 42m Letter of Eligibility.

Authorization to Release Tax Information

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The application will include the Authorization to Release Tax Information Form for all general partners[3]. OHFA will use this information to determine if an entity with ownership interest in the development has outstanding tax liens with the State of Ohio.

Physical Capital Needs Assessment and Scope of Work

Required For: All HTC Rehabilitation or Adaptive Reuse Proposals
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

Applications for the rehabilitation of existing housing units and adaptive reuse of buildings not originally constructed as housing must submit a Physical Capital Needs Assessment (PCNA) and Scope of Work for all buildings represented in the proposal application. The assessment must conform to the standards outlined in the Underwriting & Implementation Guidelines. OHFA will use this assessment to determine whether the costs indicated in the proposal application are appropriate to the level of rehabilitation required.

[3] In this QAP, general Partner is a term used to identify the housing development's ownership entity and responsible party; it shall be liberally construed to include, as appropriate, general partners, members of a limited liability company, sole proprietors, trustees and other ownership structures.

Community Outreach Plan

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The final application shall include a community outreach plan and documentation or other evidence that it was completed prior to submission of the final application. The community outreach plan and its exhibits must include the following, clearly labeled components:

- Stakeholders Notification Method. Stakeholders notified may include but are not limited to residents, businesses, local elected officials, police and fire departments, community development corporations and/or nonprofit community organizations. OHFA recommends the notification method include posting notices in libraries or other public spaces where residents or potential residents may frequent, public meetings, design charrettes and/or notices in local papers and social media. Outreach notifications need not identify the population proposed to be served; however, OHFA encourages as much transparency in the outreach process as is practicable.
- Copies of all Materials. The applicant shall provide copies of written notices placed or published, materials, including any sign-in sheets from any public meetings, and support or opposition letters from community groups or contacts established through the outreach process.
- Description of Stakeholder Involvement. Applicant shall provide a brief description of how stakeholder feedback was analyzed and in what ways it impacted project characteristics and features.

OHFA strongly encourages applicants to complete community outreach prior to submitting a proposal application. Also, see the Public Notification section for additional requirements regarding public official engagement.

Conditional Financial Commitments

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

All non-OHFA sources of debt and equity, including any project-based rental subsidies, must be evidenced by a conditional commitment letter, or other acceptable documentation in lieu of a commitment, at final application. All commitment letters must indicate the following:

- Loan or grant amount;
- Loan term and amortization schedule/term (and/or payment requirements);
- Interest rate;
- Fees associated with the loan or grant;
- Reserve requirements;
- Lien position of the loan; and
- Acknowledgement by the lender or allocating entity that the project seeking financial support has received at least a preliminary review and meets the requirements of the lender or funders, conditional upon a final underwrite.

OHFA reserves the right to request additional information to support any credit or equity pricing that does not align with current market rates. For all equity prices significantly above or below the pool average, if sufficient reasoning is not provided for the price, OHFA reserves the right to underwrite to the pool equity pricing average.

If a loan or grant was applied for or will be applied for from a competitive or contingent source (e.g., city HOME funds, Federal Home Loan Bank), the commitment letter must also acknowledge funds were applied for or verify that a funding round is approaching. The letter should detail the amount of funds requested and the timing for funding decisions. Applicants must provide evidence of an alternative plan to fill the funding gap if unsuccessful in any non-OHFA competitive funding program.

If an existing loan will be assumed or restructured, the applicant will provide supporting documentation detailing the terms and conditions of any assumed or restructured debt including the current outstanding balance.

Also see the Income Averaging section for further requirements.

Condominimized Space Description

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

If any portion of the development will be condominimized, the developer shall provide a brief description of the governing agreement that may include but is not necessarily limited to: costs and maintenance of common space, parking availability, air rights, default remedies, commercial uses and tenant selection. This requirement will be evidenced in the AHFA.

Development Team Experience and Capacity Review

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

OHFA will evaluate the experience and capacity of the development team, including General Partners, developers, management companies and development consultants. Reviews will be conducted in accordance with the criteria set forth in Appendix C: Experience & Capacity Characteristics. OHFA reserves the right to determine whether any entity is acting as a developer based on the totality of available information.

Any team that contains two or more developers shall execute a co-development agreement prior to submitting the proposal application identifying the rights and responsibilities of each party. OHFA reserves the right to inspect this agreement upon request.

Any team that lacks sufficient experience and capacity to manage an award will be removed from consideration. Also, see the Competitive Application Limits section for further information on development partnerships.

The application shall include resumes for all members of the development team. For this requirement, OHFA defines the development team as key staff members of the General Partnership, developer(s), management company and any consultants. OHFA will evaluate each organization individually and as a whole to determine whether the team has the following core competencies:

- Capacity to construct and operate the proposed project;
- Record of completing affordable housing developments in required timeframes;
- Record of meeting project deadlines set by OHFA;
- Management team experience marketing and leasing affordable housing units;
- Experience developing and managing communities similar to the proposal;
- Compliance with the requirements of the HTC program and other OHFA-administered programs.

Applicants who acted as the developer in five or more competitive HTC developments that were placed into service within in the last 10 years are not required to report their full experience and capacity. Applicants who meet this requirement are only required to disclose changes to the developer's staff that occurred since the last HTC application round in which they competed and provide a resume for any new developer staff member. OHFA reserves the right to request additional information as it determines may be necessary.

Changes to any development team between the proposal and final application must be disclosed. Projects that do not maintain the core competency and experience necessary to successfully develop and manage a project will be removed from eligibility.

Development Team Consultant Statement

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

Development consultants will be subject to the development team experience and capacity review. Consultants may not be the only source of team experience. Consultants must conduct business with OHFA according to the Good Partnership policy. OHFA may consider consultants co-developers and hold them responsible for the overall success of the development depending on their level of contribution to the project. For the purposes of this section, development consultants include any person or entity receiving compensation for providing professional advice or assistance with the preparation of an application to the HTC program, but do not include syndicators.

Applicants must provide a statement regarding the development consultant(s) that includes:

- Their credentials and development experience;
- Their role in the project;
- Scope of their authority to negotiate for and bind the development team; and
- A summary of all projects they are currently advising and the scope of those agreements.

Evidence of Site Control

Required For: All HTC
Due At: Competitive at Proposal and Final; Non-Competitive/FHAct50 at Submission

If the current owner is a general partner or limited partner in the development, the proposal application shall include copies of the executed and recorded deed(s) at the time of application.

If the current owner is not a general partner or limited partner in the development, then evidence of site control must be submitted. Acceptable forms of site control include, but are not limited to, a purchase contract, a purchase option or a lease option for a minimum term of 35 years. With respect to option agreements, the proposal application must include evidence of the agreement to purchase the property within a specified time period. Evidence of site control may not expire until a reasonable period following the scheduled announcement date for HTC awards.

If parcels will be acquired from a city land bank, a copy of the final city council resolution approving the transfer of all applicable sites may be submitted as evidence of site control; a copy of a city resolution, city council ordinance or contingent purchase agreement approving the legal description and transfer of all applicable sites will also be accepted. If parcels will be acquired from a county land bank, a letter from the board of control or a designated official approving the transfer of all applicable sites may be submitted as evidence of site control.

OHFA reserves the right to require additional documentation that evidences proper site control.

Exception Requests

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

Exceptions will be considered only for those items specifically allowed under these program guidelines and represented in the OHFA Exception Request Form.

Program Exceptions: Requests for exceptions to specific program requirements referenced in the QAP must be submitted in advance of the proposal application (competitive) or with the final application (non-competitive) and by the date shown in the Program Calendar.

Underwriting Exceptions: Requests for exceptions to underwriting requirements must be submitted with the proposal application (competitive) or with the final application (non-competitive).

Federal Tax Identification Number Documentation

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The application shall include evidence that a Federal Tax Identification Number (FTIN) has been obtained for the ownership entity.

Green Standards

Required For: All HTC
Due At: at 8609

Applicant must submit evidence of final certification from a HERS rater, or otherwise qualified and licensed professional as approved by OHFA, at submission of IRS Form 8609 (8609). All applications shall meet the minimum design requirements, including green standards, set forth in the Design & Architectural Standards, as well as any additional environmental commitments made for competitive consideration.

Good Cause/LIHTC Lease Addendum

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The application shall include a written statement from the owner certifying that the Good Cause Lease Addendum will be included in all new leases and upon renewal of existing leases for all residents. Developments that include project-based rental assistance from a federal agency are exempt from this requirement.

Housing Credit/Bond Gap Financing Funding Application

Required For: All HTC also applying for Housing Development Assistance Program
Due At: Competitive at Proposal and Final

Developments that will request Housing Credit Gap Financing (HCGF) or Bond Gap Financing (BGF) through the Housing Development Assistance Program (HDAP) shall include a request in both the proposal and final applications that is consistent with the requirements outlined in the Housing Credit Gap Financing section of this QAP or the most current HDAP Consolidated Guidelines. Due to the limited amount of resources available and competitive nature of the award process, be advised that requested funds are not guaranteed. The HCGF and BGF applications are contained within the AHFA.

Legal Description

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The application shall include a legal description in Word format of each parcel that will be included in the development. The description(s) shall include the street address and permanent parcel number of each parcel.

List of Changes from Proposal Application

Required For: Competitive HTC
Due At: Final Application

Any substantive changes made to the development represented in the proposal application shall be disclosed to OHFA upon submission of the final application. Substantive changes may include, but are not limited to, changes in ownership or development team, design, construction or configuration, site(s) excluding scattered site developments, targeted populations including special needs populations and any items affecting competitive scoring. Such changes may be permitted only at OHFA's discretion.

Management Company Capacity Questionnaire

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

At proposal application, the applicant must identify the management company in the AHFA. The applicant must provide a Management Company Capacity Questionnaire at final application. Management companies who meet all of the following will not be required to submit a questionnaire:

- Managed an OHFA-funded development and operated at least one HTC project for at least the past two years;
- Are not on OHFA's Watch List; and
- Are in good standing status.

Market Study

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

The application will include a market study conducted by an OHFA-approved market study professional updated or approved within 12 months of the proposal application submission date. Applicants should refer to the OHFA Market Study Standards for additional requirements and to the Program Calendar for applicable deadlines. All multi-site developments represented in the application must be within the boundaries of a single Primary Market Area (PMA) unless meeting an exception set forth in the Scattered Site section.

Also see the Income Averaging section for further requirements.

Multifamily Bond Financing Information

Required For: Non-Competitive HTC
Due At: At Submission

The application shall include a letter from the bond underwriter detailing the bond financing structure and terms as well as a calendar outlining anticipated actions, the timeframe for approving OHFA-issued bonds and responsible parties for closing the transaction. The applicant will also provide a calendar outlining anticipated actions and responsible parties for closing the transaction.

Also see the Income Averaging section for further requirements.

Notification to Statewide Accessibility Groups (New Units Only)

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

Applicants proposing new construction shall notify all accessibility groups in the same county as the development that accessible housing is being proposed. A list of accessibility groups is available on the OHFA website. Applicants agree to accept referrals for prospective residents and consider design recommendations for the property. Copies of all correspondence between the applicant and accessibility groups shall be submitted to show compliance with these requirements.

If requested by the accessibility group, the applicant shall provide the most current copy of the development's architectural plans prior to submitting the final application. Accessibility groups may report noncompliance with this requirement to OHFA at QAP@ohiohome.org and OHFA reserves the right to impose any remedy identified in the Penalties section.

Ohio Housing Locator

Required For: All HTC
Due At: At 8609

Proof shall be submitted that the property was listed on the Ohio Housing Locator or other equivalent substitute at OHFA's direction. The owner and/or property manager shall update listings no less than annually.

Organizational Chart

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

The application shall include an organizational chart that shows the structure of the ownership entity, general partners, development team and consultants and the relationships and ranks of all relevant positions.

Phase I Environmental Site Assessment

Required For: All HTC
Due At: Competitive at Proposal and Final; Non-Competitive/FHAct50 at Submission

The application shall include a Phase I Environmental Site Assessment for all single-site developments at application. OHFA reserves the right to reject any sites indicated to have environmental problems or hazards.

Developments receiving an allocation of HTCs must submit a Phase I ESA valid in accordance with the most current ASTM Standard. The Phase I ESA report must be dated within six months prior to the application deadline. However, if the Phase I ESA report is dated between six months and one year prior to the application deadline, the applicant may submit an update to the report at final application (Competitive HTC applications only). If the Phase I ESA report is dated over one year prior to the application deadline, the applicant will submit a new and complete Phase I ESA report.

Scattered site developments may submit a Mini-Phase 1 compliant with current OHFA standards at proposal application and a full Phase I ESA at final application for all sites represented in the application.

Environmental review requirements for the 811, HOME, OHTF and NHTF programs can be found online.

Proposal Summary .PDF

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

To facilitate speedy disclosure of applicant details, the application shall include a copy of the Proposal Summary in Adobe Portable Document Format (.pdf).

Public Notification

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

The application shall include evidence that the public notification process for local elected officials was completed.

The applicant must notify, in writing, certain officials from

1. The political jurisdictions in which the development will be located; and
2. Any political jurisdiction whose boundaries are located within one-half mile radius of the development's location.

The officials to be notified include the following:

1. The chief executive officer and the clerk of the legislative body for any city or village (i.e. mayor and clerk of council);
2. The clerk of the board of trustees for any township;
3. The clerk of the board of commissioners for any county;
4. State Representative(s);
5. State Senator(s).

The applicant will use the OHFA letter template and include all information requested. The notification must state the applicant's intent to develop housing using OHFA funding. The notification must be in writing and sent via certified mail, return receipt requested. Submit a copy of the stamped post office receipt, return receipt not required, for certified mail and copies of notification letters with your proposal application.

Scattered site developments must complete the public notification process for all sites represented in the proposal application. If awarded an allocation of HTCs, this requirement must be completed again for all new sites represented in the final application prior to final application.

Applicants are encouraged to contact the appropriate local government officials prior to submitting an application to inform these parties of details concerning the housing proposal. OHFA will accept public comments about proposal applications at any time and will consider public comments during the review process until the deadline indicated in the Program Calendar.

Related Party Transaction Questionnaire

Required For: All HTC
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

The application shall include the Related Party Transaction Questionnaire for any transactions between related parties.

Relocation Plan

Required For: All HTC that Contain Existing Rental Units
Due At: Competitive at Final; Non-Competitive/FHAct50 at Submission

Any development involving acquisition and rehabilitation of existing and occupied units that will result in permanent displacement of any residents shall submit a complete Acquisition, Relocation, and Demolition Questionnaire and the Relocation Assistance Plan at application. OHFA reserves the right to prohibit, limit, or mitigate any permanent displacement based on the information contained in the Acquisition, Relocation, and Demolition Questionnaire.

If a development will result in resident relocation during the construction period, the final application will include a narrative detailing the tenant relocation plan or strategy. The narrative will address the method(s) for relocating residents, provide a breakdown of any associated costs and identify if tenants will be permanently displaced.

If the development includes HDAP funding, applicants must refer to the Housing Credit Gap Financing section of this QAP for additional guidance.

Rental Subsidy Contract

Required For: All HTC Receiving a Rental Subsidy
Due At: Competitive at Proposal and Final; Non-Competitive/FHAct50 at Submission

Proposal: If the development currently receives a rental subsidy, a copy of the contract governing that transaction shall be included with the proposal application. If the development does not currently receive a rental subsidy, but is seeking one, it shall provide a letter or other evidence from the Metropolitan or Public Housing Authority (MHA) or other subsidy provider describing the process and timeline for obtaining the subsidy.

For non-HUD and non-U.S. Department of Agriculture ("USDA") subsidies, the letter should address all the following:

- Type of Subsidy. Indicate whether the subsidy is project-based or tenant-based.
- Source of Subsidy. Identify what entity is providing the funding and under what program they are doing so. Identify whether there any pass-through entities.
- Subsidy Reliability. Describe how likely it is for the subsidy to be guaranteed for the full 15-year compliance period. Include the length of the rental assistance contract, how often funding must be renewed, source of renewal (local levy, state budget appropriation, etc.), and contingencies that are in place in the event of non-renewal. Include a past history of renewal attempts including how often a full appropriation has been approved. Note any recent increases in program funding.

- Eligible Client Profile. Describe the eligibility requirements for residents receiving the subsidy. Include their typical income sources (SSI, work, other benefits) and amounts. Describe the current tenant pipeline and/or waitlist, including the number of individuals currently waiting to participate and the referral process.
- Client Contributions, If Any. Describe whether subsidies recipients are required to contribute a portion of their income to housing expenses (for example, does the program require tenants to pay 30 percent of their income towards rent and/or utilities).
- Guarantees and Contingencies. Describe any guarantees that are in place should funding not be renewed. Describe how the project will be sustainable should the subsidy not be renewed.

Final: If the development will receive a rental subsidy, it shall provide conclusive proof of commitment of that subsidy at final application. Proof may include an executed commitment to enter into a binding agreement.

Also, see the Income Averaging section for further requirements.

Revitalization Plan

Required For: If Seeking Competitive Consideration
Due At: Competitive at Proposal; FHAct50 at Submission

To qualify for a set-aside or point category related to a revitalization plan, applicants shall provide a copy of the concerted community revitalization plan (Revitalization Plan) and proof that the proposed development is located within its target area and consistent with the plan. For the purposes of this QAP, a Revitalization Plan means the same as set forth in IRC Section 42, as may be further defined by the IRS, and must include all the following components. A plan need not be specifically labeled as a "revitalization plan" or use any special language, provided it satisfies the substance of these components. Documents must be submitted with the Competitive Support Documents folder.

Scope

The Revitalization Plan must include a delineated target area. It must also include an assessment of the conditions existing in the community at the time the Revitalization Plan was developed. If the Revitalization Plan is more than 15 years old, the applicant must also provide a supplemental letter or other evidence from the Plan's administrator describing progress made towards the Plan and confirming that the proposal continues to meet target area needs.

Community Input & Ownership

The Revitalization Plan must have been developed through a public process. The public process may be evidenced in the Revitalization Plan or a supplemental document by any of the following:

- Creation of the Revitalization Plan by a community development corporation;
- Adoption or endorsement of the Revitalization Plan by the local government; or
- Proof of solicitation of public and stakeholder input.

Housing Policy

The Revitalization Plan must include each of the following housing goals and the plans designed to accomplish them:

- The incorporation and integration of affordable housing throughout the geographic area, including but not necessarily limited to the use of existing housing; and
- The incorporation and integration of other housing types throughout the geographic area, including, but not necessarily limited to, the use of existing housing.

Other Policy

The Revitalization Plan must address at least two of the following non-housing goals and the plans designed to accomplish them:

- Expansion or preservation of economic activity and/or employment opportunities
- Expansion or preservation of access to public transit
- Improvement of schools that are accessible to residents of the target area
- Mitigation or avoidance of adverse health conditions (such as lead-based paint hazards, environmental justice issues and crime prevention)

If the Revitalization Plan specifically incorporates, adopts or references collateral plans that meet the above requirements, OHFA will deem this section satisfied.

Implementation Measures

The Revitalization Plan must include implementation measures which may include but are not limited to: general timeframes for the achievement of the above policies, potential funding sources and entities responsible for execution. A final and ratified plan need not be fully implemented or have funding sources committed.

The following are not considered revitalization plans: Short-term work plans, consolidated plans, municipal zoning plans, planned unit developments (PUD) or plans that OHFA determines were created in bad faith exclusively for the purposes of satisfying QAP criteria. Draft plans will not be considered.

Scattered Site Development Map

Required For: All Scattered Site HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

Proposals that constitute a scattered site development shall provide a detailed map clearly identifying the location of all buildings and parcels under ownership or control and otherwise considered for the application. Also, see the Scattered Site Definition and Requirements section.

Scoring Workbook(s)

Required For: Competitive HTC
Due At: Competitive at Proposal

The application shall include a complete Competitive Scoring Workbook tab in the AHFA.

Site Visit Documents

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

Unless required at an earlier stage for competitive scoring, OHFA may conduct a site review for all proposals prior to final application submission to evaluate and determine the suitability of a prospective site for housing development. In its discretion, OHFA may waive the site visit requirement for any project that previously received a site visit. If a prospective site is deemed unsuitable based on the site review, the application will be removed from further consideration. Up to two applicant representatives familiar with the proposal application are encouraged to accompany OHFA staff to answer any questions. The applicant may request in advance that additional representatives be present if necessary and acceptable to OHFA. Applicants for scattered site developments must be available to provide a tour of the sites and surrounding areas. OHFA will coordinate scheduling for all site visits.

The application shall include the following information:

- A cell phone and email contact information for all development team members;
- A detailed map clearly depicting the physical location of the site, the nearest intersection and all roads leading to the site. OHFA reserves the right to remove applications from consideration if the maps are illegible.

A site visit folder is no longer required; the above items may be submitted electronically.

Supportive Services Plan and Providers

Required For: All HTC
Due At: Service Enriched at Proposal; all others at 8609 (unless required for scoring)

All developments shall provide service coordination to the resident population and linkages to information and resources appropriate to the population. The application shall include evidence of salaried or in-kind service coordination on-site, contiguous or accessible to the development. All service coordinators shall have a history of serving the targeted area or population. OHFA recommends service providers post hours of operation and maintain a physical presence in a visible location at the development.

The Supportive Services Plan (SSP) must be unique to the development, identify the population served and be customized to that population. OHFA reserves the right to reject any generic SSP that is not tailored to the proposal. The SSP must include the following information and be provided in a format approved by OHFA:

- Performance period and, if different, length of service coordinator's contract term
- Project service coordination funding amount and funding sources
- Methods to provide residents with information and referrals to all appropriate resources
- Specific services to be provided, including all of the following:
    - Identification of partnerships with qualified service-provider agencies
    - Methods to assess resident needs and develop a plan for service delivery
    - How transit will be provided to off-site services and referral entities
    - Memorandum of understanding with all applicable local service providers
    - Methods to monitor and evaluate service delivery and outcomes

OHFA's Office of Program Compliance will monitor compliance with the project's SSP while conducting on-site property reviews and through the Annual Owner Certification (AOC). Owners are required to submit the AOC on an annual basis per the IRS regulations. Through this AOC, owners will certify the SSP provided to OHFA has not changed and the services specified therein are still being offered.

Service Enriched Housing: Service enriched developments may submit a plan accepted by the local Continuum of Care or Department of Housing and Urban Development (HUD), in place of items specified above. The SSP is due at Proposal Application but local service provider agreements may be submitted at 8609.

All supportive services plans for service enriched developments must address the following:

- Population(s) to be served and the experience that the supportive services provider(s) have serving the target population(s).
- Formal and informal methods that will be used to evaluate the success of the supportive services plan in meeting the individual needs of the residents, addressing overall issues of homelessness and how this information will be conveyed to OHFA and other organizations.
- Methods to provide assistance in applying for Medicaid and other benefits to ensure the needs of residents are met.
- Methods to link residents to services not offered on-site.
- Physical characteristics of the site, design and/or location that will enhance the lives of residents.
- Sources of funding for all supportive services and how the supportive services will be sustained over the 30-year extended use period.

Utility Allowance Information

Required For: All HTC
Due At: Competitive at Proposal and Final; Non-Competitive/FHAct50 at Submission

Proposal: The application shall include a utility allowance projection determined using any permissible or reliable calculation method including historic data.

Final: The application shall include utility allowance information consistent with the requirements of Section 42 of the IRC, IRS Regulation 1.42-10, and OHFA's Utility Allowance Policy. Applicants may refer to the OHFA Utility Allowance policy for guidance on methods available to calculate utility allowances for various project types.

For properties with OHFA-awarded HOME funds committed on or after August 23, 2013, the MHA estimate or other estimates that are not project-specific cannot be used for HOME units. Housing Credit Gap Financing applicants must review those program requirements and the Utility Allowance Policy for further information. OHFA will accept the following utility allowance methods and must approve these methods:

- Utility Company Estimates
- HUD Utility Schedule Model
- Engineer's Energy Consumption Model, calculated by a properly licensed engineer or qualified professional

VAWA

Required For: All HTC
Due At: 8609

Applicant must submit the development's emergency transfer policy for victims of domestic violence seeking safety, which incorporates reasonable confidentiality measures to ensure that the owner or manager does not disclose the location of the dwelling unit of a tenant to a person that commits an act of violence or stalking against the tenant. The policy shall meet any requirements set forth by HUD, IRS and/or OHFA as currently exist or may be issued prior to submission.

Zoning

Required For: All HTC
Due At: Competitive at Proposal; Non-Competitive/FHAct50 at Submission

The application shall include evidence that all sites are currently zoned for the proposed use in the form of a valid building permit or a letter from the local municipality stating that the current zoning will permit the proposed development. For jurisdictions with no zoning regulations in effect, a letter from the jurisdiction stating so is required. Evidence must be dated within one year of the proposal application due date.

OHFA reserves the right to waive or modify zoning requirements in circumstances it deems necessary for effective program administration. Formal zoning exceptions will be considered for developments that meet the following:

Extreme, Unforeseeable Event. The zoning requirement may be waived for projects involving new construction that encounter an extreme and unforeseeable delay. Requests for zoning exception will only be granted where the applicant can demonstrate that the local zoning process was correctly followed, all necessary documents were provided for local review, and adequate time was given for local consideration but, due to circumstances beyond the applicant's control, final approval was not timely granted. The exception request form must be accompanied with a narrative describing the unique circumstances and a letter from the unaffiliated entity that caused the delay describing the situation and setting forth the timeline for obtaining the appropriate approval. OHFA reserves the right to require zoning either with the final application or prior to the release of funding decisions, based on the information provided by the applicant.

HTC PROGRAMMATIC REQUIREMENTS AND OVERSIGHT

The following requirements apply to all applicants to the HTC program.

Assisted Living

Required For: All HTC

Affordable assisted living proposals will only be considered in the non-competitive HTC program. All assisted living applications shall meet the requirements set forth in the Final OHFA Assisted Living Policy, approved by the OHFA Board on December 21, 2016, as may be amended.

Cost Containment

Required For: Competitive HTC Only, FHAct50 exempted

No application may exceed either of the following Total Development Cost ("TDC") limitations.

Pool	TDC Per Unit	TDC Per Gross Square Foot
New Affordability, Urban Opportunity	$295,000	$245
New Affordability, General Occupancy Urban	$280,000	$235
New Affordability, Senior	$240,000	$205
New Affordability, Non-Urban	$275,000	$245
Preserved Affordability, Urban Subsidy	$220,000	$225
Preserved Affordability, Non-Urban Subsidy	$155,000	$200
Single Family	$265,000	$110
Service Enriched Housing	$210,000	$255

In OHFA's discretion, any proposal application that it deems as high cost may be identified for further cost scrutiny. In both the competitive and non-competitive HTC programs, OHFA reserves the right to reject any application it deems excessively costly even if it does not exceed the above limitations.

Competitive Application Limitations

Required For: Competitive HTC Only, FHAct50 exempted

Developers and owners, including their related and affiliated entities, may submit the following number of applications and receive the following number of allocations each year:

Type of Previous Experience	Number of Applications	Number of Awards
Allocated Ohio HTC, Placed-in-Service	4	2
Allocated Ohio HTC, No Ohio PIS	0	0
No Previous Ohio HTC Allocated	2	1

Applicants previously awarded only one Ohio HTC allocation, but who did not yet place that project in service, may request an exception to the application limit if they partner with a development team with experience in the HTC program; if seeking this exception, requests must be submitted as early in the application process as possible. Such partnerships may be eligible for the Engaged in Capacity-Building Partnership developer fee supplement provided the below criteria are satisfied.

If a developer or general partner is awarded HTCs for multiple proposals that exceed the limit, OHFA reserves the right to determine which proposal(s) will move forward in accordance with its Strategic Initiatives. If OHFA chooses not to exercise this right, OHFA will grant applicants five business days to select which proposals will move forward; if the applicant elects not to make a decision, the proposal with the lowest credit request will be selected.

Capacity Building Partnership: With prior OHFA approval, as evidenced by a granted exception request, developers may submit one additional application (up to five) and receive one additional award (up to three) in which they act as co-developer for an entity that does not meet minimum experience and capacity requirements to submit an application independently. Exceptions for this purpose will be considered and decisions made as they are received by OHFA.

CHDO Capacity Building Partnership Fee Supplement: To build greater CHDO capacity in the State of Ohio, developments that seek and obtain the above exception[4] and providing supporting documentation in the exception request process demonstrating that the partner also meet all the following requirements, as defined and governed by OHFA's CHDO Certification process, will be eligible for the Engaged in CHDO Capacity-Building Partnership developer fee supplement:

1. Entity that lacks capacity has nonprofit status;
2. Entity that lacks capacity has CHDO-eligible board composition; and
3. Entity that lacks capacity, has mission to provide affordable housing and involve the community.

[4] To qualify for this fee supplement, developers must obtain OHFA's exception approval even if they do not believe they will exceed the application limit.

CHDO Definitions

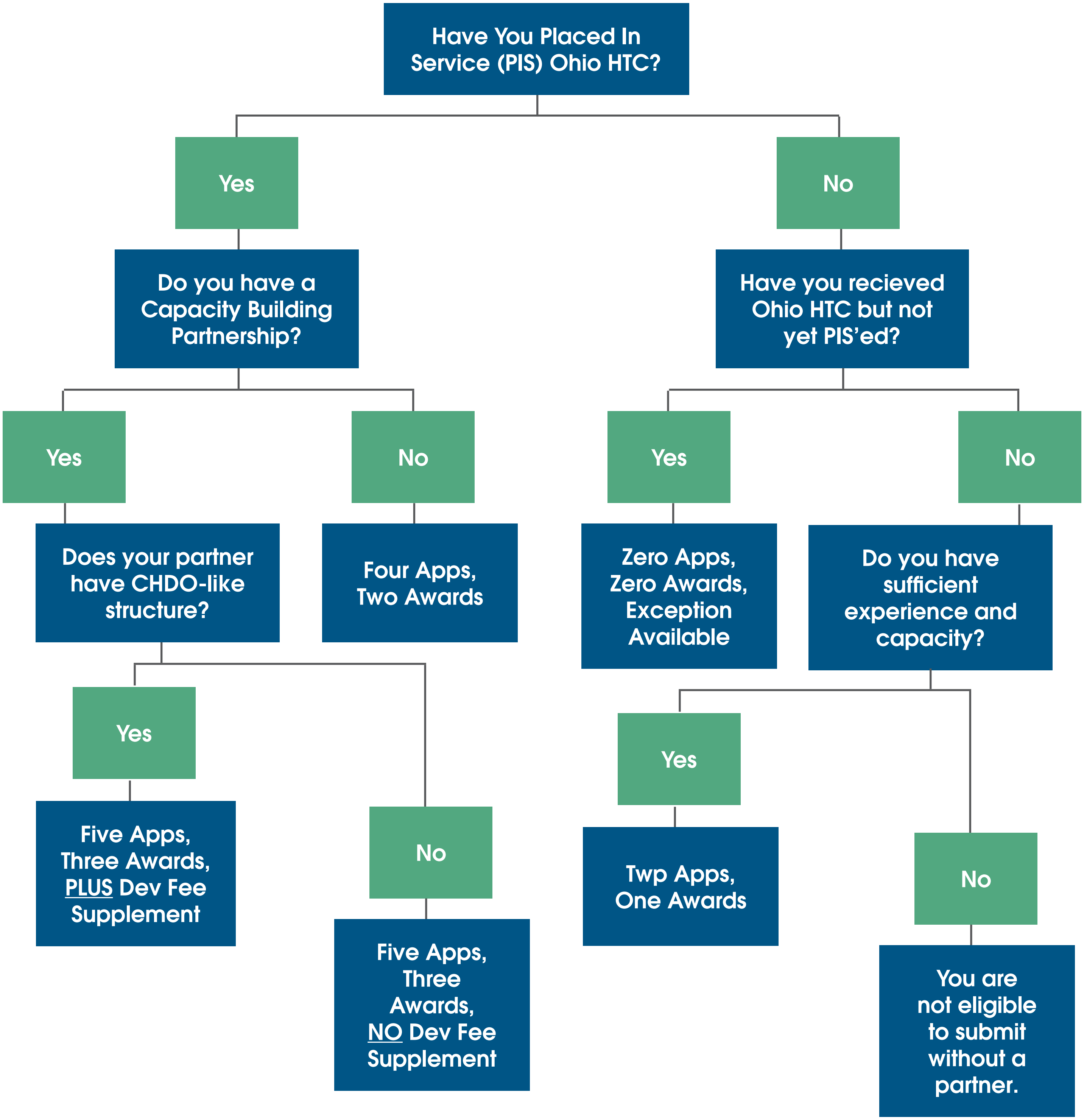
Not For Profit Status: The organization has a tax exemption ruling from the Internal Revenue Service (IRS) under IRC Section 501(c), as evidenced by a 501(c)(3) or 501 (c)(4) Certificate from the IRS.

Board Structure: The organization maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents or elected representatives of low-income neighborhood organizations, as evidenced by such a statement in its By Laws or Code of Regulations. If the organization was created by a governmental entity, (including participating jurisdiction, other jurisdiction, Indian tribe, Public Housing Agency, Indian Housing Authority, Redevelopment Authority, Zoning or Planning Board or Commission), its By Laws or Code of Regulations must reflect that the governmental entity may not appoint more than one-third of the membership of the organization's governing body and no more than one- third of the board members may be public officials or employees of governmental entity and that Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of the organization. All Board Members must complete, sign and date a self-certification form that attests to his or her status as a representative of the low-income community or as an elected or appointed official of the governmental entity that created the CHDO, if that applies. This form can be downloaded from the OHFA website at http://www.ohiohome.org/ppd/chdo.aspx.

Mission: The organization's current By Laws or Code of Regulations must contain a statement that one of their missions is to provide affordable housing to the areas it serves.

Involving the Community: The By Laws or Code of Regulations describes the formal process the organization uses to solicit input from the residents of the service area regarding the design, siting, development, and management of all affordable housing developments proposed by the organization. This plan must fully demonstrate that low-income residents actively participate in the above activities. The plan must include effective outreach to all of the community. This formal process is not satisfied merely by having the required low-income person representation on the board. The organization must also demonstrate the actual results of its community involvement efforts for the last 12 months.

Quick Guide to Application Limits and Capacity Building Partnerships



Community Housing Development Organization (CHDO) Certification

Required For: Competitive HTC Only

An applicant seeking to participate in a development as a state-certified CHDO must submit the CHDO Certification Application by the deadline indicated in the Program Calendar. Those elements of the certification that can be completed prior to the organization's association with a particular project, such as confirming proper board composition, nonprofit status, mission to provide affordable housing, target/service areas and involving the community and assessing housing development experience will be evaluated prior to the submission of the HTC proposal application.

Applicants will be notified of deficiencies with sufficient time to correct issues prior to the proposal application deadline. Once the proposal application is received and the details of the development become known, OHFA will make the final determination as to whether the applicant meets the definition of owner, sponsor or developer for the development. Final determination of CHDO eligibility will be assessed, in part, by evaluating the financial capacity of the organization. The applicant will include a letter from the syndicator confirming that the CHDO has the financial capacity to provide the requisite project guarantees.

Questions and correspondence regarding CHDO certification may be directed to CHDOcertification@ohiohome.org.

Competitive Scoring

Required For: Competitive HTC Only, FHAct50 exempted (May be Augmented by Other Programs)

To distinguish the highest ranking applications for each pool, OHFA will first complete a competitive review of proposal applications according to the scoring criteria established for each pool. Applicants must submit proper evidence for applicable criteria and will be held to all commitments represented in the application if the proposed development is awarded an allocation of HTCs.

The competitive review period may not be used to finish an application that was incomplete at the time of submission. Threshold cures are permitted for administrative errors only and OHFA reserves the right to require proof that the cure documentation existed on or before the application deadline.

In accordance with OHFA policy and state and federal requirements, OHFA will also perform a financial underwriting analysis to ensure that developments awarded an allocation of HTCs receive the minimum amount of subsidy necessary to develop cost-effective, financially viable and sustainable affordable housing developments. OHFA will complete a threshold review to ensure that required items were submitted and are complete and correct. Proposal applications that are selected for an award of HTCs will continue to the final application stage. The financial and threshold underwritings may be completed at any time OHFA deems necessary for the orderly progression of the review calendar.

Compliance with Multifamily Underwriting Guidelines

Required For: All HTC

In accordance with OHFA policy and Section 42(m) of the IRC, OHFA will perform a financial underwriting analysis to ensure that developments are awarded the minimum amount of subsidy necessary to finance a cost-effective, financially viable and sustainable affordable housing development. Developments will be subject to the following financial evaluations:

- **Competitive HTC**. Developments proposed for the competitive HTC program will undergo a financial underwriting analysis to determine eligibility for a competitive award of HTCs, a complete underwriting analysis at final application prior to issuing a Carryover Allocation Agreement and an additional underwriting analysis at the time the development is placed-in-service and requests IRS form(s) 8609.
- **Non-Competitive HTC**. Developments proposed for the non-competitive HTC program (with or without OHFA gap financing) will undergo an underwriting analysis upon receipt of a complete application prior to issuing a 42m Letter of Eligibility. An additional underwriting analysis will be completed at the time the development is placed-in-service and requests IRS form(s) 8609.

Cost Auditing

Required For: All HTC

At its own expense, OHFA reserves the right to conduct or otherwise require an independent audit to determine the reasonableness and appropriateness of all development costs at submission of 8609. OHFA reserves the right to assess any sanction listed in the Penalties section for identified instances of fraud, waste or abuse.

Design and Architectural Standards

Required For: All HTC

All requirements set forth in the Design & Architectural Standards, enclosed as Appendix D, are specifically incorporated herein and shall be implemented in all HTC developments.

Detrimental Land Uses

Required For: All HTC

Developments shall not be sited adjacent to or in close proximity[5] to any detrimental land use that impairs residents' proper use of the residence. Detrimental land uses will be those deemed at OHFA's sole discretion and verified by completion of a site visit including, without limitation, the following:

- Proximity to significant numbers of uncontrolled blighted[6] parcels;
- High levels of noise and/or noxious odors; or
- Land uses incompatible with residential occupancy like landfills, pig farms, etc.

Applicants may submit supplemental information to negate a finding of detrimental land use with (1) the proposal application and/or (2) following the site visit results but before allocations are announced. Supplemental information must contain the following:

- A narrative explaining plans or strategies to eliminate the adjacent conditions prior to the property being placed into service.
- If the site(s) are under third-party control, documentation must be provided from the owner confirming the remedial plans and estimated completion time.
- If the site(s) are under land bank control and scheduled for demolition or renovation, documentation must be provided by the land bank proving their ownership of the property and confirmation of its corrective plan.

DevCo

Required For: All HTC

OHFA may require all HTC recipients to enter information into the DevCo reporting system or an equivalent tracking system in its discretion during the application, underwriting and/or compliance periods.

Extended Use Agreement

Required For: All HTC

All HTC developments shall commit to an extended use period of a minimum of 30 years of affordability at the time of application. This commitment will be evidenced in the AHFA. If an allocation of HTCs is awarded, the owner shall file a Restrictive Covenant provided by OHFA which waives the right of the owner to petition OHFA to have the extended use period terminated as described in Section 42 of the IRC. OHFA's Office of Program Compliance will conduct on-site monitoring reviews throughout the extended use period. See the Program Compliance section for further information.

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[5] Proximity will vary by circumstances and is determined by whether the condition is sufficiently close to the development to impair resident use.
[6] Blighted parcel shall have the same definition as in Ohio Revised Code §1.08.

Fraud, Waste and Abuse

Required For: All HTC

Documented instances of fraud, waste or abuse may result in any action listed in the Penalties section and/or any other action OHFA deems necessary.

If you believe a person or entity is attempting to or has committed fraud using one of OHFA's multifamily financing tools, please report the suspected activity on OHFA's website. Be advised that OHFA will not discuss the results of any investigation that may come from your report. You will be contacted again only if it is necessary to complete our investigation.

HDAP Rent Restrictions

Required For: All HTC, Where Applicable

Be advised that any development seeking Housing Credit Gap Financing must commit to one of the following selections, based on the location of the proposed development:

- **HUD Participating Jurisdiction**: A minimum of 40 percent of the affordable units must be affordable to and occupied by households with incomes at or below 50 percent of AMI
- **Non-HUD Participating Jurisdiction**: A minimum of 35 percent of the affordable units must be affordable to and occupied by households with incomes at or below 50 percent of AMI

Income Averaging

Required For: Applicants proposing the §42(g)(1)(c) "Average income test"

Applicants electing the Income Averaging (IA) option acknowledge OHFA is currently developing application, compliance and monitoring policies for IA developments and agrees to adhere to all such policies, including any changes to the following requirements that may be necessary to conform to governing law or regulation.

Affordability Requirements:

IA is only permitted if all residential units are designated low-income; developments selecting this option may not contain any unrestricted or market-rate residential units. Manager units are not subject to this restriction and are permitted in IA developments. Developments that condominimize market-rate units into a legally distinct, non-HTC development may utilize IA in the HTC development only.

For competitive applications only, at least 40 percent of all units must be affordable to and occupied by persons earning 60 percent AMI or less. Additional affordability requirements may be triggered to qualify for competitive consideration, basis boost, developer fee supplements or HDAP or other OHFA financing.

Non-competitive developments may elect IA provided they simultaneously meet affordability requirements set forth IRC §142. Additional affordability requirements may be triggered to qualify for HDAP or other OHFA financing.

Multi-Building Election:

If the proposed development contains more than one building, the project must make the 8b election on the 8609 form indicating that it will be treated as a multiple building project. Applicants may seek an exception to this requirement; separate projects will only be permitted upon demonstration of a compelling need, as determined in OHFA's discretion.

Documentation Requirements:

The market study must demonstrate sufficient market demand for each income bracket proposed. Equity and debt commitment letters must affirmatively demonstrate that they are based upon an IA set-aside. OHFA reserves the right to require a legal opinion verifying the ability to utilize IA in combination with any other subsidy.

Design and Architectural Requirements:

Units of similar size and configuration must have substantially similar design and be reasonably distributed throughout the building(s) regardless of the assigned income restriction.

Resyndication Restrictions:

If an applicant proposes using the IA option at resyndication, it may not increase the rent- or occupancy-restrictions for any units presently subject to a Restrictive Covenant.

Timing to Opt Into IA:

If using the IA option, developments must select IA at both proposal and final application; OHFA will not permit IA at either carryover or 8609 if the application was not previously underwritten to that test. With prior written approval from OHFA, OHFA may permit developments that were previously underwritten to IA standards to select the 60-40 or 50-20 tests after final underwriting.

Program Compliance Issues:

If the development elects IA, an additional compliance monitoring fee will be assessed; the amount of that fee will be published shortly. All IA developments must submit Annual Owner Certifications and/or any other periodic compliance requirements that may be required as this policy is further developed. All tenants in IA developments must submit annual income certifications.

Penalties

Required For: All HTC

Violations of the requirements set forth in this QAP, missed deadlines, failure to honor commitments made in the application process or other instances of noncompliance with OHFA requirements may result in any or all of the following non-exhaustive sanctions:

- Refusal to increase, amend or otherwise alter credit allocations;
- Removal from application consideration;
- Cancellation or reduction of the reservation of HTCs;
- Recapture of resources;
- Removal from a position of Good Standing for a period of one year or more;
- A reduction in the developer fee in an amount to be determined by OHFA;
- Monetary fee, as set forth in the Fee Schedule section, as may be modified;
- Permanent or temporary prohibition from participation in OHFA programs;
- Reduction in the number of applications an entity may submit/receive in future cycles;
- Referral to the IRS for investigation or penalty;
- Referral to law enforcement for criminal and/or civil prosecution; and/or
- Other remedies as OHFA deems necessary.

In addition to the above, OHFA may reject an application from any applicant or related entity who either (1) participates in a transaction or program to achieve early termination of a Restrictive Covenant agreement as determined by the OHFA in its sole discretion or (2) owes any past due amount on an OHFA repayment obligation or fails to submit required documentation and/or payments on an OHFA cash-flow obligation.

Scoring Reassessments

Required For: Competitive HTC Only, FHAct50 exempted

All applications that receive a reservation of HTCs will be reassessed for scoring at final application and again at 8609. Applications must maintain all elements and features of the proposal application even if elimination thereof would not affect scoring or ranking, including cost increases and unit configuration changes.

OHFA reserves the right to assess any sanction listed in the Penalties section for failure to conform to the preceding requirements. OHFA may discuss remedies with the development partners; however, the final penalty assessed will be at OHFA's sole discretion. In assessing a penalty pursuant to this section, OHFA will consider the development team's attempt(s) to mitigate circumstances beyond its control and the number of successful projects the owner and/or developer delivered in prior years.

Scattered Site Definition & Requirements

Required For: All HTC

A development qualifies as scattered site if there are 10 or more sites and 50 percent or fewer of those sites are contiguous.

Applicants must adhere to scattered site specific documentation requirements identified in the Architectural Plans, Phase I Environmental Site Assessment, Market Study, Public Notification, Site Visit Folder and Scattered Site Development Map sections above.

If any development has multiple sites and crosses scoring boundaries (multiple counties, urban/nonurban areas, multiple census tracts, etc.), regardless of whether it meets the above definition of scattered site, the scoring category will be applied to the development area with the most affordable units unless otherwise stated in the scoring criteria.

Regardless of whether the development meets the definition of "Scattered Site," all sites represented in the application must be within the boundaries of a single Primary Market Area (PMA). For service enriched developments only, OHFA will accept a scattered site market study in which a qualified market analyst determined that an entire county constitutes a single Primary Market Area. Alternately, OHFA will permit scattered site service enriched developments that span multiple submarket areas if the Primary or Secondary Expert Recommendation Letter clearly specifies how supportive services will be provided in a manner that is accessible to all residents despite the geographically dispersed nature of the development.

Competitive HTC scattered site developments must have at least 35 percent of the sites under control at the time of proposal application. OHFA reserves the right to reduce eligible basis when issuing a Carryover Allocation Agreement if the minimum site control percentage required at proposal application is not maintained. Non-competitive scattered site developments must have 100 percent of the sites under control at the time of proposal application, including those seeking BGF.

Substantial Rehabilitation

Required For: All HTC

For the purposes of this QAP, Substantial Rehabilitation is determined at OHFA's sole discretion; at a minimum, required repairs, replacements and improvements must

1. Development needs the replacement of the majority of two or more major building components; or,
2. Involves improvements of $35,000 or more per dwelling unit for competitive HTC or $15,000 or more per dwelling unit for non-competitive HTC.

Major components typically include structural, electrical, plumbing and HVAC. Substantial rehabilitation excludes routine maintenance. In its discretion, OHFA may remove preservation applications that did not previously submit a non-competitive HTC application and are not proposing substantial rehabilitation from competitive HTC consideration and instead review them for non-competitive HTC eligibility.

Resyndication

Required For: Competitive HTC Only

Developments that received a previous allocation of competitive HTC may not compete for another allocation of competitive HTC until the extended use period was scheduled to expire. Developments that received an early release from the extended use agreement may only compete after the original release date was originally scheduled to expire. Projects may instead seek non-competitive HTC provided they can demonstrate a need for replacement of major building components which exceed the available resources in the replacement reserve accounts.

Exceptions to the above policy may be considered on a case-by-case basis and will be granted in OHFA's discretion. Exceptions will be most viable if either (1) extreme circumstances beyond the development's control are documented that require recapitalization, and/or (2) the most recent credit allocation was more than twenty years ago, and the applicant affirmatively demonstrates that a non-competitive HTC allocation is infeasible.

Non-PSH applicants receiving an exception to re-compete in the competitive HTC program will not be permitted to seek HDAP or HDL financing but may seek Multifamily Lending Program financing.

Additional Non-Competitive HTC Requirements

Required For: Non-Competitive HTC Only

Developments utilizing multifamily bonds to finance 50 percent or more of the total aggregate basis may apply for an allocation of non-competitive HTC. Specific requirements of the Multifamily Bond Financing program are provided in the most current guidelines available on the OHFA website and in IRC Section 42.

Applications for non-competitive HTC are accepted on a quarterly basis, in accordance with dates listed in the Program Calendar. Applicants that intend to submit an application for 4% HTCs must contact the Agency at least 45 days prior to the application submission date to establish a time to meet with staff. OHFA may waive this requirement for experienced partners upon request and at the discretion of the Agency.

While a reservation of non-competitive HTCs is non-competitive, OHFA will verify that all applications have an appropriate development team in place and comply with the requirements of the allocation plan and most current Multifamily Underwriting Guidelines. An application that fails to demonstrate appropriate quality may be returned to the applicant for submission at a later date.

The Agency may take up to six weeks to review an application and issue 42m Letter of Eligibility upon satisfactory completion of public notification requirements and corrections to all threshold deficiencies. OHFA will determine the final amount of non-competitive HTCs reserved for the development. Conditions for final award of non-competitive HTC will be listed in the HTC 42m Letter of Eligibility.

In addition to all foregoing competitive HTC requirements, and the Compliance Requirements identified later in this document, applicants should also note the following:

1. For non-OHFA issued bonds, the application must include a preliminary or final bond resolution from the issuer. In addition, a letter from the bond underwriter identifying the anticipated interest rate, term and amortization of the bonds must be submitted.
2. A representative of the developer or management company must contact the OHFA Office of Program Compliance within six months following issuance of the 42m Letter of Eligibility to review management practices and establish a timetable for the placed-in-service meeting. Prior to the placed-in-service date, the owner/agent responsible for final approval of resident files or the site manager/leasing consultant who processes the Tenant Income Certifications for buildings receiving 8609 forms will be required to attend the OHFA Tax Credit Compliance Training. 8609s will not be issued until the compliance training has been attended. See the Development Completion Stage / 8609 Request section for additional information.
3. OHFA reserves the right to require a legal opinion stating that the development is eligible to receive an allocation of HTCs pursuant to IRC Section 42(h)(4).

The owner has the option to elect the HTC rate during the month in which the bonds are issued or the month the development is placed-in-service. Please note that the rate election period is tied to the month the notice of issuance indicates. If a development closes in escrow, the rate election applies to that month, not when the final closing occurs. Furthermore, if a bond closes in escrow and does not make a rate election in that month, the credit rate utilized will be the credit rate applicable at the time and for the month in which each building is placed-in-service. The owner has up to five days following the month in which the bonds are issued to notify OHFA of the rate election, otherwise the month the development is placed-in-service will be used.

DEVELOPER COSTS AND FEES

Development Support Budget

The "Development Support Budget" is defined as the developer fee, as calculated below, plus the total of all application or development consultant fees, construction management fees, guarantee fees, developer asset management fee and any financing fees charged by the developer. OHFA may add other fees to the calculation as appropriate.

For the competitive HTC program, including developments participating in the FHAct50 Building Opportunity Fund, the maximum Developer Support Budget is $1,750,000. For the non-competitive HTC program, there is no maximum Developer Support Budget.

Competitive HTC Developer Fee Calculation

The base developer fee for all competitive HTC applications, including those participating in the FHAct50 Building Opportunity Fund, is calculated as follows:

Pool	Developer Fee
Urban Opportunity Housing	$ 30,000.00 Per Affordable Unit
General Occupancy Urban Housing	$ 20,000.00 Per Affordable Unit
Senior Urban Housing	$ 20,000.00 Per Affordable Unit
Non-Urban Housing	$ 25,000.00 Per Affordable Unit
Urban Subsidy Preservation	$ 15,000.00 Per Affordable Unit
Non-Urban Subsidy Preservation	$ 15,000.00 Per Affordable Unit
Service Enriched Housing	$ 25,000.00 Per Affordable Unit
Single Family Development	$ 25,000.00 Per Affordable Unit
FHAct50 Building Opportunity Fund	$ 20,000.00 Per Affordable Unit

The following activities will also supplement the base developer fee as specified.

Activity	Fee Supplement
New Affordability developments with 25%+ ELI units[7] and 75%+ are affordable to households at or below 60% Area Median Income (AMI)	$75,000
Engaged in CHDO Capacity-Building Partnership[8]	$75,000
Points Received for Infant Mortality prevention[9]	$50,000
Points Received for Supporting Integrated Communities (811)	$25,000
Development Required by Law to Pay Prevailing Wage Rates[10]	$25,000
Points Received for Historic Tax Credits	$25,000

Developer fees for competitive HTC applications will be locked in at proposal application and may not be increased.

Applicants must show that any deferred developer fee can be paid in full from development cash flow within the first 15 years. Any unpaid or deferred balance after year 15 will be deducted from the HTC eligible basis. If this results in a lower amount of eligible basis, the basis will be reduced to the appropriate amount and may result in a lower HTC allocation.

[7] Extremely Low Income (ELI) units must be affordable to households at or below 30 percent area median income and may include any units committed pursuant to the ELI and/or 811 scoring sections.
[8] Selection as a CHDO recipient is not required for fee supplement. Applicants may receive either the Developer Fee Supplement or a HOME Operating Grant in a single calendar year, not both.
[9] Supplemental developer fee is only available to applicants that receive consideration for the Infant Mortality sections; this fee supplement is to compensate for the administrative costs of identifying, securing and negotiating that partnership.
[10] Applicant must submit proof of a legal requirement to pay Davis Bacon or Ohio prevailing wage rates with the Competitive Support Documents.

Non-Competitive HTC Developer Fee Calculation

Developer fee shall be no more than 25 percent of the total acquisition, rehabilitation and new construction eligible basis. The developer fee itself is not included in this calculation. Developer fees in excess of 20 percent must be deferred or put back into the development as a capital contribution and must be included in the sources of permanent financing. All cost containment must be satisfied inclusive of developer fee.

6-2-6: CONTRACTOR COST LIMITS

The maximum amount of the contractor's fee is determined and locked-in at final application. Alternately, HTC recipients may elect to lock-in the contractor's fee at execution of the signed general contractor agreement by delivering a copy of that agreement and a lock-in request to OHFA within 30 days of the agreement's execution.

Upon lock-in, this amount cannot be increased if costs are higher but is also not required to be decreased if final hard construction costs are lower than underwritten. Contractor cost limits are as follows:

- Contractor Profit = six percent of hard construction costs
- Contractor Overhead = two percent of hard construction costs
- General Requirements = six percent of hard construction costs

OHFA will consider reasonable adjustments to these requirements, not to exceed four percent total, for contractors that are not related parties.

BASIS BOOST POLICY

Codified Basis Boost:

Developments located in a Small Area Difficult Development Area (DDA) or Qualified Census Tract (QCT) as defined by reference to IRC Section 42 are eligible for an allocation of credits up to 130 percent of the eligible basis for new construction or rehabilitation.

Discretionary Basis Boost:

For competitive HTC applications only, because each of the following development types are not financially feasible nor viable due to increased pre-development, transactional and building costs, they will also be eligible for a 130 percent basis boost:

- Developments in the Service Enriched Housing pool
- Developments located in a High or Very-High Opportunity census tract as designated by the USR Opportunity Index
- Developments located in Moderate USR Opportunity Index areas that also have a Strong Growth Community Change Index rating

For competitive HTC applications only, because the following development types are not financially feasible nor viable due to lack of access to mainstream financing mechanisms available in more metropolitan areas and the increased cost burden and reduced cash-flow associated with reduced rents, they will be eligible for a 115 percent basis boost:

- Developments competing in the Non-Urban Housing and Non-Urban Subsidy Preservation pools; or
- Developments in the New Affordability pool in which 25 percent or more of units are affordable to ELI households[11] and 75 percent+ are affordable to households at or below 60 percent AMI; or
- Developments that promote market rate integration by providing 15 percent of units that are not income restricted.

[11] Units must be affordable to households at or below 30 percent area median income and may include any units committed pursuant to the ELI and/or 811 scoring sections.

LIMITS ON HOUSING DEVELOPMENT ASSISTANCE PROGRAM FUNDS

Competitive HTC applicants may seek Housing Credit Gap Financing funds at the time of proposal application and are subject to development need. Applicants may seek only one of the following Housing Credit Gap Financing sources:

OHTF: Service enriched developments may request up to $300,000 in Ohio Housing Trust Funds (OHTF). New affordability family housing developments located in a High or Very-high Opportunity census tract, as defined by the USR Opportunity Index, may request up to $300,000 in OHTF.

HOME: Applications in all pools that will meet HOME set-aside requirements may request up to $600,000 in HOME funds. To qualify for the HOME set-aside, the development must be “sponsored”, as defined in 24 CFR 92.300 and commonly understood to mean owned or developed by, a nonprofit housing development organization that will certify as a state-certified CHDO.

Projects with a prior HDAP award will be considered on a case-by-case basis following the submission of an Exception Request Form.

HDAP funds, including housing credit gap financing, are subject to appropriation to OHTF by the State Legislature, allocation by the OHTF Advisory Committee and U.S. Department of Housing and Urban Development (HUD) approval of the State Consolidated Plan. Based on demand and funding availability, OHFA reserves the right to change limits on housing credit gap financing for individual applications.

HOUSING POLICY POOLS

The annual per capita credit allocation will be distributed among the following allocation pools. OHFA reserves the right to determine the allocation pool in which each proposal application will compete. Single family homes may only compete in the Single Family Development pool. Applicants may refer to the Competitive Scoring Summary and Scoring Workbook for additional guidance.

For all set-asides, eligible developments may compete against like applications for the extent of the set-aside. If no applications are awarded through the competitive selection process, OHFA reserves the right to allocate the extent of these set-asides to the next highest scoring application in the pool. Developments not awarded a set-aside will continue to complete against the full pool.

NEW AFFORDABILITY

Applications in which the majority of units propose new construction or renovation of existing housing units that are newly affordable, meaning not previously rent or income restricted, may compete for an allocation of HTCs in one of the below allocation pools.

Urban Opportunity Housing:

Approximate Funding Target: **$4,500,000**
Maximum per application: **$1,000,000**

Developments involving the production of newly affordable units in urban areas that serve families, including, but not limited to, tenant populations of individuals with children, and are not restricted to occupancy by persons 55 years of age or older may compete in this pool. The development must be located in one of the following census tract types:

- High or Very-High areas as defined by the USR Opportunity Index
- Moderate USR Opportunity Index areas that are also have a Slight Growth or Strong Growth Community Change Index rating

Developments must be available to all income eligible households with or without children. No more than 25 percent of affordable units may be one-bedroom; however, up to 10 additional percent of affordable units may be one-bedroom provided they are enrolled in the 811 program. Five percent of all units must be three-bedroom or larger and also be affordable to those earning 60 percent AMI or less.

General Occupancy Urban Housing:

Approximate Funding Target: **$2,500,000**
Maximum per application: **$1,000,000 ($1,250,000 if 75 affordable units or more)**

Proposed developments involving the production of newly affordable units in urban areas that are not in the areas eligible for participation in the Urban Opportunity Housing pool and that serve workforce, family, general or mixed populations, and are not restricted to occupancy by persons 55 years of age or older may all complete in this pool. No more than 25 percent of affordable units may be one-bedroom; however, up to 10 additional percent of affordable units may be one-bedroom provided they are enrolled in the 811 program. Five percent of all units must be three-bedroom or larger and also be affordable to those earning 60 percent AMI or less.

Set-Aside: Revitalization Area

A set-aside for allocation to one housing development in a QCT and also in an area subject to a Revitalization Plan as defined in the Revitalization Plan section will be administered by OHFA.

Senior Urban Housing:

Approximate Funding Target: **$3,000,000**
Maximum per application: **$1,000,000 ($1,250,000 if 75 affordable units or more)**

Proposed developments involving the production of newly affordable units intended and operated for occupancy by persons 55 years of age or older and located in an urban area will be considered in the Senior Urban Housing allocation pool. At least 75 percent of affordable units must be one-bedroom; affordable units larger than two-bedroom are not permitted.

Proposed developments in the Senior Urban Housing pool may not refuse to rent to a qualifying head of household who is the legal guardian to a minor child due to that familial status; this requirement does not apply to facilities that are intended for, and solely occupied by, persons 62 years of age or older.

Non-Urban Housing:

Approximate Funding Target: **$5,500,000**
Maximum per application: **$800,000**

Proposed developments that serve workforce, family, general, mixed populations or that are restricted to occupancy by persons 55 years of age or older, and are located in a non-urban area may all complete in this pool.

For developments intended and operated for occupancy by persons 55 years of age and older, at least 75 percent of units must be one-bedroom, and no affordable unit shall be larger than two-bedroom; for all other developments, no more than 35 percent of affordable units may be one-bedroom, and five percent of all units must be three-bedroom or larger and also affordable to those earning 60 percent AMI or less.

Proposed developments in the Non-Urban Housing pool may not refuse to rent to a qualifying head of household who is the legal guardian to a minor child due to that familial status; this requirement does not apply to facilities that are intended for, and solely occupied by, persons 62 years of age or older.

Set-Aside: Non-Urban Opportunity Housing

Set-aside allocations to three housing developments involving the production of newly affordable units in non-urban areas that serve families, including, but not limited to, tenant populations of individuals with children, and are not restricted to occupancy by persons 55 years of age or older in one of the following census tract types will be administered by OHFA:

- High or Very-High Opportunity areas as defined by the USR Opportunity Index
- Moderate USR Opportunity Index areas that are also have a Slight Growth or Strong Growth Community Change Index rating

Set-Asides: Low- and Mid-Population Counties

Set-aside allocations to one housing development in a low-population county and one housing development in a mid-population county will be administered by OHFA. A low-population county is defined as a county with a total population of less than 50,000. A mid-population county is defined as a county with a total population of 50,000 or more but less than 99,000. Developments sited in an eligible county will compete against like applications for the extent of the set-asides. A map of eligible counties is presented in the Fiscal Year 2018 Housing Needs Assessment available on the OHFA website (see Exhibit 1-1, Population by County).

PRESERVED AFFORDABILITY

Applications in which the majority of units preserve existing affordability by maintaining project-based rental assistance or project-based operating subsidies may compete for an allocation of HTCs in one of the below allocation pools. Section 9 Public Housing does not qualify for preservation of subsidy; however, all developments undergoing a RAD conversion must compete in a Preserved Affordability pool.

Urban Subsidy Preservation:

Approximate Funding Target: **$2,500,000**
Maximum per application: **$1,000,000**

Proposed developments located in an urban area and involving acquisition and substantial rehabilitation of multifamily housing developments receiving project based rental assistance or operating subsidies through a program administered by the USDA or HUD will be considered in the Urban Subsidy Preservation allocation pool.

Set-Aside: Non-QCT Urban Preservation

A set-aside for allocation to one housing development in a non-QCT will be administered by OHFA.

Non-Urban Subsidy Preservation:

Approximate Funding Target: **$3,000,000**
Maximum per application: **$700,000**

Proposed developments located in a non-urban area and involving acquisition and substantial rehabilitation of multifamily housing developments receiving project based rental assistance or operating subsidies through a program administered by the USDA or HUD will be considered in the Non-Urban Subsidy Preservation allocation pool.

Set-Aside: Non-QCT Non-Urban Preservation

A set-aside allocation to one housing development in a non-QCT will be administered by OHFA.

SERVICE ENRICHED HOUSING

Applications that provide service enriched housing may compete for an allocation of HTCs in one of the below allocation pools. At least 60 percent of the units in the development must serve the PSH population defined in the pool below.

Permanent Supportive Housing:

Approximate Funding Target: $4,500,000
Maximum per application: $1,000,000

Proposed developments meeting the State of Ohio Permanent Supportive Housing definition and serving target populations meeting all three of the following criteria (the Target Population) may seek consideration in the Permanent Supportive Housing (PSH) pool; these criteria apply to all PSH applicants including those seeking a set-aside allocation:

1. **Extremely Low Income**, meaning households that are at or below 30 percent of area median income;
2. **Disability**, as defined in the Interagency Council on Homelessness and Affordable Housing Permanent Supportive Housing Policy Framework; and
3. **Vulnerability**, as evidenced by one of the following factors set forth in HUD Coordinated Entry Notice: Section II.B.3 dated January 23, 2017:
    a. Significant challenges or functional impairments, including physical, mental, developmental or behavioral health challenges, which require a significant level of support in order to maintain permanent housing;
    b. High utilization of crisis/emergency services or other institutions (criminal justice, hospital, treatment, nursing homes, etc.);
    c. Vulnerability to illness or death;
    d. High risk of homelessness; and/or
    e. Vulnerability to victimization, including physical assault, trafficking or sex work.

A minimum of 50 percent of all units must have a commitment for rental subsidy that covers the difference between 30 percent of the resident's income and the fair market rent for the unit at proposal. Additionally, the majority general partner(s) must be a nonprofit organization with experience developing, owning or managing supportive housing for the homeless or formerly homeless, and individuals and families with special needs.

Competition in the PSH pool is limited to developments demonstrating support from the applicable Continuum of Care (CoC). Support must be evidenced by either a primary or secondary priority letter accompanying the proposal application or, only if specifically permitted by the set-aside criteria, a general support letter.

The applicable CoC shall designate a primary and may designate a secondary priority; if a second priority is designated, the CoC shall clearly indicate the rank of each proposal in the required letter of support. CoCs have explicit authority to prioritize projects that meet OHFA's minimum requirements in any manner they determine necessary to serve local need, which may include imposing more restrictive population or eligibility criteria. General support letters only need to (1) demonstrate that the CoC believes the project can prevent homelessness and (2) briefly summarize what, if any, relationship the development will have with the CoC regarding the coordinated entry system, referral services and data sharing.

Set-Aside: Balance of State and Smaller CoCs
CoC Primary or Secondary Priority Letter Required

A set-aside allocation to one PSH development in Canton/Stark, Youngstown/Mahoning, or the Balance of State will be administered by OHFA to ensure that at least one Balance of State or smaller CoC development is supported.

Set-Aside: 2019 Transition Aged Youth
CoC General Support Letter Required + Youth Expert Panel Recommendation

In 2019, a set-aside allocation to one housing development serving transition age youth, ages 16-24 who are homeless, aging out of foster care, living in unsafe environments and/or who are at high risk of homelessness will be administered by OHFA. Developments may not be sited in Franklin County. Developments must meet all PSH requirements applicable to the pool. Competition for this set-aside requires a CoC letter of general support and a primary or secondary recommendation letter from a Youth Expert Panel composed of representatives from each of the following organizations[12]:

- The Ohio Department of Jobs and Family Services;
- Ohio Department of Mental Health and Addiction Services;
- Coalition on Homelessness and Housing in Ohio;
- Corporation for Supportive Housing;
- Daybreak, Inc.; and
- A Place 4 Me.

The criteria to be considered by the Youth Expert Panel will be designed to identify the proposal(s) that best serve the needs of young adults exiting the foster care system; this criteria and review process will be released in Fall 2017. The Youth Expert Panel strongly recommends interested applicants partner with a Youth Advisory Board or other local organization with youth representation.

Substance Abuse Recovery:

Approximate Funding Target: **$500,000**
Maximum per application: **$500,000**

In 2018, one proposed development serving persons or families recovering from substance abuse disorder will be considered in the Substance Abuse Recovery pool. Competition for this award requires a primary or secondary recommendation letter from the area Alcohol, Drug, Addiction and Mental Health (ADAMH) Services Board in which the development will be sited. OHFA reserves the right to modify, restructure or eliminate this pool in the 2019 HTC cycle.

A minimum of 50 percent of all units must have a commitment for rental subsidy that covers the difference between 30 percent of the resident's income and the fair market rent for the unit at proposal. Additionally, the majority general partner(s) must be a nonprofit organization with experience developing, owning, or managing supportive housing for the homeless, formerly homeless and individuals and families with special needs.

Competition for this award is limited to development teams that have experience in developing, owning and operating HTC housing that serves a target population of individuals or families recovering from addiction. The successful applicant must meet the National Alliance for Recovery Residences' Quality Standards by obtaining certification from their recognized state affiliate, Ohio Recovery Housing. The successful applicant must also adhere to HUD's Recovery Housing Guidance.

The successful applicant must demonstrate that either the development will adhere to a Housing First model or that there are PSH projects within the same community that do support Housing First; this shall be documented in the ADAMH recommendation letter.

At final application, the successful applicant must submit a legal opinion detailing the tenant referral and selection process, voluntary service participation and tenant termination procedures and confirming these procedures' adherence to Ohio Tenant Landlord law and the IRC, including but not limited general public and good cause eviction requirements.

[12] If a conflict of interest is present, panel members will recuse themselves from the decision-making process.

SINGLE FAMILY DEVELOPMENT

Approximate Funding Target: $1,500,000
Maximum per application: $750,000

Proposals involving new construction of single family homes, including, but not limited to, those intended for eventual resident ownership, will be considered in the Single Family Development allocation pool. Only developments located in a city with a population over 100,000 and also designated as an urban area shall be eligible for consideration in the Single Family Development allocation pool.

Set-Aside: Lease Purchase

A set-aside for allocation to one lease-purchase development with houses intended for eventual resident ownership will be administered by OHFA.

STRATEGIC INITIATIVES

Approximate Funding Target: $1,000,000 plus remaining credits

After reserving the majority of credits in each pool based on the results of the competitive scoring process, OHFA will select a final application that does not exceed the remaining credits in the pool. If there is no application that meets this objective, the remaining credits in the pool will be distributed to the Strategic Initiatives pool.

Proposals that address priority housing needs evidenced in the Fiscal Year 2018 Housing Needs Assessment may be considered for an award of HTCs in the Strategic Initiatives allocation pool. OHFA will give priority selection consideration to each of the following:

- Applications meeting a quantifiable need and targeting policy and/or geographic areas left underserved through the competitive selection process;
- Projects that assist Ohio in meeting our obligation to Affirmatively Further Fair Housing, including, but not limited to, projects that enhance mobility strategies and encourage development of new affordable housing in areas of opportunity, as well as place-based strategies to encourage community revitalization;
- Resubmitted applications that met all threshold and minimum scoring criteria for funding in a prior round but did not receive an award due to competitive rankings; and
- Applications with a significant community and population impact that do not meet the cost containment criteria for other pools.

Credits remaining in all other pools will be distributed to the Strategic Initiatives allocation pool and awarded to eligible developments.

THE FHACT50 BUILDING OPPORTUNITY FUND

OHFA will set aside a total of $9 million in HTC in years 2019, 2020 and 2021 for the FHAct50 Building Opportunity Fund (FHAct50) to further the creation of diverse and accessible communities. During that three year period, each of Ohio's three largest cities will be permitted to commit up to $3 million from this fund for eligible projects within the boundaries of one eligible Target Area Plan (TAP).

To draw down funds, cities must demonstrate that either (1) building permits or (2) certificates of occupancy were issued for an equivalent number of newly constructed residential, market-rate rental units or newly constructed for-sale housing units within the TAP within the eighteen months preceding the development application to OHFA. For these purposes, "market rate" is defined as units that are not rent or income restricted and are available to the general public. Any market-rate unit that is included within the proposed development may be used to satisfy this requirement. The city may not submit both building permits and certificates of occupancy for the same units on different occasions; they may only use a market-rate unit once, regardless of the method.

HDAP financing is only permitted for HOME set-aside eligible developments, contingent on availability. Applicants may seek HDL, contingent on availability.

Step One: Cities Elect to Participate in the Program

No later than September 28, 2018, each eligible city must submit an executed letter of intent to participate in the FHAct50 program signed by the appropriate chief administrative officer.

By electing to participate, each city will forfeit all Local Development Priorities for years 2019, 2020 and 2021. OHFA reserves the right to waive or modify this forfeiture in program years 2020 and/or 2021.

A city's election to participate does not prohibit developers' from seeking funding for sites located within those cities but being developed with HTC resources distributed outside the FHAct50 fund.

For any eligible city that chooses not to participate, OHFA will reallocate $1 million in credits from the FHAct50 fund to the Strategic Initiatives pool for each year through 2020. OHFA will distribute any FHAct50 funds that are not committed by the end of 2021 application cycle or that are otherwise waived for forfeited by the local jurisdiction through the Strategic Initiative pool.

Step Two: Cities Submit and OHFA Approves the Target Area Plan(s).

Each city may submit to and receive approval from OHFA for one TAP. TAPs must be approved by OHFA prior to committing any FHAct50 funds to individual developments. Once approved, the geographic boundaries of TAPs may not be amended, altered or substituted.

All TAPs shall meet the following requirements:

- Must meet all requirements set forth in the 2019 QAP for a Revitalization Plan;
- TAPs may, but need not, identify proposed HTC developments.
- TAPs must be geographically limited to a single neighborhood with boundaries that are generally accepted by the community and will likely be less than two miles east-west or north-south;
- Each TAP must include at least one high-impact partnership designed to promote resident wellbeing and neighborhood success which may include but is not limited to a school district, anchor institution, social service provider, philanthropic organization or legal rights or advocacy organization;
- Each TAP must establish, identify, or otherwise incorporate a detailed competitive selection process for how FHAct50 developments will be solicited, reviewed and committed;
- Each TAP, or the cover letter thereto, must specify how the TAP responds to the conditions and objectives identified in the city's Affirmatively Further Fair Housing analysis or Analysis of Impediments, whichever is most recent; and
- Each TAP must create or otherwise empower a committee that is responsible for advising and consulting on TAP implementation and serves as a single point of community contact to partners and potential funders regarding the TAP. The committee must include, but is not limited to, low-income neighborhood residents.

OHFA reserves the right to consult with relevant experts and/or local residents when reviewing each TAP to ensure it meets the intent of this QAP. OHFA may require modifications prior to approving a TAP to ensure it meets all requirements.

Step Three: Cities Competitively Select Developments and/or Developers

Each city must adhere to the competitive selection process identified in the TAP. Project developers must submit an application to the city in the format they proscribe. All applications and any documents related to the competitive selection process shall be made available for public inspection upon request. Upon selection, cities will provide a commitment letter that specifies the amount of FHAct50 funds it is committing to the project. The commitment letter must also contain proof of leveraged market rate units.

Cities may commit funds on any schedule they determine necessary to furthering the TAP goals (all commitments may evenly distributed through the three-year period, or may be skewed to the back-end to permit additional planning and stakeholder engagement). Cities may choose any number of developments that are necessary to further the TAP goals.

At least 50 percent of affordable units must be in developments dedicated to serving a family population.

Step Four: Developers Submit and OHFA Approves Individual Projects.

Projects nominated by the cities will not be scored competitively; in lieu of scoring, applicants must provide a copy of the city's commitment letter. Developments will be submitted in final application format, similar to a non-competitive application. OHFA will accept FHAct50 final applications from August 1 to August 15 in 2019, 2020 and 2021.

Developments must meet the all QAP General Requirements and HTC Requirements unless specifically exempted. Developments must also meet all criteria set forth in the Underwriting and Implementation Guidelines and Design and Architectural Standards. Lease-purchase, substance abuse recovery and assisted living developments are not permitted.

Developments selected under the FHAct50 will not count against the developer application limits.

The following project-level requirements apply:

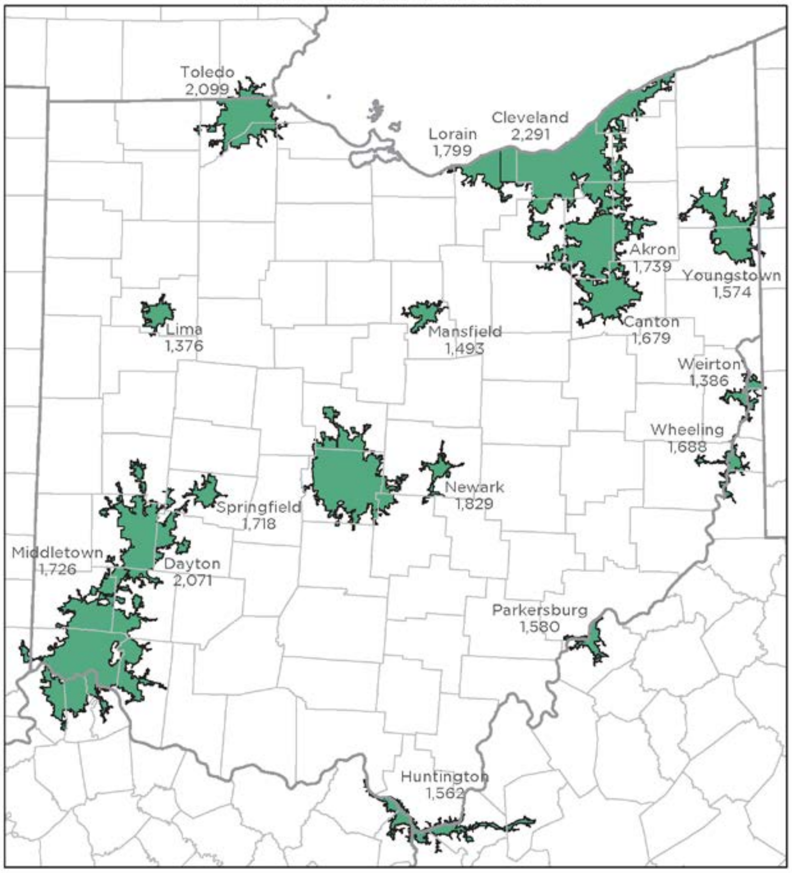
- Each project must have a local place-based[13], nonprofit owner with a 25 percent General Partnership interest;
- For New Affordability developments, costs are limited to $18,000 credits/unit;
- For Preserved Affordability developments, costs are limited to $11,000 credits/unit;
- For family developments, no more than 25 percent of affordable units may be one-bedroom. Five percent of all units must be three-bedroom or larger and also be affordable to those earning 60 percent AMI or less;
- For senior developments, no more than 25 percent of affordable units may be two-bedrooms. Three-bedroom or larger affordable units are not permitted;
- All newly constructed affordable units must meet the Aging in Place requirements;
- One-for-one replacement is required for demolition of currently affordable units that have place-based rent and/or income restrictions; and
- All currently affordable developments that have place-based rent and/or income restrictions must consult with residents on redevelopment plans.

Following underwriting approval, developments will progress through the constructing monitoring and program compliances stages per usual. Participants agree to cooperate in any data collection and/or reporting requirements OHFA deems necessary for efficient program evaluation.

[12] The nonprofit shall hold an integral, on-going and relevant position in the TAP and engage with the residents and businesses in the TAP to enhance the quality of life for the people who live there. This criteria will be evaluated in the same manner OHFA evaluates CHDO applicants; however, the nonprofit need not be a certified CHDO organization.

GEOGRAPHIC DEFINITIONS

For the purposes of this QAP, "urban" areas have the same definition as the U.S. Census Bureau; these are contiguous areas with population densities of 1,000 residents per square mile or more and at least 50,000 residents overall; by rule, every metropolitan statistical area (MSA) includes at least one urban area. "Non-urban" areas are all locations that are not "urban".



Applicants will identify whether they are in an urban area or not by following these steps:

1. https://tigerweb.geo.census.gov/tigerweb/
2. Zoom in on Ohio
3. On the left side, check the box marked "Urban Areas."
4. Uncheck the box under it labeled "Urban Clusters."
5. Type the site address in the box at the top right.
6. Click to verify the suggested address the site returns.
7. If the background is blue, the development is sited in an urban area. If uncertain about the area designation, contact OHFA at QAP@ohiohome.org.

COMPETITIVE CRITERIA

The point values for scoring criteria are unique to each allocation pool to account for policy considerations. An application must achieve at least 70 points to be considered for an award of competitive HTCs. Partial points will not be awarded. All distance-based scoring criteria are measured in linear distance ("as the crow flies") and are verified in Google Maps.

NEW AFFORDABILITY

The following scoring criterion will be applied to proposals competing in the New Affordability pool.

Local Partners

Select One for 10 Points

For all local partner criteria, the applicant shall submit brief information about the partner including their services relevant to the resident population, where they are based and their experience working in the local community.

1. **Nonprofit Partner**. The development will include a local nonprofit that can demonstrate a history of providing housing or supportive services for the target population in the target area. The organization must have at least 25 percent eneral Partnership interest in the ownership of the proposed development. The applicant must reflect the minimum ownership percentage in their application. OHFA may consider for-profit entities that are controlled by nonprofit parent organization. The nonprofit partner must provide housing or supportive services to the proposed development.
2. **Housing Authority Partner**. The development will include a MHA that has 51 percent General Partnership interest in the ownership of the proposed development. The applicant must reflect the minimum ownership percentage in their application.
3. **CHDO Partner**. The development will be owned, developed or sponsored by a community-based housing development organization that was certified as a Community Housing Development Organization (CHDO) by the State of Ohio during the application phase. The applicant must reflect the minimum ownership percentage in their application.
4. **In-State Partner**. The development's developer(s), architect of record and general contractor all reside in or are headquartered in Ohio. Applicant shall submit letters from each business, on professional letterhead, attesting to their qualification under this criteria.

Neighborhood Development

Select One for 5 Points

1. **NMTC**. Developments that are located within one half-mile of a State and/or Federal New Markets Tax Credit (NMTC) project site that received a NMTC allocation from a Community Development Entity (CDE) in calendar years 2014 through 2018. A copy of the commitment letter from a CDE stating that credit allocation was or will be utilized within the catchment area.
2. **Collateral Investment**.
    a. <u>Urban Areas</u>. Developments located within one mile of real estate development and/or community development investments of at least $5,000,000 completed between calendar years 2013-2017 and also located within one mile of real estate development and/or community development investments of at least $5,000,000 planned and committed for calendar years 2018-2022.
    b. <u>Non-Urban Areas</u>. Developments located within five miles of real estate development and/or community development investments of at least $5,000,000 completed between calendar years 2013-2017 and also located within five miles of real estate development and/or community development of at least $5,000,000 planned and committed for calendar years 2018-2022.

Eligible investments are limited to capital improvements for residential, commercial or infrastructure projects by government or private parties. Investments must have a clear and proximate benefit to the local residents or community. Past LIHTC investment will not be counted. OHFA retains full discretion in determining whether claimed investments meet the objectives identified in this section. For the purposes of this section "planned and committed" means that funding is secured for the specific project.

Allowable investment types include, but are not limited to, constructing or physically expanding facilities, rehabilitating or renovating frontage, installing or expanding utility service, park and recreation improvements, streetscaping and erecting bus shelters. Disallowed investment types include but are not limited to social service programming or delivery, non-capital business investments, rental or operating assistance programs and roadway and bridge investments.

Applicants must submit third-party supporting documentation that details and confirms the real estate development and other investment; documentation may, including, but is not limited to, a letter from the local city, township or village itemizing development in the target area; newspaper articles; or other appropriate documentations.

3. **Neighborhood Initiative Program**. Developments that incorporate at least one parcel that received funding under the Neighborhood Initiative Program. Applicants must list all qualifying parcels numbers and must clearly identify their location within the development on the architectural plans.

4. **Concentrated Job Center**. Developments that are in a Very-High Opportunity Area as defined by the USR Opportunity Index and within a one-mile radius of 5,000 or more jobs. Applicants must submit a screenshot of the "On the Map" query website demonstrating eligibility by following these directions:

    01. Access http://onthemap.ces.census.gov/.
    02. Enter the address of the site or the AHFA's nearest address and click "Search."
    03. Select the "Geocoder Result" that is returned for your address.
    04. Click the "Selection" tab at the top of the page.
    05. Click "Simple Ring" under "Add Buffer to Selection."
    06. Enter "1" into the "Radius" box.
    07. Click "Confirm Selection."
    08. Click "Perform an Analysis on Selection Area."
    09. Within the Analysis Settings box that will appear:

        a. Choose "Work" under the first column.
        b. Choose "Area Profile" under the second column.
        c. Choose 2014 under the third column.
        d. Choose "All Jobs" under the fourth column.

    10. Click "Go" for results. The "Total All Jobs" Count is the relevant measurement.

Impact Initiative

Points Per Criteria:	**5 Points**
Maximum Points:	**20 Points**

1. **Infant Mortality**. Non-senior developments that enter into a partnership with an infant mortality prevention partner[14] to provide education or services to development residents and/or the surrounding neighborhood. The infant mortality prevention partner must receive no less than $50,000 in operational/programmatic funding as a result of the partnership. Programming shall be appropriate for the population being served as determined by the infant mortality prevention partner and may include but is not limited to prenatal and maternal healthcare, emergency rental assistance, fatherhood initiatives, safe sleep practices, breastfeeding supports, centering pregnancy education and/or smoking or drug cessation. Applicants must submit a memorandum of understanding that includes the funding amount with the infant mortality prevention partner at proposal application and the full contract with the final application.

[14] Qualify partnerships include but are not limited to those with: single-purpose entities (ex. Celebrate One, Cradle Cincinnati, First Year Cleveland), health and academic instructions (ex. Moms2B, Good4Baby) and nonprofit organizations (ex. March of Dimes, Ohio United Way).

2. **Aging in Place**. Developments in which all affordable units incorporate all elements identified in the Aging in Place Design Requirements, enclosed as Appendix E. Compliance will be assessed at the final site visit, prior to issuing the 8609 ("Project Close-out").

3. **Health Care Access**. Development is located within five miles of a pharmacy and either (1) a free clinic with membership in the Ohio Association of Free Clinics, (2) a Health Resources & Services Administration Health Center or (3) a "Hospital" that is registered with the Ohio Department of Health. Health services that are not acceptable include home health services, nursing homes and assisted living facilities, clinical labs and diagnostic services and hospice services. The applicant must submit a screenshot from one of the above websites demonstrating the health care amenity's eligibility and a map showing the distance from the proposed development to health care amenity.

4. **Green**. Developments that meet the green building standards outlined in the 2015 Enterprise Green Communities Criteria, Leadership in Energy & Environmental Design (LEED) Certification by the U.S. Green Building Council or ICC 700 National Green Building Standards (NGBS) by Home Innovation Research Labs (formerly the NAHB Research Center) and that successfully achieve program certification for the proposed development. Evidence of certification is required at 8609.

5. **Exercise and Wellness**. Development includes either (1) an on-site indoor or outdoor fitness or recreation area with machines or equipment that promote a healthy lifestyle and/or sensory play appropriate to the target population or (2) an on-site, dedicated health clinic. Space must be itemized on the design plans. Minimum machine or equipment investment is $20,000; landscaping is not credited against this requirement. Compliance will be assessed at project close-out.

6. **Historic Tax Credits**. Developments that will utilize State or Federal Historic Tax Credit equity in the permanent financing structure. Historic Tax Credit equity must account for no less than 10 percent of the development's total permanent financing sources. All buildings in the proposed development must be eligible for listing on the National Register of Historic Places evidenced in the form of an approved Part I application submitted to the State Historic Preservation Office on or before the date indicated in Program Calendar. Eligibility for points under this criterion will also be confirmed by reference to the development budget represented in the application.

7. **Market Integration**. Development promotes economic integration by providing at least 15 percent of units that are not income restricted. As an assumption only, market-rate units will be underwritten at 90 percent of achievable market rents as defined by the market study; proposals sited in Very-High Opportunity census tracts as defined by the USR Opportunity Index may request an underwriting exception to underwrite units at 100 percent of achievable market rents. These points may not be sought for developments selecting the IA set aside test.

   Market-rate units must be distributed proportionately throughout each building and each floor of each building of the development and throughout the bedroom/bath mix and type. Both market-rate and affordable units must have the same design regarding unit amenities and square footage. Eligibility will be determined by the AHFA and must be supported by the market study.

Credits per Affordable Unit

Select One for Up to 10 Points

OHFA will award up to ten points to proposed developments based on the HTCs requested per affordable unit. This will be calculated by dividing the total credit amount requested by the total number of affordable units.

- 10 points if seeking $18,000 credits per affordable unit or less
- Nine points if seeking $18,001 - $19,000 credits per affordable unit
- Eight points if seeking $19,001 - $20,000 credits per affordable unit
- Seven points if seeking $20,001+ credits per affordable unit

Extremely Low-Income Targeting

Select for 10 Points

ELI Set Aside. OHFA will award ten points for developments that serve the lowest income tenants. To receive points, applicants must meet one of the following requirements as determined by their rent election.

- **60/40 or 50/20 Tests**. Either (1) a minimum of 10 percent of all affordable units will be occupied by and affordable to households at or below 30 percent of area median income (AMI) and the development is located in an urban area or (2) a minimum of five percent of all affordable units will be occupied by and affordable to households at or below 30 percent of AMI, and the development is located in a non-urban area. Eligibility will be determined by the AHFA; units must be properly identified in the budget and supported by the market study.
- **IA Test**. The income average does not exceed 55 percent.

Supporting Integrated Communities

Select for 5 Points

811. OHFA will award five points for participation in the Ohio 811 Project Rental Assistance (811) program. To receive points, applicants must submit a pre-approval letter from OHFA that confirms one of the following:

- **Proposal Units**. The 2019 Competitive HTC was evaluated for program requirements and 10 percent of all units or five units, whichever is greater, will participate in the 811 PRA program.
- **Existing Portfolio Units**. A prior HTC development that is currently in-service was evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.
- **Senior Alternate**. For developments intended and operated for occupancy by persons 55 years of age and older, 10 percent of all units or five units, whichever is greater, are affordable to and occupied by households at or below 50 percent AMI.

These units may not overlap with any units committed under the ELI Set Aside section. 811 units pledged under this section may not overlap with any concurrent applications or commitments made pursuant to other funding programs or prior funding rounds. However, existing portfolio unit commitments made in connection with an unsuccessful 2018 Competitive HTC application may be used to satisfy this component. 811 units must be reflected on the pro forma to receive consideration.

Pre-approval applications are due to OHFA no later than January 12, 2018; OHFA will release pre-approval results on February 9, 2018. Proposals that incorporate 811 units must clearly and accurately identify those units on the AHFA; contact OHFA staff if you need assistance. Only one-bedroom units may participate in the 811 program. OHFA reserves the right to amend the unit mix in its discretion.

Sub-Pool Priorities: Urban Opportunity Housing

Points Per Criteria: 10 Points
Maximum Points: 40 Points

1. **MHA Waitlist Priority**. Family developments that meet both of the following requirements: (1) at least ten percent of the total affordable units are three or more bedroom units that are rent and income restricted at 60 percent AMI or lower, and (2) all affordable units will be marketed to family households on an MHA waitlist for an available unit. Eligibility for points under this criterion will be confirmed by reference to the application that must reflect the required unit mix. A draft Affirmative Fair Housing Marketing Plan must also be submitted evidencing policies and procedures for marketing affordable units to the target population.
2. **Transit**. Developments located within a half-mile radius of a public transit stop or facility offering service at regular frequencies (at least five outbound and five inbound trips per weekday) to local or regional destinations. On-demand service does not satisfy this criterion. The applicant must submit a map showing the distance from the proposed development to the nearest public transit stop and documentation detailing the route(s), service frequency, operating hours and associated costs to residents for all transit services accessible to the development and within the required half-mile radius.

3. **Education**. Development is either (1) sited within a school district graded "B" or higher or (2) sited within the assignment area of an individual school graded "B" or higher in the Ohio Department of Education's Performance Index measurement. Applicant shall submit a copy of the school or district's 2015-2016 or 2016-2017[15] Ohio School Report Card and proof that the development is sited within the allowable area.

4. **Anchor Institutions**. Development is sited within two miles of an educational, medical or corporate center with over 2,000 jobs on-site that also has an endowment or philanthropic component whose mission includes community development for the area in which the institution is sited. Applicant must submit a letter from the institution verifying the employment figures and community development requirements.

5. **Non-Food Desert**. Developments located in a census tract where 9.9 percent or less of households lack a grocery store within a half-mile and a car. A list of qualifying census tracts will be posted to OHFA's website. Alternately, applicants may submit proof that a grocery store selling fresh produce is located within a half-mile of the development or is a component of the proposed development. If a project is sited in multiple census tracts, all tracts must meet the above qualifications.

6. **Affordable Childcare**. Developments located within five miles of a Licensed Child Care Center that accepts children in Publicly Funded Child Care. Applicants must submit proof of an eligible Licensed Child Care Center from the Ohio Department of Job and Family Services' query website and a map demonstrating the Licensed Child Care Center is within the allowable distance.

7. **811 Double-Down**. Proposals that commit two different developments to participate in the Ohio 811 Project Rental Assistance program. To receive points, applicants must submit a pre-approval letter from OHFA that confirms one of the following:

   - Proposal Development + Portfolio. (1) The 2019 Competitive HTC was evaluated for program requirements and 10 percent of all units or five units, whichever is greater, will participate in the 811 program, and (2) a prior HTC development that is currently in-service was evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   - Two Existing Portfolio Developments. Two prior HTC developments that are currently in-service were evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   Developments pledged under this section may not overlap with any concurrent applications or commitments made pursuant to other funding programs or prior funding rounds. However, existing portfolio unit commitments made in connection with an unsuccessful 2018 Competitive HTC application may be used to satisfy this component.

8. **Local Development Priority**. Cities with a population over 50,000 may designate up to the number of local development priorities stated below. The number of designations is across all pools, not for each individual pool. An executed letter of priority signed by the appropriate chief administrative officer must be submitted with the proposal application. The following jurisdictions may submit the number of priority designations listed below:

   a. Three Designations: Cincinnati, Cleveland and Columbus. All are forfeited for cities participating in the FHAct50 Building Opportunity Fund.
   b. Two Designations: Akron, Dayton and Toledo
   c. One Designation: Parma, Canton, Youngstown, Lorain, Hamilton, Springfield, Kettering, Elyria and Lakewood

[15] In all Education sections of this QAP, OHFA expressly reserves the right to amend the 2019 QAP to align with the forthcoming summative district and building scores generated by the Ohio Department of Education.

Urban Opportunity Housing Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two allocations in each of Cincinnati, Cleveland and Columbus; one allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 45 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

Sub-Pool Priorities: General Occupancy Urban Housing

Points Per Criteria: 10 Points
Maximum Points: 40 Points

1. **MHA Waitlist Priority**. Family developments that meet both of the following requirements: (1) at least 10 percent of the total affordable units are three or more bedroom units that are rent and income restricted at 60 percent AMI or lower, and (2) all affordable units will be marketed to family households on an MHA waitlist for an available unit. Eligibility for points under this criterion will be confirmed by reference to the application that must reflect the required unit mix. A draft Affirmative Fair Housing Marketing Plan must also be submitted evidencing policies and procedures for marketing affordable units to the target population.

2. **Transit**. Developments located within a half-mile radius of a public transit stop or facility offering service at regular frequencies (at least five outbound and five inbound trips per weekday) to local or regional destinations. On-demand service does not satisfy this criterion. The applicant must submit a map showing the distance from the proposed development to the nearest public transit stop and documentation detailing the route(s), service frequency, operating hours and associated costs to residents for all transit services accessible to the development and within the required half-mile radius.

3. **Education**. Development is either (1) sited within a school district graded "C" or higher or (2) sited within the assignment area of an individual school graded "C" or higher in either the Ohio Department of Education's Performance Index, Gap Closing or Progress (the "Overall Value-Added") measurements. Applicant shall submit a copy of the school or district's 2015-2016 or 2016-2017 Ohio School Report Card and proof that the development is sited within the allowable area.

4. **Non-Food Desert**. Developments located in a census tract where 9.9 percent or less of households lack a grocery store within a half-mile and a car. A list of qualifying census tracts will be posted to OHFA's website. Alternately, applicants may submit proof that a grocery store selling fresh produce is located within a half-mile of the development or is a component of the proposed development. If a project is sited in multiple census tracts, all tracts must meet the above qualifications.

5. **Affordable Childcare**. Developments located within five miles of a Licensed Child Care Center that accepts children in Publicly Funded Child Care. Applicants must submit proof of an eligible Licensed Child Care Center from the Ohio Department of Job and Family Services' query website and a map demonstrating the Licensed Child Care Center is within the allowable distance.

6. **Affordable Housing Demand**. Counties in which the portion of subsidized housing units as a percentage of the low-income renter population is 20 percent or less as defined by Exhibit 7-3 in the Fiscal Year 2018 Housing Needs Assessment. A list of qualifying counties will be posted to OHFA's website.

7. **811 Double-Down**. Proposals that commit two different developments to participate in the Ohio 811 Project Rental Assistance program. To receive points, applicants must submit a pre-approval letter from OHFA that confirms one of the following:

   - Proposal Development + Portfolio. (1) The 2019 Competitive HTC was evaluated for program requirements and 10 percent of all units or five units, whichever is greater, will participate in the 811 program, and (2) a prior HTC development that is currently in-service was evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.
   - Two Existing Portfolio Developments. Two prior HTC developments that are currently in-service were evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   Developments pledged under this section may not overlap with any concurrent applications or commitments made pursuant to other funding programs or prior funding rounds. However, existing portfolio unit commitments made in connection with an unsuccessful 2018 Competitive HTC application may be used to satisfy this component.

8. **Anchor Institutions**. Development is sited within two miles of an educational, medical or corporate center with over 2,000 jobs on-site that also has an endowment or philanthropic component whose mission includes community development for the area in which the institution is sited. Applicant must submit a letter from the institution verifying the employment figures and community development requirements.

9. **Local Development Priority**. Cities with a population over 50,000 may designate up to the number of local development priorities stated below. The number of designations is across all pools, not for each individual pool. An executed letter of priority signed by the appropriate chief administrative officer must be submitted with the proposal application. The following jurisdictions may submit the number of priority designations listed below:

   a. Three (3) Designations: Cincinnati, Cleveland and Columbus. All are forfeited for cities participating in the FHAct50 Building Opportunity Fund.
   b. Two (2) Designations: Akron, Dayton and Toledo
   c. One (1) Designation: Parma, Canton, Youngstown, Lorain, Hamilton, Springfield, Kettering, Elyria and Lakewood

General Occupancy Urban Housing Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 50 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

Sub-Pool Priorities: Senior Urban Housing

Points Per Criteria: **10 Points**
Maximum Points: **40 Points**

1. **Campus-Based Care**. Development is part of an existing campus that currently offers, is under construction to provide, or has submitted a funding application to OHFA for at least two of the following:

   a. Assisted living where 25 percent or more of units are exclusively reserved for or currently occupied by persons receiving Medicaid Assisted Living Waivers;
   b. Nursing home where 25 percent or more of units are exclusively reserved for or currently occupied by persons receiving Medicaid;
   c. Adult day care center[16];
   d. At least one part-time healthcare service, either included within one of the above facilities or as a stand-alone facility, including but not limited to vision, dental, podiatry care or a geriatric-oriented healthcare service.

   For purposes of this section, "campus" means that each facility is within one half-mile of each other facility. To qualify, applicants shall submit a campus map, proof of common ownership or management/operator and policies or other materials demonstrating adherence to the above requirements. OHFA reserves the right to require the use of template letters or other standardized materials to demonstrate conformity with these requirements.

2. **Home Health Agency Access**. Development located within five miles of a Home Health Agency. Applicants must submit proof of an active Home Health Agency from the Ohio Department of Health's provider search website and a map demonstrating the Home Health Agency is within the allowable distance.

3. **811 Double-Down**. Proposals that commit two different developments to participate in the Ohio 811 Project Rental Assistance program. To receive points, applicants must submit a pre-approval letter from OHFA that confirms one of the following:

   - Proposal Development + Portfolio. (1) The 2019 Competitive HTC was evaluated for program requirements and 10 percent of all units or five units, whichever is greater, will participate in the 811 program, and (2) a prior HTC development that is currently in-service was evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   - Two Existing Portfolio Developments. Two prior HTC developments that are currently in-service were evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   Developments pledged under this section may not overlap with any concurrent applications or commitments made pursuant to other funding programs or prior funding rounds. However, existing portfolio unit commitments made in connection with an unsuccessful 2018 Competitive HTC application may be used to satisfy this component.

4. **Aging Population**. Developments located in a county where the share of population aged 60 and older is projected to be 30 percent or greater by 2030 as identified in the Fiscal Year 2018 Housing Needs Assessment. A list of eligible counties will be made available on the OHFA website. Applicants must submit evidence that the development is sited within an eligible county to earn points for this criterion.

5. **Transit**. Developments located within a half-mile radius of a public transit stop or facility offering service at regular frequencies (at least three outbound and three inbound trips per weekday) to local or regional destinations. On-demand service does not satisfy this criterion. The applicant must submit a map showing the distance from the proposed development to the nearest public transit stop and documentation detailing the route(s), service frequency, operating hours and associated costs to residents for all transit services accessible to the development and within the required half-mile radius.

[16] Adult Day Care Centers are designed to provide care and companionship for older adults who need assistance or supervision during the day. Both adult social and adult health day cares qualify for consideration under this criterion. Services offered must include at least five of the following: counseling, education, exercise, health screenings, meals, medical care, physical therapy, recreation, respite care, socialization, supervision, transportation and medication management.

6. **Access**. Developments located in a primary market area without any HTC housing for senior households aged 55 and older or 62 and older. Eligibility for points under this criterion will be confirmed by reference to the market study submitted at application.
7. **Affordable Housing Demand**. Counties in which the portion of subsidized housing units as a percentage of the low-income renter population is 20 percent or less as defined by Exhibit 7-3 in the Fiscal Year 2018 Housing Needs Assessment. A list of qualifying counties will be posted to OHFA's website.
8. **Revitalization Plan**. Developments located in a QCT and also in areas that are part of a Revitalization Plan as defined in the Revitalization Plan section above. Submit a copy of the plan and proof that the development is sited within its boundaries.
9. **Local Development Priority**. Cities with a population over 50,000 may designate up to the number of local development priorities stated below. The number of designations is across all pools, not for each individual pool. An executed letter of priority signed by the appropriate chief administrative officer must be submitted with the proposal application. The following jurisdictions may submit the number of priority designations listed below:
    a. Three (3) Designations: Cincinnati, Cleveland and Columbus. All are forfeited for cities participating in the FHAct50 Building Opportunity Fund.
    b. Two (2) Designations: Akron, Dayton and Toledo
    c. One (1) Designation: Parma, Canton, Youngstown, Lorain, Hamilton, Springfield, Kettering, Elyria and Lakewood

Senior Housing Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 60 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

Sub-Pool Priorities: Non-Urban Housing

Points Per Criteria: **10 Points**
Maximum Points: **40 Points**

1. **Appalachian County**. Developments located in one of the 32 Appalachian counties as designated in the Appalachian Regional Development Act of 1965, as amended. Applicants must submit evidence that the proposed development is sited in an eligible county at proposal application to earn points for this criterion.

2. **Underserved**. Developments located in a county that did not receive a Competitive HTC award in either the 2016 or 2017 funding years serving the population proposed (senior or family). A list of eligible counties will be made available on OHFA's website.

3. **Affordable Housing Demand**. Counties in which the portion of subsidized housing units as a percentage of the low-income renter population is 20 percent or less as defined by Exhibit 7-3 in the Fiscal Year 2018 Housing Needs Assessment. A list of qualifying counties will be posted to OHFA's website.

4. **Transit**. Developments located within a half-mile radius of a public transit stop or facility offering service at regular frequencies (at least two outbound and two inbound trips per weekday) to local or regional destinations. On-demand services do not satisfy this criterion. The applicant must submit a map showing the distance from the proposed development to the nearest public transit stop and documentation detailing the route(s), service frequency, operating hours and associated costs to residents for all transit services accessible to the development and within the required half-mile radius.

5. **811 Double-Down**. Proposals that commit two different developments to participate in the Ohio 811 Project Rental Assistance program. To receive points, applicants must submit a pre-approval letter from OHFA that confirms one of the following:

   - Proposal Development + Portfolio. (1) The 2019 Competitive HTC was evaluated for program requirements and 10 percent of all units or five units, whichever is greater, will participate in the 811 program, and (2) a prior HTC development that is currently in-service was evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   - Two Existing Portfolio Developments. Two prior HTC developments that are currently in-service were evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program.

   Developments pledged under this section may not overlap with any concurrent applications or commitments made pursuant to other funding programs or prior funding rounds. However, existing portfolio unit commitments made in connection with an unsuccessful 2018 Competitive HTC application may be used to satisfy this component.

6. **Home Health Agency Access**. Senior development located within five miles of a Home Health Agency. Applicants must submit proof of an active Home Health Agency from the Ohio Department of Health's provider search website and a map demonstrating the Home Health Agency is within the allowable distance.

7. **Family: Education**. Family developments meeting one of the following:

   a. Opportunity Area. Development is in a High or Very-High Opportunity census tract as defined by the USR Opportunity Index and is either (1) sited within a school district graded "B" or higher or (2) sited within the assignment area of an individual school graded "B" or higher in the Ohio Department of Education's Performance Index measurement. Applicant shall submit a copy of the school or district's 2015-2016 or 2016-2017 Ohio School Report Card and proof that the development is sited within the allowable area.

   b. All Other Areas. Development is not in a High or Very-High Opportunity census tract as defined by the USR Opportunity Index and is either (1) sited within a school district graded "C" or higher or (2) is sited within the assignment area of an individual school graded "C" or higher in either the Ohio Department of Education's Performance Index, Gap Closing or Progress (the "Overall Value-Added") measurements. Applicant shall submit a copy of the school or district's 2015-2016 or 2016-2017 Ohio School Report Card and proof that the development is sited within the allowable area.

8. **Family: Affordable Childcare**. Family developments located within five miles of a Licensed Child Care Center that accepts children in Publicly Funded Child Care. Applicants must submit proof of an eligible Licensed Child Care Center from the Ohio Department of Job and Family Services' query website and a map demonstrating the Licensed Child Care Center is within the allowable distance.

9. **Family: Non-Food Desert**. Developments located in a census tract where 9.9 percent or less of households lack a grocery store within a half-mile and a car. A list of qualifying census tracts will be posted to OHFA's website. Alternately, applicants may submit proof that a grocery store selling fresh produce is located within a half-mile of the development or is a component of the proposed development. If a project is sited in multiple census tracts, all tracts must meet the above qualifications.

10. **Senior**: **Campus-Based Care**. Senior developments that are part of an existing campus that currently offers, is under construction to provide or has submitted a funding application to OHFA for at least two of the following:

    a. Assisted living where 25 percent or more of units are exclusively reserved for or currently occupied by persons receiving Medicaid Assisted Living Waivers;
    b. Nursing home where 25 percent or more of units are exclusively reserved for or currently occupied by persons receiving Medicaid;
    c. Adult day care center[17];
    d. At least one part-time healthcare service, either included within one of the above facilities or as a stand-alone facility, including, but not limited to vision, dental, podiatry care or a geriatric-oriented healthcare service.

    For purposes of this section, "campus" means that each facility is within one half-mile of each other facility. To qualify, applicants shall submit a campus map, proof of common ownership or management/operator, and policies or other materials demonstrating adherence to the above requirements. OHFA reserves the right to require the use of template letters or other standardized materials to demonstrate conformity with these requirements.

11. **Senior: Aging Population**. Senior developments located in a county where the share of population aged 60 and older is projected to be 30 percent or greater by 2030 as identified in the Fiscal Year 2018 Housing Needs Assessment. A list of eligible counties will be made available on the OHFA website. Applicants must submit evidence that the development is sited within an eligible county to earn points for this criterion.

12. **Senior: Access**. Developments located in a primary market area without any HTC housing for senior households aged 55 and older or 62 and older. Eligibility for points under this criterion will be confirmed by reference to the market study submitted at proposal application.

Non-Urban Housing Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 45 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

[16] Adult Day Care Centers are designed to provide care and companionship for older adults who need assistance or supervision during the day. Both adult social and adult health day cares qualify for consideration under this criterion. Services offered must include at least five of the following: counseling, education, exercise, health screenings, meals, medical care, physical therapy, recreation, respite care, socialization, supervision, transportation and medication management.

PRESERVED AFFORDABILITY

The following scoring criterion will be applied to proposals competing in the Preserved Affordability pool.

Local Partners

Select One for 10 Points

For all local partner criteria, the applicant shall submit brief information about the partner including their services relevant to the resident population, where they are based and their experience working in the local community.

1. **Nonprofit Partner**. The development will include a local nonprofit that can demonstrate a history of providing housing or supportive services for the target population in the target area. The organization must have at least 25 percent General Partnership interest in the ownership of the proposed development. The applicant must reflect the minimum ownership percentage in their application. OHFA may consider for-profit entities that are controlled by nonprofit parent organization. The nonprofit partner must provide housing or supportive services to the proposed development.
2. **Housing Authority Partner**. The development will include a MHA that has 51 percent General Partnership interest in the ownership of the proposed development. The applicant must reflect the minimum ownership percentage in their application.
3. **CHDO Partner**. The development will be owned, developed or sponsored by a community-based housing development organization that was certified as a Community Housing Development Organization (CHDO) by the State of Ohio during the application phase. The applicant must reflect the minimum ownership percentage in their application.
4. **In-State Partner**. The development's developer(s), architect of record and general contractor all reside in or are headquartered in Ohio. Applicant shall submit letters from each business, on professional letterhead, attesting to their qualification under this criteria.

Neighborhood Stabilization

Points Per Criteria: 10 Points
Maximum Points: 30 Points

1. **Revitalization Plan**. Developments located in a QCT and also in areas that are part of a Revitalization Plan as defined in the Revitalization Plan section above. Applicants shall submit a copy of the Revitalization Plan and proof that the development is sited within its boundaries.
2. **Change Index and Opportunity**. Developments is either (1) in a census tract designated Slight Growth or Strong Growth in the Community Change Index or (2) in a census tract designated as High or Very-High Opportunity in the USR Opportunity Index.
3. **NMTC**. Developments that are located within one half-mile of a State and/or Federal New Markets Tax Credit (NMTC) project site that received a NMTC allocation from a Community Development Entity (CDE) in calendar years 2014 through 2018. A copy of the commitment letter from a CDE stating that credit allocation was or will be utilized within the catchment area.
4. **Collateral Investment**.
   a. Urban Areas. Developments located within one mile of real estate development and/or community development investments of at least $5,000,000 completed between calendar years 2013-2017 and also located within one mile of real estate development and/or community development investments of at least $5,000,000 planned and committed for calendar years 2018-2022.
   b. Non-Urban Areas or Developments with UDSA subsidy. Developments located within five miles of real estate development and/or community development investments of at least $5,000,000 completed between calendar years 2013-2017 and also located within five miles of real estate development and/or community development investments of at least $5,000,000 planned and committed for calendar years 2018-2022.

Eligible investments are limited to capital improvements for residential, commercial, or infrastructure projects by government or private parties. Investments must have a clear and proximate benefit to the local residents or community. Past LIHTC investment will not be counted. OHFA retains full discretion in determining whether claimed investments meet the objectives identified in this section. For the purposes of this section "planned and committed" means that funding is secured for the specific project.

Allowable investment types include but are not limited to constructing or physically expanding facilities, rehabilitating or renovating frontage, installing or expanding utility service, park and recreation improvements, streetscaping and erecting bus shelters. Disallowed investment types include but are not limited to social service provision or delivery, non-capital business investments, rental or operating assistance programs and roadway and bridge investments.

Applicants must submit third-party supporting documentation that details and confirms the real estate development and other investment; documentation may include, but is not limited to, a letter from the local city, township or village itemizing development in the target area; newspaper articles; or other appropriate documentations.

5. **Neighborhood Initiative Program**. Developments that are located in a Neighborhood Initiative Program Target Area. Applicants must submit the name of the target area and proof that the development is sited within its bounds.
6. **Non-Urban: Prevalence of Housing Problems**. Non-urban developments that are located in counties where the prevalence of housing problems for households at or below 60 percent of Area Median Income (AMI) as defined by the Housing Needs Assessment is 60 percent or greater.

Impact Initiative

Points Per Criteria: **7.5 Points**
Maximum Points: **30 Points**

1. **Infant Mortality**. Non-senior developments that enter into a partnership with an infant mortality prevention partner[18] to provide education or services to development residents and/or the surrounding neighborhood. The infant mortality prevention partner must receive no less than $50,000 in operational/programmatic funding as a result of the partnership. Programming shall be appropriate for the population being served as determined by the infant mortality prevention partner and may include, but is not limited to, prenatal and maternal healthcare, emergency rental assistance, fatherhood initiatives, safe sleep practices, breastfeeding supports, centering pregnancy education and/or smoking or drug cessation. Applicants must submit a memorandum of understanding that includes the funding amount with the infant mortality prevention partner at proposal application and the full contract with the final application.
2. **Health Care Access**. Development is located within five miles of a pharmacy and either (1) a free clinic with membership in the Ohio Association of Free Clinics, (2) a Health Resources & Services Administration Health Center, or (3) a "Hospital" that is registered with Ohio Department of Health. Health services that are not acceptable include home health services, nursing homes and assisted living facilities, clinical labs and diagnostic services and hospice services. The applicant must submit a screenshot from one of the above websites demonstrating the health care amenity's eligibility and a map showing the distance from the proposed development to health care amenity.
3. **Green**. Developments that meet the green building standards outlined in the 2015 Enterprise Green Communities Criteria, Leadership in Energy & Environmental Design (LEED) Certification by the U.S. Green Building Council or ICC 700 National Green Building Standards (NGBS) by Home Innovation Research Labs (formerly the NAHB Research Center) and that successfully achieve program certification for the proposed development. Evidence of certification is required at 8609.

[18] Qualify partnerships include but are not limited to those with: single-purpose entities (ex. Celebrate One, Cradle Cincinnati, First Year Cleveland), health and academic instructions (ex. Moms2B, Good4Baby) and nonprofit organizations (ex. March of Dimes, Ohio United Way).

4. **Exercise and Wellness**. Development includes either (1) an on-site indoor or outdoor fitness or recreation area with machines or equipment that promote a healthy lifestyle and/or sensory play appropriate to the target population or (2) an on-site, dedicated health clinic. Space must be itemized on the design plans. Minimum machine or equipment investment is $20,000; landscaping is not credited against this requirement. Compliance will be assessed at project close-out.

5. **Historic Tax Credits**. Developments that will utilize State or Federal Historic Tax Credit equity in the permanent financing structure. Historic Tax Credit equity must account for no less than 10 percent of the development's total permanent financing sources. All buildings in the proposed development must be eligible for listing on the National Register of Historic Places evidenced in the form of an approved Part I application submitted to the State Historic Preservation Office on or before the date indicated in Program Calendar. Eligibility for points under this criterion will also be confirmed by reference to the development budget represented in the application.

6. **Market Integration**. Development promotes economic integration by providing at least 15 percent of units that are not income restricted. As an assumption only, market-rate units will be underwritten at 90 percent of achievable market rents as defined by the market study; proposals sited in Very-High Opportunity census tracts as defined by the USR Opportunity Index may request an underwriting exception to underwrite units at 100 percent of achievable market rents. These points may not be sought for developments selecting the IA set aside test.

   Market-rate units must be distributed proportionately throughout each building and each floor of each building of the development and throughout the bedroom/bath mix and type. Both market-rate and affordable units must have the same design regarding unit amenities and square footage. Eligibility will be determined by the AHFA and must be supported by the market study.

7. **811 Double-Down**. Proposals that commit *one* existing development to participate in the Ohio 811 Project Rental Assistance program. To receive points, applicants must submit a pre-approval letter from OHFA that confirms one prior HTC developments that is currently in-service was evaluated for program requirements and a number of units equivalent to 10 percent of all proposal units or five units, whichever is greater, will participate in the 811 program. Developments pledged under this section may not overlap with any concurrent applications or commitments made pursuant to other funding programs or prior funding rounds. However, existing portfolio unit commitments made in connection with an unsuccessful 2018 Competitive HTC application may be used to satisfy this component.

8. **Rural Development Priority**. The Ohio State USDA Rural Development Office may designate up to five development priorities. Applicants must submit an executed priority letter on USDA letterhead.

Preservation Priorities

Select One for 5 Points

1. **Financially Troubled Asset**. An asset that meets all of the following:

   - Development is either (1) at risk of default or foreclosure or (2) has negative cash flow;
   - Development was acquired by applicant in the last two[19] years and had above conditions at the time of purchase, and seller was not a related entity;
   - The seller did not receive any operating, maintenance or other reserve funds as a result of or concurrent with the sale of the asset.

   The applicant shall submit a brief narrative describing the troubled asset and those steps that have or will be taken to put the asset back into productive use and a copy of the sales agreement or other sufficient proof of adherence to the above requirements as determined in OHFA's sole discretion.

2. **Good Management**. Developments that have been maintained through good management but contain at least one major component that is past its effective useful life. Major components are defined in the above Substantial Rehabilitation section. The developer/owner must have been the owner for at least five years and must remain a part of the ownership structure if seeking points for this criterion. The applicant will submit a brief narrative describing

[19] The two-year period will be extended by one year for each prior, unsuccessful HTC application submitted by the current owner for this development.

the management history, the components that need replacing and a detailed itemization of the use of the project's replacement reserves. OHFA will determine this score in part by a site visit to verify the overall condition of all buildings in the proposed development, as well as the critical needs identified and supported in the PCNA. The proposed development cannot have undergone Substantial Rehabilitation in the last 20 years.

3. **Risk of Market Rate Conversion**. Developments which have a significant risk of conversion to market-rate use evidenced by an affordable rent advantage of at least 20 percent for each bedroom size in the primary market area. Eligibility for points under this criterion will be confirmed by reference to the market study, meeting all OHFA requirements, submitted at proposal application. OHFA will rely on the market analyst's estimation of achievable market rents as compared to achievable restricted rents to determine the affordable rent advantage. To quantify affordable rent advantage, the market study must clearly calculate and identify the following:

   *Affordable Rent Advantage = 1 – (the 60% AMI HTC rent at the site / achievable market rents) * 100*

4. **Bond Leveraging**. Developments that will be completed in two or more phases, one of which will be a non-competitive HTC development. The proposal application must include a completed AHFA for the non-competitive HTC phase consistent with all program requirements and the current Multifamily Underwriting Guidelines. Third party reports including the market study, PCNA, environmental assessment and architectural plans must encompass both phases and will be submitted at proposal application. A final application for the non-competitive HTC award, including all supporting documentation will be required at final application if the development is awarded a competitive HTC allocation.

Credits per Affordable Unit

Select One for up to 10 Points

OHFA will award up to ten points to proposed developments based on the HTCs requested per affordable unit. This will be calculated by dividing the total credit amount requested by the total number of affordable units.

- 10 points if seeking $11,000 credits per affordable unit or less
- Nine points if seeking $11,001 - $13,000 credits per affordable unit
- Eight points if seeking $13,001 - $15,000 credits per affordable unit
- Seven points if seeking $15,001+ credits per affordable unit

Sub-Pool Priorities: Urban Subsidy Preservation

OHFA will award up to 15 points to developments that preserve a federal, project-based rental subsidy administered by HUD or USDA[20]. Units that were not previously subsidized but received a pre-approval commitment to participate in 811 may be included in the below calculations. Proof of the subsidy must be included with the application and reflected in the AHFA. Section 9 public housing and other subsidies that are not project-based do not qualify.

Preserving HUD Subsidy

- Fifteen points will be awarded to developments in which 95-100 percent of the affordable units have project based rental subsidy, or preserve at least 50 subsidized units.
- Thirteen points will be awarded to developments in which 85-94 percent of the affordable units have project based rental subsidy, or preserve at least 40 subsidized units.
- Ten points will be awarded to developments in which 75-84 percent of the affordable units have project based rental subsidy, or preserve at least 30 subsidized units.
- Eight points will be awarded to developments in which either 74 percent or less of the affordable units have project based rental subsidy or that involve the conversion and/or modernization housing funded through HUD programs that do not have rental subsidies.

Preserving USDA Subsidy

- Fifteen points will be awarded to developments in which 70-100 percent of the affordable units have project based rental subsidy.
- Thirteen points will be awarded to developments in which 50-69 percent of the affordable units have project based rental subsidy.
- Ten points will be awarded to developments in which 25-49 percent of the affordable units have project based rental subsidy.
- Eight points will be awarded to developments in which 24 percent or less of the affordable units have project based rental subsidy.

Urban Preservation Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 75 units or more or, if using USDA Section 515 financing, 35 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

[20] In all cases, OHFA reserves the right to restrict eligible costs incurred in ported subsidies.

Sub-Pool Priorities: Non-Urban Subsidy Preservation

OHFA will award up to fifteen (15) points to developments that preserve a federal, project-based rental subsidy administered by HUD or USDA. Units that were not previously subsidized but received a pre-approval commitment to participate in 811 may be included in the below calculations. Proof of the subsidy must be included with the application and reflected in the AHFA. Section 9 public housing and other subsidies that are not project-based do not qualify.

Preserving HUD Subsidy

- Fifteen points will be awarded to developments in which 95-100 percent of the affordable units have project based rental subsidy, or preserve at least 50 subsidized units.
- Thirteen points will be awarded to developments in which 85-94 percent of the affordable units have project based rental subsidy, or preserve at least 40 subsidized units.
- Ten points will be awarded to developments in which 75-84 percent of the affordable units have project based rental subsidy, or preserve at least 30 subsidized units.
- Eight points will be awarded to developments in which either 74 percent or less of the affordable units have project based rental subsidy or that involve the conversion and/or modernization housing funded through HUD programs that do not have rental subsidies.

Preserving USDA Subsidy

- Fifteen points will be awarded to developments in which 70-100 percent of the affordable units have project based rental subsidy.
- Thirteen points will be awarded to developments in which 50-69 percent of the affordable units have project based rental subsidy.
- Ten points will be awarded to developments in which 25-49 percent of the affordable units have project based rental subsidy.
- Eight points will be awarded to developments in which 24 percent or less of the affordable units have project based rental subsidy.

Rural Preservation Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 60 units or more or, if using USDA Section 515 financing, 35 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

SERVICE ENRICHED HOUSING

The following scoring criterion will be applied to proposals competing in the Service Enriched Housing pool.

Local Service Providers

Select for 25 Points

Points will be awarded to proposals demonstrating a commitment by an experienced local or regional service provider(s) to deliver comprehensive services specific to the population of the proposed development. All service providers must have a history of serving the targeted area and/or population and be located on-site, contiguous or accessible to the development.

Comprehensive shall mean three or more of the following eligible service programs:

- Before and/or after school care every weekday for the duration of the school year
- Mental health or counseling services or intensive case management
- Behavioral health or counseling services or intensive case management
- Early childhood education
- Educational assistance programs
- Financial literacy, credit counseling or other education
- Health promotion, nutrition or wellness
- Job training, search and/or placement assistance, including employment services
- Life skills training
- Transportation
- Legal services

Applicants must evidence this requirement in the threshold SSP, detailing the specific services to be provided and identifying partnerships with qualified service agencies. Applicants must also submit a memorandum of understanding from the local service provider that specifies the services, intended methods of delivery and terms of the partnership. If awarded, a contract with each local service provider will be required at 8609.

Local Partners

Select for 25 Points

Points will be awarded to proposals including both of the following:

1. **Referral Partnership**. Prior to proposal application, the development team has established a Memorandum of Understanding with either the applicable (1) Continuum of Care for PSH applicants or (2) ADAMH Board for Substance Abuse Recovery applicants to admit referrals from a coordinated entry system and will target households including individuals and families meeting the Target Population definition. Applicants must submit a contractual agreement or Memorandum of Understanding outlining the specific services, methods of delivery and terms of the partnership(s); and

2. **Medicaid Partnership**. At proposal application, the development team can evidence partnership with a service provider who will coordinate provision of Medicaid-funded services. The applicant shall submit brief information about the partner including their services relevant to the resident population, where they are based and their experience working in the local community.

Expert Recommendations

Maximum Points: 25 Points

- **Primary Designation**: OHFA will award 25 points to proposals identified as the highest priority of the applicable Continuum of Care (CoC). If competing for the 2019 Transition Aged Youth set-aside, first recommendation from the Youth Expert Panel will be substituted for the CoC highest priority. If competing in the Substance Abuse Recovery pool, first recommendation from the Alcohol, Drug, Addiction and Mental Health Services Board will be substituted for the CoC highest priority.
- **Secondary Designation**: OHFA will award 15 points to proposals identified as the second priority of the applicable CoC. If competing for the 2019 Transition Aged Youth set-aside, second recommendation from the Youth Expert Panel will be substituted for the CoC second priority. If competing in the Substance Abuse Recovery pool, second recommendation from the Alcohol, Drug, Addiction and Mental Health Services Board will be substituted for the CoC highest priority.

Credits per Affordable Unit

Select One for up to 10 Points

OHFA will award up to 10 points to proposed developments based on the HTCs requested per affordable unit. This will be calculated by dividing the total credit amount requested by the total number of affordable units.

- 10 points if seeking $15,000 credits per affordable unit or less
- Nine points if seeking $15,001 - $16,000 credits per affordable unit
- Eight points if seeking $16,001 - $17,000 credits per affordable unit
- Seven points if seeking $17,000+ credits per affordable unit

Neighborhood Development and Impact Initiative

Points Per Criteria: 5 Points
Maximum Points: 15 Points

1. **Collateral Investment.**

   a. Urban Areas. Developments located within one mile of real estate development and/or community development investments of at least $5,000,000 completed between calendar years 2013-2017 and also located within one mile of real estate development and/or community development investments of at least $5,000,000 planned and committed for calendar years 2018-2022.

   b. Non-Urban Areas. Developments located within five miles of real estate development and/or community development of at least $5,000,000 completed between calendar years 2013-2017 and also located within five miles of real estate development and/or community development of at least $5,000,000 planned and committed for calendar years 2018-2022.

   Eligible investments are limited to capital improvements for residential, commercial or community development projects by government or private parties. Investments must have a clear and proximate benefit to the local residents or community. Past LIHTC investment will not be counted. OHFA retains full discretion in determining whether claimed investments meet the objectives identified in this section. For the purposes of this section, "planned and committed" means that funding is secured for the specific project.

   Allowable investment types include, but are not limited to, constructing or physically expanding facilities, rehabilitating or renovating frontage, installing or expanding utility service, park and recreation improvements, streetscaping and erecting bus shelters. Disallowed investment types include, but are not limited to, social service provision or delivery, non-capital business investments, rental or operating assistance programs and roadway and bridge investments.

   Applicants must submit third-party supporting documentation that details and confirms the real estate development and other investment; documentation may include, but is not limited to, a letter from the local city, township, or village itemizing development in the target area; newspaper articles; or other appropriate documentations.

2. **Neighborhood Initiative Program**. Developments that incorporate a parcel that received funding under the Neighborhood Initiative Program. Applicants must list all qualifying parcels numbers in the competitive scoring workbook and must clearly identify their location within the development on the architectural plans.
3. **Aging in Place**. Developments in which at least 100 percent of all affordable units incorporate all elements identified in the Aging in Place Design Requirements, enclosed as Appendix E.
4. **Green**. Developments that meet the green building standards outlined in the 2015 Enterprise Green Communities Criteria, Leadership in Energy & Environmental Design (LEED) Certification by the U.S. Green Building Council or ICC 700 National Green Building Standards (NGBS) by Home Innovation Research Labs (formerly the NAHB Research Center) and that successfully achieve program certification for the proposed development. Evidence of certification is required at 8609.
5. **Health Care Access**. Development is located within five miles of a pharmacy and either (1) a free clinic with membership in the Ohio Association of Free Clinics, (2) a Health Resources & Services Administration Health Center or (3) a "Hospital" that is registered with Ohio Department of Health. Health services that are not acceptable include home health services, nursing homes and assisted living facilities, clinical labs and diagnostic services and hospice services. The applicant must submit a screenshot from one of the above websites demonstrating the health care amenity's eligibility and a map showing the distance from the proposed development to health care amenity.
6. **Non-Food Desert**. Developments located in a census tract where 9.9 percent or less of households lack a grocery store within a half-mile and a car. A list of qualifying census tracts will be posted to OHFA's website. Alternately, applicants may submit proof that a grocery store selling fresh produce is located within a half-mile of the development or is a component of the proposed development. If a project is sited in multiple census tracts, all tracts must meet the above qualifications.
7. **Transit**. Developments located within a half-mile radius of a public transit stop or facility offering service at regular frequencies (at least five outbound and five inbound trips per weekday) to local or regional destinations. On-demand service does not satisfy this criterion. The applicant must submit a map showing the distance from the proposed development to the nearest public transit stop and documentation detailing the route(s), service frequency, operating hours and associated costs to residents for all transit services accessible to the development and within the required half-mile radius.

Permanent Supportive Housing Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 45 PSH units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

Substance Abuse Recovery Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 45 Substance Abuse Recovery units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

SINGLE FAMILY DEVELOPMENT

The following scoring criterion will be applied to proposals competing in the Single Family Development pool.

Threshold Requirements

All developments competing in the Single Family Development Pool will first be evaluated for satisfaction of the below requirements. Applications that do not demonstrate compliance with all the following will be removed from further consideration.

- **Local Development Priority**. All Single Family Development proposals must be designated a Local Development Priority. Applicants shall submit an executed letter of priority signed by the appropriate chief administrative officer must be submitted with the proposal application. A Local Development Priority is not required for any city participating in the FHAct50 Building Opportunity Fund.

- **Revitalization Plan**. All sites included in the proposed development must be located within the boundaries of a clearly defined area subject to a Revitalization Plan. The proposal application must include a description of the proposal will further revitalization in the neighborhood.

- **Collateral Neighborhood Investment**. The proposal must include a description of any current and future investments planned for the area. All developments shall be located within one mile of real estate development and/or infrastructure investments of at least $5,000,000 completed between calendar years 2013-2017 and also located within one mile of real estate development and infrastructure investments of at least $5,000,000 planned and committed for calendar years 2018-2022.

  Eligible investments are limited to capital improvements for residential, commercial or infrastructure projects by government or private parties unrelated to the applicant. Investments must have a clear and proximate benefit to the local residents or community. Past LIHTC investment will not be counted. OHFA retains full discretion in determining whether claimed investments meet the objectives identified in this section. For the purposes of this section, "planned and committed" means that funding is secured for the specific project.

  Allowable investment types include, but are not limited to, constructing or physically expanding facilities, rehabilitating or renovating frontage, installing or expanding utility service, park and recreation improvements, streetscaping and erecting bus shelters. Disallowed investment types include but are not limited to social service provision or delivery, non-capital business investments, rental or operating assistance programs and road maintenance or expansion.

  Applicants must submit third-party supporting documentation that details and confirms the real estate development and other investment; documentation may include, but is not limited to, a letter from the local city, township or village itemizing development in the target area; newspaper articles; or other appropriate documentations.

- **Architectural**. All architectural plans and specifications must demonstrate that the design and configuration of all units will meet applicable building and zoning code requirements and be consistent with the design and architecture of the surrounding neighborhood. All single family homes must be three-bedrooms or larger. All newly constructed units shall meet the Aging in Place Design Requirements listed in Appendix E.
- **Rental Rates**. If the proposal has a lease-purchase component, all low-income unit rents shall be affordable and marketed to persons earning between 60 and 80 percent AMI.
- **Experienced Leadership**. OHFA will only accept proposals that include owners, developers and property managers with extensive experience in overseeing single-family rental and/or lease-purchase HTC housing in Ohio. The minimum experience requirements are as follows and <u>proof must be provided by the applicant</u>:
    - The development will include a local nonprofit owner that can demonstrate a history of providing housing or supportive services for the target population in the target area. The organization must have at least 25 percent General Partnership interest in the ownership of the proposed development. The applicant must reflect the minimum ownership percentage in their application.
    - The development will include a local nonprofit owner that is certified to and will provide HUD-approved credit, financial, homebuyer and/or rental counseling to residents. The organization must have at least 25 percent General Partnership interest in the ownership of the proposed development. The applicant must reflect the minimum ownership percentage in their application.
    - If the proposal has a lease-purchase component, the developer has developed one or more successful lease-purchase communities, evidenced by an average occupancy rate of 90 percent or greater over the past seven years. If the proposal is a 30-year rental, the developer has developed one or more successful single-family communities, evidenced by an average occupancy rate of 90 percent or greater over the past seven years.
    - If the proposal has a lease-purchase component, the management company has experience marketing and leasing one or more lease-purchase communities, evidenced by an average occupancy rate of 90 percent or greater over the past seven years. If the proposal is a 30-year rental, the management company has experience marketing and leasing one or more single-family communities, evidenced by an average occupancy rate of 90 percent or greater over the past seven years. To qualify for this criterion, there can be no outstanding or uncorrected UPCS violations and/or 8823s.
    - If the proposal has a lease-purchase component, the majority general partner also controls majority General Partnership interest in one or more lease-purchase communities and can demonstrate disposition of no less than 50 percent of sale-eligible, affordable units to income-qualified buyers over the past ten years from the date of application.
- **Homeownership Strategy**. If the proposal includes a lease-purchase component, a detailed description of the homeownership strategy must be submitted at proposal application addressing all the following:
    - An ownership exit strategy that specifies the methods for determining the value of and calculation of purchase price(s) at the time of sale;
    - The transition of any HOME funds and/or permanent debt from the project;
    - A SSP that details the nature and frequency of services to be provided, including at minimum homeownership counseling, education and training;
    - Any amount of funds to be set-aside by the owner to assist residents with purchasing the home at or after year 16;
    - The terms and conditions of any mortgage or loan product offered to assist residents with purchasing the home at or after year 16;
    - What, if any, renovations or property improvements will be made prior to conveyance to a resident at or after year 16 and the financing mechanism for these repairs; and
    - How, and at what intervals of time, will eligible tenants of the proposed development be notified of their option to eventually purchase the home and offered a right of first refusal?

Credits per Affordable Unit

Select One for up to 10 Points

OHFA will award up to 10 points to proposed developments based on the HTCs requested per affordable unit. This will be calculated by dividing the total credit amount requested by the total number of affordable units.

- 10 points if seeking $19,000 credits per affordable unit and below
- Nine points if seeking $19,001 - $20,000 credits per affordable unit
- Eight points if seeking $20,001 - $22,000 credits per affordable unit
- Seven points if seeking $22,001+ credits per affordable unit

Neighborhood Development and Impact Initiative

Points Per Criteria: 15 Points
Maximum Points: 60 Points

1. **Neighborhood Initiative Program**. Developments that incorporate five or more parcels that received funding under the Neighborhood Initiative Program. Applicants must list all qualifying parcels numbers in the competitive scoring workbook and must clearly identify their location within the development on the architectural plans.

2. **Anchor Institutions**. Development is sited within two miles of an educational, medical or corporate center with over 2,000 jobs on-site that also has an endowment or philanthropic component whose mission includes community development for the area in which the institution is sited. Applicant must submit a letter from the institution verifying the employment figures and community development requirements.

3. **Infant Mortality**. Non-senior developments that enter into a partnership with an infant mortality prevention partner to provide education or services to development residents and/or the surrounding neighborhood. The infant mortality prevention partner must receive no less than $50,000 in operational/programmatic funding as a result of the partnership. Programming shall be appropriate for the population being served as determined by the infant mortality prevention partner and may include but is not limited to prenatal and maternal healthcare, emergency rental assistance, fatherhood initiatives, safe sleep practices, breastfeeding supports, centering pregnancy education and/or smoking or drug cessation. Applicants must submit a memorandum of understanding that includes the funding amount with the infant mortality prevention partner at proposal application and the full contract with the final application.

4. **Health Care Access**. Development is located within five miles of a pharmacy and either (1) a free clinic with membership in the Ohio Association of Free Clinics, (2) a Health Resources & Services Administration Health Center or (3) a "Hospital" that is registered with Ohio Department of Health. Health services that are not acceptable include home health services, nursing homes and assisted living facilities, clinical labs and diagnostic services and hospice services. The applicant must submit a screenshot from one of the above websites demonstrating the health care amenity's eligibility and a map showing the distance from the proposed development to health care amenity. .

5. **Market Integration**. Development promotes economic integration by providing at least 15 percent of units that are not income restricted. As an assumption only, market-rate units will be underwritten at 90 percent of achievable market rents as defined by the market study; proposals sited in Very-High Opportunity census tracts as defined by the USR Opportunity Index may request an underwriting exception to underwrite units at 100 percent of achievable market rents. These points may not be sought for developments selecting the IA set aside test.

   Market-rate units must be distributed proportionately throughout each building and each floor of each building of the development and throughout the bedroom/bath mix and type. Both market-rate and affordable units must have the same design regarding unit amenities and square footage. Eligibility will be determined by the AHFA and must be supported by the market study.

Asset Building Characteristics

Points Per Criteria: **15 Points**
Maximum Points: **30 Points**

1. **Replacement Reserves**. Developers/owners that will capitalize a prefunded replacement reserve in the amount of $2,500 per unit and set aside in an escrow to be matched over 15 years. $5,000 must be available for each unit to cover major capital in year 16 (prior to transitioning the home to a buyer, if applicable).
2. **Credit Building**. Developers/owners that will report rent payments to credit bureaus over a period of 15 years for any resident who affirmatively elects to participate. Development must submit proof of its credit reporting policies and procedures.

Single Family Development Tiebreakers:

In implementing the following tiebreakers, OHFA desires to achieve geographic parity. OHFA will skip applications where higher scoring projects in the sub-pool already satisfied the following per sub-pool allocation caps: two (2) allocations in each of Cincinnati, Cleveland and Columbus; one (1) allocation in each other city. If, after administering the scoring and tiebreakers, insufficient credits remain in any sub-pool to fund the next highest-scoring application, OHFA will skip to the following highest-scoring development that does not exceed the pool credit cap.

1. Developments with 30 units or more.
2. Developments with composite scores in the sub-pool's top 50 percent using the formula contained in Appendix G: Tiebreaker #2 Composite Formula. All composite scores will be posted online. OHFA reserves the right to cancel the funding reservation for any proposal that alters its cost profile, unit configuration or scoring commitments at final application.
3. Developments with the greatest number of affordable units.
4. Developments with other funding requiring affordability restrictions beyond 30 years.

PROJECT ADMINISTRATION

Binding Reservation Agreement

After OHFA has determined the proposal applications that will receive a reservation of HTCs, a Binding Reservation Agreement will be sent to the contact person indicated in the proposal application. The original Binding Reservation Agreement and Election Statement must be signed and notarized by an authorized representative of the ownership entity during the month the agreement was issued. The original Binding Reservation Agreement and Election Statement, a reservation fee equal to six percent of the reservation amount and any additional documentation indicated in the agreement must be returned to OHFA by the date indicated in the Program Calendar. The amount of HTCs and other OHFA resources reserved to a proposal may not increase after the proposal reservation.

Waiting List

Proposal applications that do not receive an award will be placed on a waiting list for HTCs that become available via returns or in the national pool later in the year. HTCs that are reserved and later returned during the same calendar year will be put back into the same allocation pool. The next highest scoring application in that allocation pool will be funded, provided there are sufficient credits available. Any other available credits will be distributed according to the order of the waiting list.

If an applicant returns the entire award of credits for their application, then all other OHFA funds awarded to that application must also be returned. OHFA will contact applicants on the waiting list when HTCs become available and will set a deadline for the applicant to respond to any offer.

Next Steps and Debriefing Meetings

OHFA will schedule an individual next steps meeting with each applicant that receives a reservation of HTCs. The purpose of this meeting is to review the requirements for the final application, and work with applicants to schedule the threshold review, underwriting review and presentation of the proposal to the OHFA Board for consideration of any gap financing or other funding sources in addition to HTCs.

OHFA may also schedule an individual debriefing meeting with applicants that did not receive a reservation of HTCs and who wish to discuss the results. These meetings will be scheduled upon request at specific dates and times during the period indicated in the Program Calendar.

Pre-PIS Property, Ownership, and/or Management Changes

All development changes require approval from the Office of Planning, Preservation and Development and will be reviewed on a case-by-case basis. OHFA reserves the right to reduce or revoke a reservation of HTCs if changes are made without prior approval or if applicants fail to complete a development as approved. A new application, processing fee, public notification letters and competitive review may be required if any development characteristics change. New owners with no previous experience in the HTC program must complete the Owner Capacity Review Form (**PC-E40 Owner Capacity Review**) and submit it to the Director of Compliance.

Failure to inform OHFA of any changes in the applicant's situation or development structure at any time may cause the application to be rejected or the HTC reservation to be revoked.

OHFA may allow the admission of an additional general partner after HTCs are awarded in order to address a related-party loan issue. A letter from the owner's legal counsel that adequately explains the need for this action must be submitted, and a letter signed by both the new general partner and the controlling general partner must be submitted to confirm the all of the following:

- The new general partner will own no more than 24 percent of the general partner shares;
- The new general partner will not materially participate in the development;
- The new general partner will gain little or no financial benefit from the development; and
- The new general partner will not count the development toward their experience in future funding applications to OHFA.

OHFA will review and issue a decision for each request on a case-by-case basis. Approval of the OHFA Board may also be necessary for developments that received financing from the HDL and HDAP programs in addition to HTCs.

Special Allocation

An owner of a development with a HTC allocation that is unable to proceed resulting from actions by unrelated parties (including, but not limited to, the U.S. Department of Housing and Urban Development, USDA Rural Development, a local government or property owner) may seek a special allocation of HTCs in the current year. An applicant must meet all the following requirements to request a special allocation.

1. The applicant must have received an allocation of competitive HTCs from OHFA in a previous year. The owner must have returned the allocation to OHFA, or OHFA must have revoked the allocation prior to the required placed-in-service date.
2. The underlying reason for the inability of the development to proceed must relate to actions by unrelated parties that affect the purchase of the site, plan approval or building permit issuance.
3. The applicant must obtain either a final legal judgment in favor of the owner, a settlement among the parties that will enable the development to proceed or other documentation as permitted by OHFA evidencing an imminent resolution. OHFA legal counsel will determine if these requirements are met.
4. The applicant must complete a current year application and request OHFA Board consideration to obtain a special allocation of HTCs. OHFA staff will review the application to ensure that all current threshold and underwriting criteria are met. Any monetary damages received that are related to the development and less direct costs of litigation apportioned between damages that are related and unrelated to the development must be pledged to the development. Consideration and approval of changes to the development are at the complete and sole discretion of OHFA staff.
5. A request for a special allocation must be submitted no later than three years after the previous allocation was returned or revoked.
6. Developments approved for a special allocation shall pay a new reservation fee equal to 10 percent of the allocation amount. The original reservation fee will not be refunded.

Requests that meet these requirements or that receive approval from the Director of the Office of Planning, Preservation and Development may be presented to the OHFA Multifamily Committee and the OHFA Board for consideration of a special allocation. OHFA has no affirmative obligation to grant approval to any development seeking relief. Applicants shall pay the $2,000 application fee upon request of the special allocation.

OHFA reserves the right to waive or modify any requirement in this section it believes, in its sole discretion, is necessary to achieve OHFA's strategic goals or further efficient program administration.

Placed-in-Service Relief

OHFA will consider granting relief to applicants that are unable to meet their placed-in-service deadline due to circumstances outside their control that could not be reasonably anticipated before the proposal application date. All the following requirements must be met:

1. The applicant must submit a formal request outlining reasons that the placed-in-service deadline cannot be met. A request may be submitted after September 1 and no later than November 30 of the year of the placed-in-service deadline.
2. The applicant must agree to return their HTC allocation to OHFA prior to the placed-in-service deadline.
3. Significant progress toward completion of the construction and/or rehabilitation of the development must be demonstrated at the time the request is submitted. OHFA will use 75 percent completion as a general guideline when judging significant progress toward completion.

If the request is approved, then a new HTC allocation will be granted in the following calendar year, and the placed-in-service deadline will be extended for up to one year. OHFA reserves the right to levy a reservation fee for the new HTC allocation. Approval may be subject to written approval by the Executive Director, Chief Operating Officer or Director of Planning, Preservation and Development.

Carryover Allocation

All developments must meet the carryover allocation requirements described in IRC Section 42 and in Treasury Regulation 1.42-6.

A Carryover Allocation Agreement will be issued to competitive HTC recipients by the end of the calendar year in which credits were awarded. Items must then be submitted by the carryover submission deadline indicated in the Binding Reservation Agreement. All forms and instructions are available on the OHFA website. All the following items must be submitted:

1. Completed OHFA Carryover cost certification forms signed by a representative of the owner and by the accountant or attorney who prepared the forms. A paper copy of the forms with original signatures of the owner and preparer is required, along with an electronic copy in Excel format, must evidence that the "10 percent test" required by IRC Section 42 has been met.
2. The development owner must, at a minimum, acquire all property or have entered into a long-term leasehold agreement. Acquisition must be evidenced by a copy of a recorded deed or recorded long-term lease (or memorandum of lease) for each site.
3. Any additional conditions indicated in the binding reservation agreement with a performance date by the carryover submission deadline.

A carryover allocation agreement is considered to be binding and will give the applicant 24 months from the end of the year of allocation to complete the development and place the units in service. OHFA reserves the right to add conditions or require follow-up items in the carryover agreement that must be met before OHFA will issue 8609 forms to the owner.

HTC Eligibility 42m Letter for 4 percent Credits

After OHFA has determined that the application meets the threshold and underwriting requirements, a 42m Letter of Eligibility and Election Statement will be sent to the contact person indicated in the application.

The original 42m Letter of Eligibility must be signed by an authorized representative of the ownership entity and returned by the deadline indicated in the letter with a reservation fee equal to six percent of the reservation amount and any additional documentation indicated in the letter. If the amount of HTCs is increased after the original reservation fee is paid, OHFA will invoice the project for an amount equal to six percent of the increased HTC allocation.

The original Election Statement must be completed and signed by an authorized representative of the ownership entity, and returned to OHFA no later than the fifth calendar day following the end of the month in which the bonds are closed.

Tax-exempt bond-financed developments will not receive a Carryover Allocation Agreement, but the owner must follow all 8609 Form request procedures and any conditions outlined in the 42m Letter of Eligibility, which will include the following items:

1. The applicant must submit a legal description of each parcel that will be part of the development by the date specified in the Letter of Eligibility. The description(s) must include the street address and permanent parcel number of each parcel.
2. The applicant will have 24 months from the end of the year in which the 42m Letter of Eligibility is issued to meet the placed-in-service requirements of the HTC program.

Gross Rent Floor Election

In accordance with Revenue Procedure 94-57, the IRS will treat the gross rent floor described in IRC Section 42 as taking effect on the date OHFA initially allocates tax credits to a project. The allocation date is the date that a Carryover Allocation Agreement is issued, or, if a project is financed with tax-exempt bonds, the date that a HTC 42m Letter of Eligibility is issued.

However, the IRS will treat the gross rent floor as taking effect on a building's placed-in-service date if the building owner designates that date, and informs OHFA no later than the date on which the building is placed-in-service. If an owner wishes to designate the placed-in-service date for the gross rent floor, the Gross Rent Floor Election form must be completed and submitted to OHFA before any building is placed-in-service. If this form is not received, or if it is received after the placed-in-service date of any building in a project, then the gross rent floor will take effect on the date OHFA initially allocates tax credits to the project.

Construction Monitoring and Reports

The owner and/or developer is required to submit Quarterly Construction Monitoring Progress Reports detailing progress with construction or rehabilitation projects to OHFA Project Administration staff. The primary purpose of submitting the Quarterly Report is to monitor the progress of developments financed with assistance from OHFA and to ensure that all agreements between OHFA and the developer/owner are met.

The Quarterly Report must verify the construction start date and the current percentage of completion and provide an estimated completion or placed-in-service date. At OHFA's discretion, photographic evidence of construction activities may be requested in more frequent intervals to assure quality of work and site safety. Additionally, OHFA may request copies of change orders if additional information is needed to verify project costs. Failure to submit the Quarterly Reports may result in a deduction of points or related penalty on future applications.

Development Completion Stage / 8609 Request

Upon development completion, the owner must notify OHFA of the placed-in-service date of each building and submit the following items to request 8609 Forms. The request is required to include a paper copy of the cost certification forms with original signatures of the owner and preparer, along with an electronic copy in Excel format. All other items must be submitted on a compact disc (CD) in PDF format. All forms and instructions are available on the OHFA website. Forms that are out of date, altered or modified will be rejected. The following items must be submitted:

- **Owner Cost Certification**. Completed OHFA Owner's Cost Certification forms with original signatures of the owner and the independent accountant who prepared the forms. The accountant will be required to conduct a complete audit of the development costs. The required audit language is included on the forms.
- **Contractor Cost Certification**. Completed OHFA Contractor's Cost Certification forms with original signatures of the owner and general contractor.
- **Occupancy Certification**. Final Certificate of Occupancy for each building from the issuer of the building permits. Certificates of completion or similar information from the owner will be accepted for rehabilitation developments if certificates of occupancy are not issued. Temporary Certificates of Occupancy are required if the dates on such certificates will be used as the placed-in-service dates for the buildings. OHFA reserves the right to conduct a site visit of a property to verify completion before issuing forms 8609s to the owner.
- **Permanent Financing**. All permanent financing sources (except for the first or primary mortgage) must be closed before the 8609 Forms are issued. An executed promissory note that includes the amount, interest rate, term and amortization or repayment terms of the loan must be submitted for each source. In lieu of a note for the first or primary mortgage, a firm financing commitment signed by the lender and owner within 30 days of the request for the 8609 Forms may be submitted. Supporting documentation must be submitted for financing sources where a note is not available (such as accrued interest or existing reserves).
- **Partnership Agreement**. Final limited partnership agreement executed by the limited and general partners. The agreement must include all equity amounts and the pay-in schedule for the equity.
- **Restrictive Covenant**. A copy of the executed and recorded Restrictive Covenant (issued by OHFA), and a copy of an executed and recorded Consent of Recorded Lienholder form from each non-OHFA lending source with a mortgage filed on the property prior to the recordation of the OHFA Restrictive Covenant. All restrictive covenants shall contain a waiver of the qualified contract process.
- **PC Monitoring Fee**. A check for payment of the appropriate compliance-monitoring fee, made payable to "Ohio Housing Finance Agency."

- **Proof of Training**. Within the six months preceding the placed-in-service date, at least one responsible individual shall do both of the following:

    1. Attend a placed-in-service meeting; and
    2. Provide verification of completion of a HTC compliance training.

    The HTC training may be either an event offered by OHFA or a different organization, including but not limited to Quadel Consulting, MAHMA, NAHB and NAHMA. OHFA will accept a certificate of completion or other equivalent supporting documentation as verification of completion. The supporting documents must demonstrate that attendees were educated on all aspects of Housing Tax Credit compliance including any topics as may be specified by the Office of Program Compliance.

    A responsible individual is defined as the following:

    1. The owner/agent/individual(s) responsible for approval of resident files; and/or
    2. The site manager/leasing consultant who processes the Tenant Income Certifications of residents occupying for buildings receiving 8609 Forms.

    After receiving OHFA's executed Form 8609, at least once every two years the responsible individual(s) must complete continuing education. Acceptable continuing education courses include those hosted or sponsored by the OHFA Office of Program Compliance for this purpose or other OHFA-approved course.

    See the OHFA Compliance Training page for additional information. OHFA reserves the right to modify or otherwise alter the training requirements applicable to all HTC developments, with or without notice, in its sole discretion. Further, OHFA reserves the right to require addition trainings for any specific development or responsible individual should the monitoring process indicate a compliance benefit to doing so.

- **Proof of PIS Meeting**. Evidence that the owner or property manager has conducted a placed-in-service meeting with the OHFA Office of Program Compliance. The placed-in-service meeting is an opportunity to ensure all parties responsible for compliance with a development are aware of regulatory responsibilities. This meeting must occur approximately six months and no less than three months before a development places in service. Owners who fail to meet with the Office of Program Compliance before placing in service will be assessed a fee for noncompliance.

- **PIS Notification**. Evidence that written notification was submitted to the OHFA Office of Program Compliance within 15 days of the placed-in-service date of the building (or last building in a multiple building development).

- **Green Certification**. Evidence of final certification with Energy Star, Enterprise Green Communities, LEED or NGBS is required.

- **Changes Narrative**. Narrative describing any material changes to the development since time of application.

The request for 8609 Forms must be submitted by the date listed in the Carryover Allocation Agreement. An extension of this deadline may be granted by OHFA upon request. However, any extension will not apply to payment of the compliance monitoring fee.

Requests for 8609 Forms and corrections or clarifications to previous submissions are reviewed in the order submitted. OHFA will issue 8609 Form(s) up to 90 days after a complete request has been submitted. An incomplete or insufficient request will not be processed until all items are submitted, which may result in a delay of the 8609 Form issuance. The closeout process for any Housing Development Assistance Program funds awarded to the development must also be completed before 8609 Forms are issued. Any corrections or clarifications requested by OHFA must be submitted within three months or a resubmission fee of $250 will be charged. OHFA reserves the right to defer processing Form 8609 requests that are received during a future competitive funding round.

Building Identification Number (BINs) are assigned to each building by OHFA after a request for 8609 Forms is submitted. Applicants must contact OHFA in writing with any requests to assign BINs to individual buildings prior to that time.

PROGRAM COMPLIANCE

Introduction

The monitoring process determines if a property is complying with IRC requirements. The HTC monitoring process is outlined in IRC Section 42, IRS Regulation 1.42-5, the QAP and other OHFA policies.

Compliance with IRC requirements is the sole responsibility of the owner of the building for which the HTC was allocated.

The term "extended use period" shall be defined as the following: "Beginning on the first day in the 15-year compliance period … and ending 15 years after the close of the compliance period." (See IRC Section 42(h)(6)(D) for more information).

This definition shall apply to any references of "extended use period" made in the 2018-2019 Qualified Allocation Plan.

Monitoring Process

HTC projects are required to comply with the following, in addition to other requirements described in guidance published on the OHFA website.

1. All residents must be income qualified to ensure they meet income restrictions as adjusted for household size prior to moving into the unit. Units must be rent restricted as provided for in the IRC. All units allocated HTCs must be safe, decent and sanitary housing units complying with local building, health, safety and zoning codes.
2. Before placing the project in service, the owner/agent must schedule a "placed-in-service meeting" with the OHFA Program Compliance Analyst assigned to the project to discuss the lease up of the tax credit project. This meeting must be scheduled within six but no less than three months prior to the placed-in-service date. OHFA will attempt to combine placed in service meetings when an owner/agent is placing several projects into service within the same general time period. OHFA may elect to waive this requirement.
3. Within the six months preceding the placed-in-service date, at least one responsible individual shall do both of the following:
   a. Attend a placed-in-service meeting; and
   b. Provide verification of completion of a HTC compliance training.

   The HTC training may be either an event offered by OHFA or a different organization, including but not limited to Quadel Consulting, MAHMA, NAHB and NAHMA. OHFA will accept a certificate of completion or other equivalent supporting documentation as verification of completion. The supporting documents must demonstrate that attendees were educated on all aspects of Housing Tax Credit compliance including any topics as may be specified by the Office of Program Compliance.

   A responsible individual is defined as:

   a. The owner/agent individual(s) responsible for approval of resident files; and/or
   b. The site manager/leasing consultant who processes the Tenant Income Certifications of residents occupying for buildings receiving 8609 Forms.

   After receiving OHFA's executed Form 8609, at least once every two years the responsible individual(s) must complete continuing education. Acceptable continuing education courses include those hosted or sponsored by the OHFA Office of Program Compliance for this purpose or other OHFA-approved courses.

   See the OHFA Compliance Training page for additional information. OHFA reserves the right to modify or otherwise alter the training requirements applicable to all HTC developments, with or without notice, in its sole discretion. Further, OHFA reserves the right to require addition trainings for any specific development or responsible individual should the monitoring process indicate a compliance benefit to doing so.
4. Within 15 days of placing the last building in service, the project owner must forward a letter to the OHFA Program Compliance Analyst assigned to the project indicating the date on which the last building was placed-in-service. Failure to provide written notification will be assessed a fee for noncompliance.

5. The owner of a HTC development must keep records for each qualified low-income building in the project for each year of the compliance and extended use period. These records must include but are not limited to the following for each building in the project:

    a. The total number of residential rental units in the building (including the number of bedrooms and the size in square feet of each residential rental unit) to be vetted in the DevCo operating system;

    b. The percentage of residential rental units in the building that are low-income units;

    c. The rent charged on each residential rental unit in the building (including any utility allowances);

    d. The number of occupants in each low-income unit to include composition updates;

    e. The unit vacancies in the building and information showing when, and to whom, the next available units were rented;

    f. The annual income certification of each low-income resident per unit (if applicable);

    g. Annual student status certification;

    h. Demographic information;

    i. Documentation to support each low-income resident's income certification. Resident income is calculated in a manner consistent with the determination of annual income under Section 8 of the United States Housing Act of 1937 ("Section 8"), not in accordance with the determination of gross income for federal income tax liability;

    j. The eligible basis and qualified basis of the building at the end of each year of the credit period, compliance and extended use periods; and

    k. The character and use of the non-residential portion of the building included in the building's eligible basis under IRC Section 42(d).

6. The owner of a HTC development is required to retain the records described in Item 5 above for 21 years for the original qualifying households and six years after move out for all other households.

7. The Office of Program Compliance will review resident files and conduct physical inspections of the buildings, common areas and units throughout the 15-year compliance period and the entire extended use period as specified in the Restrictive Covenant. OHFA has the right to perform on-site inspections of any low-income housing project through the end of the extended use period. Buildings receiving new allocations of credits will be inspected no later than the end of the second calendar year following the year the last building in the project is placed-in-service. Some of the factors that determine the frequency and the number of units and buildings inspected include the type of funding in the property as allocated by OHFA, whether the property is in extended use, whether the property is on OHFA's Watch List, changes in ownership or management company, scores compiled through an internal Risk Assessment, systemic non-compliance issues from past inspections and resident complaints. Properties may be inspected every year or some may have inspections every three years. Pursuant to Treasury Regulation 1.42-5(c)(2)(ii)(B), at least once every three years, OHFA will conduct on-site inspections of all buildings in the project. For at least 20 percent of the project's low-income units, OHFA will inspect the units and review the low-income certifications, the documentation supporting the certifications and the rent records for the tenants in those units. Per IRS Revenue Procedure 2016-15, advanced notice of which tenant files and units will not be provided. The owner/property management company is responsible to ensure adequate staff are available to assist with the inspection and all tenant files and unit keys are readily accessible.

8. The owner/property management company will receive written notice of the inspection generally 30 days prior to the date of the inspection. The owner/property management company must provide tenants with a notice of inspection 24 hours prior to the date of the inspection. The owner/property management company is responsible for ensuring all requested pre-inspection documentation (e.g. current rent roll) is uploaded into DevCo no later than the date/time specified in OHFA's notice of the scheduled review. Owners/property management companies that fail to timely

submit the requested pre-inspection information may be subject to placement on OHFA's Multifamily Watch List and/or in Not in Good Standing status unless an extenuating circumstance prohibits the timely submission and may be issued a fee for noncompliance. OHFA will provide prompt written notice to the owner (generally 15 business days after the inspection) of the inspection findings. If the project is found not in-compliance, the owner will have up to 60 days from the date of the notification to correct any non-compliance issues found and give a written response to OHFA of corrective actions taken. OHFA may, with good cause, extend the correction period for up to six months.

   a. During the correction period, an owner must correct any non-compliance and provide evidence to OHFA of such corrections. Failure to correct non-compliance may warrant OHFA to issue Uncorrected Form 8823 to the IRS

9. When instances of non-compliance are identified, OHFA is required to file form 8823, "Low-Income Housing Tax Credit Agencies Report of Non-Compliance" with the IRS no later than 45 days after the end of the correction period, and no earlier than the end of the correction period, whether or not the non-compliance is corrected. Form 8823 will be issued in accordance with the Uniform Physical Condition Standards (UPCS) even if the physical non-compliance is corrected on the date of the inspection or the end of the correction period. OHFA must explain on Form 8823 the nature of the non-compliance or failure to certify (reference 26 CFR Par. 2. 1.42-5 [e][3]). In addition to notifying the IRS of non-compliance, OHFA may place the project's owner and/or property management company on its Multifamily Watch List or consider the owner or manager not in Good Standing with OHFA programs.
10. Compliance with the requirements of Section 42 of the IRC is the responsibility of the owner of the building(s) for which the tax credit is claimed. OHFA's obligation to monitor for compliance does not make OHFA liable for owner/agent non-compliance.
11. If OHFA is unable to serve notice on the property owner by mail, email and/or telephone during the compliance and extended use periods (as defined by the IRS) or if owners fail to cooperate with OHFA staff to conduct an inspection, OHFA may consider the property out-of-compliance and notify the IRS by filing Form 8823 or take other appropriate action, such as designating the project and its owner/agent as not in Good Standing with the Agency. Please note that OHFA will maintain one contact person per project. The owner/agent will agree upon the contact person and notify OHFA immediately of any change.
12. It is the responsibility of the owner and its agents to ensure that the property management agent has all documents and information necessary to meet all rent, income or other requirements attached to all sources of funding used to develop the project. Such documents may include, but are not limited to, the HTC restrictive covenant(s), Housing Development Assistance Program (HDAP) funding agreement, other gap financing agreements or other federal funding, such as 811 Project Rental Assistance Program.
13. Compliance requirements are communicated to owners and managers of HTC developments through the **OHFA website**, training sessions, email updates, and other means such as the Agency newsletter. Owners and managers are expected to subscribe to OHFA's email listing and consult these and other resources to ensure they are up-to-date regarding policies and procedures established by OHFA.

Annual Owner Certification Requirements

1. The owner is responsible for reporting to OHFA annually through the DevCo online system. The reporting process currently requires the submission of an Annual Owner Certification and resident and project data using the XML upload or housing credit software (e.g. Yardi), as well as other reports and certifications necessary to evidence compliance with any gap financing provided through an OHFA program. OHFA requires owners of properties in extended use to also submit the Annual Owner Certification and both existing and new resident tenant data. Owners of properties financed solely with Ohio Housing Trust Funds must submit the Annual Owner Certification and tenant data. New projects or those in lease-up phase must submit an Annual Owner Certification if one or more residents were income qualified during the reporting year. If a property was sold at any time during a reporting year, the owner/property management company that was in place as of December 31 of the reporting year is responsible for completing and submitting the Annual Owner Certification and tenant data for that reporting year. The Annual Owner Certification and tenant data is due March 1 of each calendar year.

   When completing the owner certification, the owner is certifying that, for the preceding 12-month period, the owner met the following requirements:

   a. Specifying if there been a change in the owner or management during the reporting period;

   b. Specifying if the property third-party managed or managed by a company that is not part of the ownership interest;

   c. The 20-50 test under IRC Section 42(g)(1)(A), or the 40-60 test under section 42(g)(1)(B), whichever minimum set-aside test was applicable to the project and, if applicable to the project, the 15-40 test under sections 42(g)(4) and 142(d)(4)(B) for "deep rent skewed" projects;

   d. There was no change in the applicable fraction (as defined in section 42(c)(1)(B)) of any building in the project, or that there was a change, accompanied by a description of the change;

   e. The owner has received an annual income certification from each low-income resident, as appropriate, and documentation to support that certification; or, in the case of a resident receiving Section 8 housing assistance payments, the statement from a MHA described in paragraph (b)(1)(vii) of the Recordkeeping and Retention provisions of IRS Regulation 1.42-5;

   f. Each low-income unit in the project was rent-restricted under Section 42(g)(2);

   g. All units in the project were for use by the general public and used on a non-transitional basis (except for transitional housing for the homeless provided under Section 42 [i][3][B][iii]);

   h. Pursuant to requirements under Treasury Regulation 1.42-5, the buildings and low-income units were suitable for occupancy, taking into account local health, safety and building codes, and the state or local government unit responsible for making local health, safety or building code inspections did not issue a violation report for any building or low-income unit in the project. If a violation report or notice was issued by the governmental unit, attach a statement summarizing the violation report or notice or a copy of the violation report or notice to the annual certification and state whether the violation has been corrected;

   i. There was no change in the eligible basis (as defined in Section 42[d]) for any building in the development, or, if there was a change, the nature of the change (e.g. a common area has become commercial space or a fee is now charged for a resident facility formerly provided without charge);

   j. All resident facilities included in the eligible basis under Section 42(d) of any building in the project, such as swimming pools, other recreational facilities and parking areas, were provided on a comparable basis without charge to all residents in the building;

   k. If a low-income unit in the project became vacant during the year, that reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to residents having a qualifying income before any units in the project were or will be rented to residents not having a qualifying income;

l. If the income of residents of a low-income unit in the project increased above the limit allowed in Section 42(g)(2)(D)(ii), the next available unit of comparable or smaller size in the building was or will be rented to residents having a qualifying income;

m. The owner has not refused to lease a unit in the project to a Section 8 applicant because the applicant holds a Section 8 voucher or certificate;

n. No finding of discrimination under the Fair Housing Act has occurred for the project (a finding of discrimination includes an adverse final decision by HUD, an adverse final decision by a substantially equivalent state or local fair housing agency or an adverse judgment from a federal court);

o. For the preceding 12-month period, no residents in low-income units were evicted or had their tenancies terminated other than for good cause, and no gross rents were increased other than permitted under Section 42; and

p. An extended low-income housing commitment as described in Section 42(h)(6) was in effect. OHFA reserves the right to adjust the above requirements according to changes in federal regulations.

q. Specifying when the Ohio Housing Locator or other OHFA multifamily housing database;

r. Certify that the Supportive Services Plan established for the property is being followed.

s. Certify the owner is in compliance with the requirements of the Violence Against Women Act (VAWA).

t. Certify a representative of the owner and/or management company has attended the OHFA Tax Credit Compliance Training at least once every two years.

2. OHFA requires that the owner of a HTC development annually certify that residents meet the program requirements, including but not limited to the income and assets, using the form(s) specified by OHFA. Projects that are 100 percent occupied by qualified low-income households may discontinue re-certifications as described in IRC Section 42. However, IRC Section 42 requires owners with HTC funding to continue verifying resident student status annually. Owners must use OHFA's Student Form as published on our website. Projects with other funding such as Housing Development Assistance Program (HDAP) Home Investment Partnership (HOME) must continue to follow 24 CFR Part 92 and OHFA policy on resident certification requirements.

Asset Management: Audited Financial Statements

Throughout the term established in the Restrictive Covenant, OHFA reserves the right to require all HTC recipients to submit an annual audited financial statement and any other requested documentation within 60 days following the close of the development's fiscal year.

Post-PIS Property, Ownership, and/or Management Changes

Changes in owner and/or management companies or sale of the property that occur after a development has placed-in-service must be submitted to the OHFA Office of Program Compliance. Owners are required to submit the request in accordance with OHFA policy, available on the OHFA website. Various documentation for these changes must be submitted to the OHFA Project Changes inbox, ohfaprojectchanges@ohiohome.org, no later than 30 days prior to the change or sale. OHFA must approve all ownership change requests prior to the change going into effect.

Management company changes do not require approval by OHFA; however, they must still be submitted to OHFA 30 days prior to terminating the services of the current management company. In accordance with Ohio Revised Code Chapter 4735, fee managed companies (not part of the ownership) must have an active Ohio Broker's License. Evidence of this must be submitted with the documentation of the management company change.

Failure to provide timely requests for approval may place the owner, general partner and/or property manager on OHFA's Watch List or in Not in Good Standing status and assessed a fee of noncompliance. Owners who fail to provide 30-day notice of an owner or management company change may further be subject to a noncompliance fee as outlined in Appendix A: Fee Schedule. Once an entity is placed in Not in Good Standing status, the ability to access program funding will not be available for at least one full calendar year.

Violence Against Women Act Ongoing Compliance

With the reauthorization by Congress of VAWA, the HTC program was added to the list of covered programs. The VAWA protections apply to all victims of domestic violence and other related crimes, regardless of gender. Adherence to the requirements of VAWA is required for all OHFA multifamily funding programs, including HTC, HOME, NHTF and OHTF. Properties that received HOME and/or NHTF funding are required to follow the HUD 2013 VAWA Final Rule. Although the IRS has not provided guidance on how to comply with the VAWA, OHFA recommends properties with HTC funding follow the HUD 2013 VAWA Final Rule when implementing VAWA Rule protections for their tenants. For more information on ongoing compliance with VAWA review OHFA's website.

Also, see the Domestic Violence Prevention and Protection and VAWA sections above.

Affirmative Fair Housing Marketing Plans

Affirmative Fair Housing Marketing Plans (AFHMP) and affirmative marketing procedures are required to be included in applications for Ohio Housing Finance Agency Multifamily Housing Programs, including state and federal funds. Affirmative marketing is not a separate marketing program and should be an integral part of the overall project marketing effort. Through an affirmative marketing plan, a developer indicates what special efforts they will make to attract racial or ethnic groups who might not normally seek housing in their project or those "least likely to apply."

> *THE FAIR HOUSING ACT HAS TWO GOALS: TO END HOUSING DISCRIMINATION AND TO PROMOTE DIVERSE, INCLUSIVE COMMUNITIES. THE FIRST GOAL PROHIBITS THAT PRACTICES OR POLICIES OF DISCRIMINATION, SUCH AS EXCLUSIONARY ZONING PRACTICES, RENTAL, SALES, ADVERTISING, LENDING, APPRAISAL AND OTHER PRACTICES WHICH MAY HAVE RESULTED IN DISCRIMINATION. THE SECOND GOAL IS REFERRED TO AS AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH), AND IT EMBODIES VALUES OF FAIR ACCESS AND EQUAL OPPORTUNITY.*

Projects that are financed with OHFA multifamily funding, which includes but is not limited to HTC, National Housing Trust Fund, Ohio Housing Trust Fund and HOME funds (see the Housing Credit Gap Financing section for further information), and any recipients of federal funds such as Section 8, 202, 236, BMIR projects or USDA/Rural Development Section 515 are required to have Affirmative Fair Housing Marketing Plans. Federal regulations for Affirmative Fair Marketing are in 24 CFR Part 200, Subpart M.

To complete the affirmative fair housing requirements, review the current Affirmative Fair Housing Marketing Plan Guidance available on OHFA's website.

Compliance Fee

1. OHFA requires HTC owners to pay a one-time compliance monitoring fee. The fee amount for non-IA projects receiving a reservation after 2016 will be $1,500 per unit; the fee for projects electing the IA option will be published shortly. OHFA reserves the right to reevaluate this policy at any time in the future.
2. OHFA reserves the right to charge the owner for fees related to project changes, noncompliance or any other administrative items. See Appendix A: Fee Schedule for details.

HOUSING CREDIT GAP FINANCING

HCGF OVERVIEW AND REGULATION

Purpose

The Housing Development Assistance Program (HDAP), including the Housing Credit Gap Financing (HCGP) program, provides financing to support the preservation or construction of affordable housing for persons who have low incomes and households in the State of Ohio. Resources are subject to appropriation of funds to the Ohio Housing Trust Fund (OHTF) by the State Legislature, allocation by the OHTF Advisory Committee and U.S. Department of Housing and Urban Development (HUD)-approval of the State Consolidated Plan.

Funding Sources

The following resources are used to provide HCGF assistance to eligible projects:

> **HOME Investment Partnerships Funds (HOME)**: HOME funds are provided by federal appropriation and regulations relating to environmental review, federal wage rates, federal accessibility, federal acquisition and relocation laws [URA and Section 104(d)], long-term affordability, etc. apply. HOME dollars are subject to approval from the OHFA Board. Funding levels are subject to appropriation of funds by the U.S. Department of Housing and Urban Development (HUD) and approval of the State Consolidated Plan.
>
> **Ohio Housing Trust Fund (OHTF)**: The Ohio Housing Trust Fund provides funding to HDAP projects predominantly serving low- to moderate-income households with incomes at or below 50 percent of the area median income (AMI). The OHTF gives preference to projects that benefit households with incomes at or below 35 percent of the AMI for the county in which the project is located, as established by HUD. Applicants receiving an award of OHTF dollars may be subject to State of Ohio Prevailing Wage Rate rules. The amount and use of OHTF dollars are subject to appropriation, per project approval from the state controlling board and approval from the OHFA Board.
>
> **National Housing Trust Fund (NHTF)**: The National Housing Trust Fund was established by Title I of the Housing and Economic Recovery Act of 2008 to increase and preserve rental housing as well as increase homeownership for very low- and extremely low-income families, including those experiencing homelessness, through formula grants to states. Davis-Bacon labor standards do not apply to NHTF. Further program guidelines and requirements are contained in the PY2016 NHTF Allocation Plan, which is specifically incorporated herein. NHTF funds will only be made available to the extent they are not awarded through the Bond Gap Financing or Housing Development Gap Financing programs.

It is the responsibility of the owner/developer/borrower and any of its employees, agents or sub-contractors doing business with OHFA to adhere to and comply with all Federal Civil Rights legislation inclusive of the Fair Housing Laws, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act as well as any state and local civil rights legislation and any required related codes and laws.

Applicants receiving an HDAP award must meet all program requirements and will be subject to approval from the OHFA Board. OHFA will award HCGF dollars based on the need to meet set-asides specific to each funding source and based on the source most appropriate for the applicant/project. Applicants that have compelling reasons to request a specific source of funding can do so in a separate letter sent to the attention of the Operations Manager in the Office of Planning, Preservation and Development prior to the submission of their HTC application. OHFA does not guarantee that any request for a specific type of funds will be approved.

Rent Requirements

Developments that will include HDAP funds must meet the following requirements in addition to requirements of the HTC program.

HDAP Restricted Units:

Developments located in participating jurisdictions (PJ) areas must show both:

- A minimum of 40 percent of the affordable units occupied by and affordable to households at or below 50 percent AMI for the entire affordability period. The HDAP/HOME-assisted units cannot exceed the HUD low- and high-HOME rent for the county where the development will be located; and
- A minimum of 10 percent of units occupied by and affordable to households at or below 35 percent of AMI for the entire affordability period. These units may count toward requirements and scoring incentives for the HTC program.

Developments located in non-participating jurisdiction (Non-PJ) areas must show both:

- A minimum of 35 percent of the affordable units occupied by and affordable to households at or below 50 percent AMI households for the entire affordability period; and
- A minimum of 5 percent of units occupied by and affordable to households at or below 35 percent AMI for the entire affordability period. These units may count toward requirements and scoring incentives for HTC program.

HDAP Assisted Units:

All projects will be required to maintain HDAP-Assisted Units, which are determined by the amount of HDAP provided, the 234 limits and the costs to develop the unit. Affordable units are defined as units that are affordable to households at or below 60 percent AMI.

Projects with federal project-based subsidy on the greater of a) at least 50 percent of the units or b) the number of restricted and assisted units will set rents (with utilities) as allowed by that project-based assistance. Existing tenants may not be displaced to achieve the minimum percentage of occupancy by very low-income households. Occupancy in up to 60 percent of the development by households with higher incomes is to occur over time; at turnover, units may be leased to higher income households.

Exception to Rent Restrictions (50 Percent Rents and High- and Low-HOME Rents):

Units that have project-based rental assistance with units that are occupied by families below 50 percent AMI and pay no more than 30 percent of their adjusted income toward rent and utilities are exempted from the rent restrictions associated with the low-HOME rents and restricted units at 50 percent AMI. Project-based rent assisted units can charge up to the contract rent prescribed by their project-based rental assistance contract. However, these projects must still comply with the occupancy requirements that accompany the restricted and assisted units in (a) and (b) above. Should the project-based assistance contract be discontinued, the project will then be required to comply with the restricted rent (50 percent AMI) and high- and low-HOME rent requirements.

Financing Terms

Applicants that appropriately evidence status as a not-for-profit organization may request either an HDAP funds in the form of a loan or grant. However, OHFA reserves the right to award either a loan or a grant based on the financial underwriting of the project. Applicants should refer to the most current Multifamily Underwriting Guidelines available on the OHFA website. The following loan terms and criteria apply:

- Up to a two percent interest rate;
- The loan will mature at the end of the affordability period. The affordability period is defined as the minimum term required in 24 CFR Part 92 plus an extended affordability period required by OHFA, a total term of up to 40 years. If USDA or HUD is involved as a direct lender and not a guarantor, the total term will be up to 45 years. The affordability term must agree with the loan term. Year one is calculated from the date all close-out documentation is approved by OHFA.

- Collateral will be a subordinate mortgage position. OHFA prefers a second or shared second position. If a lower position is necessary, the applicant should indicate so in the application along with an explanation and supporting documentation.
- Loans will be made to the HDAP Recipient as the project's general partner, managing member or equivalent. The HDAP Recipient may loan the HDAP funds to the project. If the project has more than one general partner/managing member (or equivalent), OHFA reserves the right to determine which will be the HDAP Recipient.
- OHFA will consider alternate terms prior to the approval of the award by the OHFA Board.

If the property is sold prior to loan maturity, OHFA may require that all or a pro-rated amount of the outstanding principal and interest become due and payable.

OHFA reserves the right to allow for the forgiveness of all or a portion of the outstanding debt if, at the end of the 30-year loan period, OHFA determines that the property has been maintained as a safe, decent and sanitary affordable housing project, as defined by the Uniform Physical Condition Standards or current standards used in the OHFA Program Compliance Office.

Eligibility for Grant Funding

To be eligible for a grant, all the following criteria must be met:

1. A grant was requested by the HDAP recipient;
2. The controlling general partner, managing member or equivalent (HDAP recipient) is a 501(c)(3) or 501(c)(4); a 25 percent owner will not qualify for a grant;
3. At least 20 percent of the units in the project will be affordable to and occupied by households earning at or below 35 percent AMI; and
4. The HDAP recipient cannot loan the HDAP funds to the project.

For housing credit projects that request a direct grant of HDAP funds, the HDAP funds may be included in eligible tax credit basis if the HDAP funds are a general partner's capital contribution and provided that the project can provide a tax-opinion certifying the funds as part of eligible basis. The project must still meet all of the above noted requirements to be eligible for a grant. However, when considering eligibility for a grant, OHFA will apply the regulations governing the funds awarded (HOME or OHTF) when considering how the HDAP recipient passes the award onto the project.

OHFA reserves the right to award either a loan or a grant based on the financial analysis of the project.

Compliance Reporting Requirements

HCGF recipients are responsible for compliance with applicable implementation, reporting, file and physical inspections and record-keeping requirements associated with the HCGF requirements as specified herein and further described in enabling legislation, regulation and rule.

The owner is responsible for reporting to OHFA annually through the DevCo online system including the Annual Owner Certification and resident and project data using the XML upload or housing credit software (e.g. Yardi), as well as other reports and certifications necessary to evidence compliance with HCGF requirements.

In accordance with the 2013 Final Home Rule (24CFR 92.210), OHFA must review and approve rents for each HOME-assisted rental project each year to ensure that the project complies with the HOME limits and do not result in undue increases from the previous year. In the pre-2013 Rule, OHFA was required to approve initial rents, then provide the published maximum HOME rents to project owners and examine reports submitted by owners that report the rents and occupancy data of all HOME-assisted units on an annual basis. OHFA will require owners to certify on an annual basis what HOME rent will be used at the subject property. HOME rent certifications must be submitted to OHFA Office of Program Compliance, specifically the compliance analyst assigned to the property.

The 2013 Final HOME Rule requires participating jurisdictions to determine an individual utility allowance for each HOME rental project by using the HUD Utility Schedule Model, utility company estimate or energy consumption model. MHA estimates or other estimates that are not project specific are no longer acceptable. For projects awarded HOME funding after August 23, 2013, OHFA will approve an individual utility allowance on an annual basis in accordance with the 2013 Final Home Rule {24CFR 92.252}. Effective January 1, 2017, owners must submit a utility allowance request by using either the HUD Utility Schedule Model or a utility allowance methodology as described in **OHFA's Utility Allowance Policy** (Utility Allowance Policies and Procedures) available on the OHFA website. Owners of projects that received OHFA HOME funds prior to August 23, 2013, are not impacted by the new UA requirement and may continue to use any utility method described in OHFA's Utility Allowance Policy to include PHA estimates.

The HUD imposed a new requirement pertaining to annual financial oversight of HOME-assisted rental properties during the affordability period CRF 92.504(d)(2). This new requirement is the result of HUD's issuance of the 2013 Final HOME Rule. At least annually, the participating jurisdiction (PJ) or OHFA must examine the financial condition of HOME-assisted rental projects with 10 or more HOME-assisted units to determine the continued financial viability of the project. This requirement applies only to projects that received HOME funding on or after August 13, 2013. OHFA's Office of Program Compliance will require owners/recipients of HOME-assisted properties funded after August 13, 2013, to submit financial data on an annual basis.

Asset Management

The 2013 Final HOME Rule as implemented through 24 CFR § 92.504 requires that projects receiving HDAP financing through the HOME program with 10 or more HOME-assisted units and were allocated funding on or after July 24, 2014, must undergo periodic financial review. In line with these regulations, OHFA requires owners of such properties to submit annual financial information. Annual submissions for the calendar year spanning January 1 through December 31 must be submitted by January 31 of the following year. Financial submissions should be sent to the Office of Program Compliance with attention to the Division of Asset Management by the aforementioned date in electronic form via compact disc. Submissions must include the following files in the order in which they appear:

1. The HOME Asset Management Excel spreadsheet, which can be found on the OHFA website;
2. Audited annual financial statements;
3. A balance sheet ending in the last day of the year;
4. Monthly rent rolls indicating the number of units vacant and reoccupied, vacancy rate and turnover rate;
5. Annual accounts receivable aging report;
6. Annual accounts payable aging report;
7. Annual bank statements with a bank reconciliation statement;
8. Copies of cancelled checks and statement indicating payment of real estate taxes; and
9. A narrative of any capital project that began during the year or are planned for the subsequent year

Applicants should reference Program Compliance section for further information.

HCGF RENTAL DEVELOPMENT ELIGIBILITY

Non-competitive HTC applicants shall consult the Consolidated Housing Development Assistance Program and Multifamily Bond Financing guidelines, available on the OHFA for eligibility information.

Competitive HTC applicants may seek Housing Credit Gap Financing (HCGF) funds at the time of proposal application and are subject to development need. Only the following project types are eligible to apply for HCGF:

- Service Enriched developments may request up to $300,000 in Ohio Housing Trust Funds (OHTF).
- New family housing developments located in a high or very-high opportunity census tract, as defined by the Opportunity Index, may request up to $300,000 in OHTF.
- Applications in all pools that will meet HOME set-aside requirements may request up to $600,000 in HOME funds. To qualify for the HOME set-aside, the development must be owned, developed or sponsored by a nonprofit housing development organization that will certify as a state-certified CHDO.

All applicants must act as a general partner or sole owner of the project during the construction phase.

Ineligible Projects

If any construction or construction related activity is initiated, prior to a commitment of HDAP funds and receipt of all appropriate clearances (i.e. environmental review, if applicable), the entire project may be ineligible for funding.

Projects previously awarded HDAP funds through a program administered by OHFA or the Ohio Development Services Agency's Office of Community Development may not be eligible for additional HDAP funds. Applicants must contact OHFA prior to submitting an application for additional HDAP resources.

Eligible Uses

HDAP funds may only be applied in the development budget toward non-related party acquisition, hard costs associated with new construction or rehabilitation and developer fees associated with the project.

Eligible Uses	Ineligible Uses
The following development budget line items are permitted: • Acquisition (non-related party only) • Demolition (not applicable for preservation projects) • On-site improvements, construction and/or renovation costs, including construction fee items, construction contingency and contractor overhead and profit (excluding costs associated with construction of commercial property) • Furnishings and appliances • Architectural and engineering fees • Developer fees and developer overhead • Consultant fees • Legal fees	The following development budget line items are not permitted: • Costs associated with creating market-rate housing and/or commercial spaces • Single family lease purchase developments • Free-standing, non-residential buildings • Infrastructure dedicated back to the local municipality

HCGF PROJECT REQUIREMENTS

Environmental Reviews (ER) and Project Eligibility

OHFA will conduct a supplemental environmental review for all projects receiving HDAP funds. Projects are not permitted to begin construction prior to the completion of the environmental review process and the issuance of a funding agreement. In addition, projects receiving federal HOME dollars may not acquire the site prior to completion of the Part 58 HOME Environmental Review.

Projects that do begin any construction or construction-related activity prior to the issuance of a funding agreement and receipt of all appropriate clearances (i.e. environmental review clearance, if applicable), at a minimum, will be subject to the following penalty:

- **HOME-funded Projects**: The funding agreement will be rescinded. OHFA cannot guarantee the availability of other funds to fill the gap.
- **NHTF- and OHTF-Funded Projects**: The project may request to keep the award of funds. However, the recipient must provide a letter detailing the reasons construction began prior to the completion of the ER process; the applicant must detail what measures will be taken to ensure this does not happen with future projects and request that OHFA not rescind the award.

The Multifamily Committee of the OHFA Board will review all requests either to change the source of the HDAP award or to keep the award of NHTF and/or OHTF dollars if construction begins prior to the completion of the environmental review process. If approved, the recipient will not be able to draw HDAP funds until construction has been completed. The Multifamily Committee may choose to impose additional requirements or restrictions.

Regardless of the funding source, OHFA reserves the right to take further action if the recipient violates this restriction on future projects or has violated this restriction on prior projects.

All projects will be subject to an environmental review conducted by the Ohio Housing Finance Agency (either a Part 58 or similar review), regardless of source of funds committed to the project. OHFA will allocate $1,000 per project funded with HOME funds for the publication of the environmental review public notice.

Rehab Standards

Developments that involve the rehabilitation of structures must adhere to the Office of Community Development (OCD) Residential Rehabilitation Standards (RRS) or other standard approved by OCD. Refer to OCD's website for the RRS Handbook.

Lead-Based Paint Strategy

All projects originally constructed prior to 1978 must adhere to the Lead-Based Paint Guidelines (found in the annual Consolidated Plan) maintained by the Ohio Development Services Agency. Such projects must submit a lead-based paint strategy that includes the following:

- Indicate whether or not the properties have been tested for lead-based paint.
- If the units/buildings have been tested, describe the test results. If the project has not been tested, describe how you derived an estimated cost for testing, and confirm that these costs were incorporated in the project's development budget.
- Describe how the cost of treating lead-based paint will be covered by the project budget, and how you estimated the cost to treat lead-based paint.
- Describe the availability of licensed lead testers, contractors and workers in your area, and if there is a shortage of licensed personnel, how might that effect the construction of your project regarding timeline and what strategies you will use to find licensed personnel.

For the Ohio Development Services Agency's Lead-Based Paint guidelines, please contact the Office of Community Development (OCD) at the Ohio Development Services Agency.

Appraisals

All projects will be required to submit an "as-is" appraisal that supports those costs. Appraisals must meet OHFA's requirements and must be submitted with the final application submission. The purchase price should be less than or equal to the appraised value. If the purchase price is greater than the appraised value, the applicant must explain why. OHFA reserves the right to limit funding of acquisition costs to the appraised value of the site.

Projects that do not provide an appraisal prior to the approval of the HDAP award will be required to provide it prior to closing the HDAP.

Appraisals cannot be more than six months old at the time of application. If the applicant submits the appraisal to meet a closing condition, the appraisal cannot be more than six months old when received by OHFA.

Uniform Relocation Act (URA) Relocation Standards

Relocation Forms:

The application shall include Real Property Acquisition and Relocation Certifications and Voluntary Acquisition Forms, available on OHFA's website, for all developments involving acquisition of real property, easements or rehabilitation as follows:

- A complete URA Attachment "Acquisition, Relocation and Demolition Questionnaire".
- A complete URA Attachment "Residential Anti-Displacement and Relocation Assistance Plan".
- Complete URA Attachments "Sample Voluntary Acquisition, Donation and Waiver of Real Estate Appraisal and/or Voluntary Acquisition Public Entity" forms for each seller of land and/or building acquired for use in the development, where applicable. Forms must be submitted with original signatures.

The application will be reviewed for compliance with Ohio Department Services Agency relocation policies, the Uniform Relocation and Real Property Acquisition Policies Act of 1970 and Section 104(d) of the Housing and Community Development Act. Any issues of non-compliance will be brought to the attention of the applicant and must be resolved prior to execution of the HDAP funding agreement.

Relocation Plan:

The application will include a complete Acquisition, Relocation and Demolition Questionnaire and Relocation Plan for all developments involving the rehabilitation of existing occupied units. If the development is receiving federal funds, the plan must meet the requirements set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The relocation plan submitted with the HDAP application must address the following:

- During renovation, residents will: (1) stay in place, (2) be temporarily relocated within the project, (3) be temporarily relocated off-site or (4) be permanently relocated. The applicant may choose a strategy that includes a combination of the foregoing.
- If some or all residents will stay in place, the applicant must describe the rehabilitation items to be completed and strategies to complete those items without requiring resident relocation.
- If residents will be temporarily relocated or permanently relocated, the applicant must describe what resources are anticipated to be needed to accomplish the relocation (including the applicant's basis for estimates for the cost of relocation), the notices that will be provided to residents, how the applicant will staff relocation activities and the source of funds to cover the cost of relocation activities.

For additional questions on relocation, please contact the Office of Community Development at 614-466-2285.

Affirmative Fair Housing Marketing Plan

OHFA must ensure that all projects financed with Agency resources are affirmatively marketed. A completed Affirmative Fair Housing Marketing Plan with required attachments must be submitted in the HDAP application, in accordance with the most current policies of the OHFA Office of Program Compliance.

Wage Rate Compliance

The applicant will be responsible for compliance with state and federal wage rates that may be applicable to the project. Appropriate wage rates need to be factored into the applicant's construction budget. Questions regarding the applicability of state prevailing wages should be referred to Department of Commerce (Wage and Hour Bureau) at 614-644-2223. The number of HOME-assisted units in the project will determine the applicability of federal wage rates for the project. Twelve or more HOME-assisted units trigger federal Davis-Bacon wage rates. Questions regarding the applicability of federal prevailing wages (Davis-Bacon) should be referred to the Office of Community Development at the Development Services Agency.

HCGF POST AWARD

Loan Closing Requests

OHFA will enter into a funding agreement with the HDAP recipient and limited partnership. Once the funding agreement has been signed by all appropriate parties, the HDAP recipient may formally request a closing of the HDAP. A template closing checklist and closing procedures are available on the OHFA website. The template checklist does not include any project-specific closing conditions determined during the underwriting process. Project-specific closing conditions will be detailed in the funding agreement. OHFA requires a minimum of 30 days to complete its review once all of the required checklist items have been received.

Subsequent Changes

The HDAP recipient shall notify OHFA immediately and request approval of any changes that occur in the project at any time after project approval through the affordability period. Such changes include, but are not limited to, changes in the development team, changes in the number of units or unit mix, changes to the target population, etc. The request shall be sent to the following:

Ohio Housing Finance Agency
Office of Planning, Preservation and Development
57 East Main St., 4th Floor
Columbus, OH 43215

OHFA reserves the right to assess fees consistent with its current fee scheduled, a copy of which, current through the QAP's publication date, is attached as Appendix A.

HCGF Project Administration and Drawing HDAP

Recipients shall reference the Guide to Drawing the HDAP document for further information. This document may be found on the Project Administration Page of the OHFA website.

APPENDIX A: FEE SCHEDULE AS OF NOVEMBER 1, 2018

Description	Fee	Due Date
9% Proposal Application Fee	$3,500	With Application
9 Percent Final Application Fee	$2,500	30 days after Final Application
4% Final Application Fee	$2,500	With Final Application
Additional Assisted Living Application Fee	$5,000	With Final Application
9% Reservation Fee	6% of Reservation Amount	With Binding Reservation
4% Reservation Fee	6% of Reservation Amount	Prior to 42m Letter
HTC Compliance Monitoring Fee	$1,500 per unit	With 8609 Request
Funding Agreement Amendment Fee	$500	With Amendment Request
Funding Agreement Extension Fee	$500	With Extension Request
Owner/Manager Change Fine Without 30 Day Notification to OHFA	$500	Invoiced by OHFA
MLP Proposal Application Fee	$500	With Proposal Application
MLP Final Application Fee	$5,000	With Final Application
MLP Closing Fee	1.5% of Loan Amount	At Closing
Multifamily Bond Closing Fee	One-Tenth of 2% of the bond amount or, $3,000, whichever is greater	At Closing
Housing Development Loan Application Fee	$600	At Final Application
Housing Development Loan Servicing Fee	$1,000/year	At Closing
Housing Development Loan Closing Fee	$1,000/limited partner	At Closing
HDL Commitment Extension Fee	$1,000/year, pro-rated	
Program Compliance: GP/LP Changes after PIS	$250	With Request
Program Compliance: Management Changes	$250	With Request
Program Compliance: Restrictive Covenant Modifications	$750	With Request
Program Compliance: Restrictive Covenant Releases	$5,000	With Request
Program Compliance: Qualified Contract	$1,500	With Request
Program Compliance: Late Annual Owner Certification	$500	TBD
Program Compliance: Late Project Change Notification	$500	With request
Program Compliance: Failure to cooperate with an OHFA inspection and/or violation of the Restrictive Covenant	Up to $1,000	TBD

APPENDIX B(1): QUICK LOOK HTC DOCUMENT REQUIREMENTS

Competitive HTC: Required Documents	PROGRAM		
	Proposal	Final	8609
Affirmative Fair Housing Marketing Plan			▪
Affordable Housing Financing Application (AHFA)	▪	▪	
Appraisal		▪	
Architectural Plans, DCFA and Construction Certification	▪	▪	
Authorization to Release Tax Information		▪	
Capital Needs Assessment and Scope of Work	▪		
Community Outreach Plan		▪	
Competitive Support Documents (Folder)	▪		
Conditional Financial Commitments		▪	
Condominized Space Description		▪	
Development Team Experience and Capacity Review	▪		
Development Team Consultant Statement	▪		
Evidence of Site Control	▪		
Exception Requests	▪		
Federal Tax Identification Number Documentation		▪	
Green Certification			▪
Good Cause/LIHTC Lease Addendum		▪	
Legal Description		▪	
List of Changes from Proposal Application		▪	
Management Company Capacity Identification and Review		▪	
Market Study	▪		
Notification to Statewide Accessibility Groups		▪	
Ohio Housing Locator			▪
Organizational Chart	▪		
Phase I Environmental Site Assessment	▪	▪	
Proposal Summary PDF	▪		
Public Notification	▪		
Related Party Transaction Questionnaire		▪	
Relocation Plan		▪	
Rental Subsidy Contract	▪	▪	
Scattered Site Developments' Map	▪		
Site Visit Folder	▪		
Supportive Services Plan and Providers			▪
Utility Allowance Information	▪	▪	
Zoning	▪		

APPENDIX B(2): QUICK LOOK HTC DOCUMENT REQUIREMENTS

Non-Competitive HTC: Required Documents	PROGRAM	
	Submission	8609
Affirmative Fair Housing Marketing Plan		▪
Affordable Housing Financing Application (AHFA)	▪	
Appraisal	▪	
Architectural Plans, DCFA and Construction Certification	▪	
Authorization to Release Tax Information	▪	
Capital Needs Assessment and Scope of Work	▪	
Community Outreach Plan	▪	
Competitive Support Documents (Folder)	▪	
Conditional Financial Commitments	▪	
Condominized Space Description	▪	
Development Team Experience and Capacity Review	▪	
Development Team Consultant Statement	▪	
Evidence of Site Control	▪	
Exception Requests	▪	
Federal Tax Identification Number Documentation		▪
Green Certification	▪	
Good Cause/LIHTC Lease Addendum	▪	
Legal Description	▪	
List of Changes from Proposal Application	▪	
Management Company Capacity Identification and Review	▪	
Market Study	▪	
Notification to Statewide Accessibility Groups	▪	
Ohio Housing Locator		▪
Organizational Chart	▪	
Phase I Environmental Site Assessment	▪	
Proposal Summary PDF	▪	
Public Notification	▪	
Related Party Transaction Questionnaire	▪	
Relocation Plan	▪	
Rental Subsidy Contract	▪	
Scattered Site Developments' Map	▪	
Site Visit Folder	▪	
Supportive Services Plan and Providers		▪
Utility Allowance Information	▪	
Zoning	▪	

APPENDIX C: EXPERIENCE AND CAPACITY CHARACTERISTICS

General Partner and Developer Characteristics:

The following criteria will be used to evaluate general partners and developers for the proposed development:

- Past experience developing affordable housing using OHFA programs. Properties presently in service and those under construction will be considered, and the quality and success of previous developments will be taken into account. OHFA will also consider location and experience in the geographic areas to be served, experience with the type of housing product proposed and the past working relationships of the proposed development and ownership partners.
- Other affordable housing development experience using government funded programs, including existing properties and those under construction.
- The development capacity of the organization to complete construction of all current developments on time and within program requirements and application commitments.
- The financial capacity of the developer/general partner to ensure that construction will be completed on time and that work will be guaranteed for quality. All guarantees must be provided by the developer/general partners.
- The organization must conduct business with OHFA according to the Good Partnership policy.

Property Management Company Characteristics:

The following criteria will be used to evaluate the management company for the proposed development:

- The company must currently be a member of the National Affordable Housing Management Association (NAHMA), the Midwest Affordable Housing Management Association (MAHMA), Council for Rural Housing & Development of Ohio (CRHDO) or Council for Affordable & Rural Housing (CARH).
- A representative of the company must have earned one of the following certifications: Housing Credit Certified Professional (HCCP) sponsored by the National Association of Home Builders Specialist in Housing Tax Credit Management (SHCM) sponsored by NAHMA or equivalent certification from a nationally recognized consultant or association, including, but not limited to, TheoPro Compliance & Consulting Inc., Quadel Consulting or Spectrum Seminars.
- The company must have managed at least five HTC and/or federally-subsidized developments (each consisting of at least 10 units) for at least one year each or must have managed two HTC developments (each consisting of at least 10 units) for at least three years each.
- All developments currently managed by the company must not have any uncured Forms 8823. Exceptions may be granted on a case-by-case basis for 8823 events that are not the fault of the company, such as a casualty loss or non-compliance issues that are inherited from the prior property manager.
- Management companies with no prior experience with an OHFA property will be evaluated by the information contained in their completed OHFA Management Company Capacity Review Survey. These companies will be required to attend an OHFA tax credit compliance training and meet with OHFA staff to discuss requirements and expectations. Management companies with prior OHFA experience will be evaluated in part on information contained in the Property Status Report generated from the Office of Program Compliance and compliance with federal and state tax credit regulations.
- Past experience managing affordable housing using OHFA programs. The quality and success of previous developments will be taken into account. OHFA will also consider location and experience in the geographic areas to be served, experience with the type of housing product proposed and the past working relationships of the proposed development team members.
- Other affordable housing management experience using government funded programs.
- The company must conduct business with OHFA according to the Good Partnership policy.
- If third-party managing, a representative of the company has an active Ohio Broker's License in accordance with 4735.022 of the Ohio Revised Code, where applicable. Developments where the owner has an ownership interest are exempt from the Ohio Broker's License requirement.

The Team as a Whole

The following criteria will be used to evaluate the team as a whole, including general partners, developers, management companies and development consultants, for the proposed development:

- **Development History**: OHFA will review the experience of the development team with the housing type, location or type of geographic area and scope of the development being proposed. Developments financed by OHFA, tax credit developments in other states and other types of affordable housing in any state will be considered. Sufficient documentation of the specific roles of each member of the team. If a member intends to become certified as a CHDO during the initial application phase, submit documentation which indicates that the CHDO maintains effective development control during the development process. Effective development control is demonstrated when the CHDO is the sole general partner of the development and the CHDO will make the key decisions regarding the selection, financing, improvement, management and disposition of the development.
- **Past Performance**: OHFA will analyze the degree to which prior OHFA commitments were honored and the extent to which the development team had positive interactions with OHFA.
- **Present Capacity**: OHFA will review all developments that the team members presently have in development and determine whether there is sufficient capacity to successfully complete all developments and any new development awards in a timely and efficient manner. The amount of resources awarded to a particular team may be limited based on OHFA's judgment of capacity.
- **Good Partnership**: OHFA will evaluate the degree to which the development team members have acted in accordance with the Good Partnership policy in all phases of current and previous development efforts.
- **Financial Strength**: The financial capacity of the team as a whole will be reviewed and must be found acceptable.
- **Outstanding financial obligations**: All financial obligations to OHFA must be current. Any delinquent obligations of any team member may disqualify the team from competing for an award. This specifically includes timeliness and completeness of HDAP repayments and communication with OHFA staff regarding those obligations.
- **Ohio Housing Locator Accuracy**. The extent to which developments that are required to be listed on the Ohio Housing Locator service are accurate and timely entered and updated will be considered in the experience and capacity review.

OHFA will use information submitted with the application and other reasonable sources available to make all determinations, including reports and opinions of other public funding sources. OHFA reserves the right to place additional restrictions on development team members, limit the number of awards, applications or amount of resources available to a development team and limit awards due to identities of interest between organizations applying for OHFA funding.

APPENDIX D: DESIGN AND ARCHITECTURAL STANDARDS

APPENDIX E: AGING-IN-PLACE DESIGN REQUIREMENTS

Element	Design Requirement
Entry Way	• High visibility address numbers (building and exterior units) • Lever hardware on inside and outside of all doors (including interior) • Provide at least one accessible means of egress/ingress for each unit. In single family developments only, applicants may seek an exception to this requirement by establishing and advertising the existence of a reserve account to make accessibility accommodations upon resident/applicant request.
Door Thresholds	• Exterior maximum of ½ inch beveled • Interior maximum of ¼ inch beveled or flush
Interior Stairs/ Halls/Doors	• Lighting to illuminate all stairways, landings and hallways • All entry-level doors must be 36 inches • All entry-level hallways must have a 48 inch minimum width
Electrical, Lighting, Safety, Security	• Light switches, thermostats and other environmental controls are placed in accessible locations no higher than 42 inches from floor • Thermostats must be easy to read (large numbers). • Electrical outlets, phone jacks and data ports are installed at least 18 inches from floor • Clear access space of 30 inches by 48 inches in front of switches, outlets and controls; except for in kitchen area where at least one reachable switch, outlet and control is required. • Rocker or touch light switches • Wired smoke alarms to allow for future installation of visual alarms
Faucets	• Lever handles or pedal-controlled • Thermostatic or anti-scald control • Pressure balanced faucets • Sink depth between 6-8”
Bathrooms	• A bath or half-bath on the entry-level floor with a clear floor space of 30 inches by 56 inches • In units with two or more bathrooms, at least one bathroom must have a roll-in, no-threshold shower. In units with one bathroom, it must have either a roll-in, no threshold shower or an ADA-compliant tub-shower combination. All tubs and showers must be installed according to ANSI 117 design standards. • Bracing (blocking) in walls around toilet for future installation of grab bars to support 250 – 300 pounds • Overhead light fixture in shower stall or over tub area • ADA compliant toilet • Sink area is designed for a forward-seated position with a base cabinet with no doors or retractable doors, no center stile, and removable floor. Drain and water pipes are protected to avoid injury. Adaptable and removable are permitted. • Slip-resistant flooring
Kitchen	• Multi-level counters to accommodate people both seated and standing. At least one workspace counter must be no more than 34 inches from the floor. • At least one base cabinet shall have roll-out shelves. • Task lighting to illuminate work areas such as sink, stove and counters. • Drawers and cabinets have loop handles on drawers and cabinets. • Faucet is ADA compliant. • Sink area is designed for a forward-seated position with a base cabinet with no doors or retractable doors, no center stile and removable floor. Drain and water pipes are protected to avoid injury. Adaptable and removable are permitted. • Either: ◦ Range with smooth-top and front controls, or ◦ A wall oven with a separate in-counter cook top. The cooktop must be able to be used by a person in a forward seated position. The base cabinet under the cooktop must have retractable doors, no center stile and removable floor. Smooth-top is not required. • All flooring extends wall-to-wall; flooring shall run under the cabinets and appliances unless doing so would void a manufacturer warranty (proof thereof is required) • At least one “reachable” outlet (maximum 24 inches reach over 36 inches height floor cabinet)
Other	• Breaker box no more than 48 inches high in an accessible location, if designed for resident access and use • Closet clothes rod adjustable to 54 inches above floor in at least one bedroom with no more than a 48 inch reach • Bedroom and full bath on main floor is encouraged, but not required.

APPENDIX F: OHPO PRELIMINARY DETERMINATION OF LISTING

Checklist for OHFA Applicants Seeking a Preliminary Determination of Listing

Supporting Materials

Photos

☐ Photos of property in "before" (pre-rehab) state - including all exterior elevations and sample views of each interior level.

☐ Labels on the back that include property name, address, sequential numbers, view.

☐ Keyed to a photo-key floor plan/sketch map of property.

☐ Printed in color on photo paper.

☐ 4"x6"

☐ 2 sets

Photo Key

☐ Shows all numbered photo locations with arrow showing direction of view.

Part 1 Form: Evaluation of Significance

☐ Fill out sections 1 and 3 completely.

Section 2 "Nature of Request"

☐ Check the box to choose the appropriate "preliminary determination" option.

Section 4 "Applicant"

☐ Check the applicable box in the middle of the text field regarding ownership.

☐ If applicant is not the owner, send owner statement with form.

☐ Sign and date (blue ink is preferable).

☐ Make sure there is an original, dated signature on both copies.

Section 5 "Description of Physical Appearance"

☐ Are the important features of the property identified in the Description Section, including site, date, materials, style, size, roof-shape, story, plan, windows, foundation, details, and interior?

☐ Does the Description include information about the setting, environment, and or surrounding buildings/areas?

☐ Is the Description clear and complete? If the property has been altered, is the difference between the original (or historic) and the current condition and appearance clear?

☐ Does the description convey the significant qualities of the property? Through what features? Do these features retain integrity?

☐ Have contributing and noncontributing features been identified?

☐ Have alterations (if any) been adequately described? Has the evaluation of their impact on the integrity been made? Have alterations been evaluated regarding significance that may have accrued over time?

Section 6 "Statement of significance"

☐ Does the specific date or date range reflect the property's period of historic significance?

☐ Is the Statement of Significance written in a clear and complete manner?

☐ Does the context in which the property has been evaluated as significant justify the local, state, or national level of significance chosen for the property?

☐ Does the integrity relate to the overall property, not its features and parts?

Applications for preliminary determinations must contain substantially the same level of documentation as National Register nominations, as specified in 36 CFR Part 60 and NPS instructions for completing National Register nominations.
Note that the Part 1 Evaluation of Significance does not take the place of nomination to the National Register of Historic Places.

APPENDIX G: TIEBREAKER #2 COMPOSITE FORMULA

Measurement	Weight	Points
Credits from Max (Maximum award eligible based on unit size)	20%	0 Points - Less than $15k Under Max 1 Points - $15k under Max 2 Points - $50k under Max 3 Points - $100k under Max 4 Points - +$150k under Max 5 Points - +$200k under Max 6 Points - +$250k under Max 7 Points - +$300k under Max 8 Points - +$400k under Max 9 Points - +$500k under Max 10 Points - +$600k under Max
TDC per Net Rentable Square Foot	20%	0 Points - $235/SQFT or more 1 Points - Less than $235/SQFT 2 Points - Less than $220/SQFT 3 Points - Less than $205/SQFT 4 Points - Less than $190/SQFT 5 Points - Less than $175/SQFT 6 Points - Less than $160/SQFT 7 Points - Less than $145/SQFT 8 Points - Less than $130/SQFT 9 Points - Less than $115/SQFT 10 Points - Less than $100/SQFT
Credits per Unit	20%	0 Points - $24k per Unit or more 1 Points - Less than $24k per Unit 2 Points - Less than $22k per Unit 3 Points - Less than $20k per Unit 4 Points - Less than $18k per Unit or Less 5 Points - Less than $16k per Unit 6 Points - Less than $14k per Unit 7 Points - Less than $12k per Unit 8 Points - Less than $10k per Unit 9 Points - Less than $8k per Unit 10 Points - Less than $6k per Unit
TDC per Unit	20%	0 Points - $280k per Unit or more 1 Points - Less than $280 per Unit 2 Points - Less than $260k per Unit 3 Points - Less than $240k per Unit 4 Points - Less than $220k per Unit 5 Points - Less than $200k per Unit 6 Points - Less than $180k per Unit 7 Points - Less than $160k per Unit 8 Points - Less than $140k per Unit 9 Points - Less than $120k per Unit 10 Points - Less than $100k per Unit
Percent of LI Units for ELI Residents (including on-site 811 units)	5%	0 Points - 0 percent 1 Points - 5 percent or more 2 Points - 10 percent or more 3 Points - 12 percent or more 4 Points - 14 percent or more 5 Points - 16 percent or more 6 Points - 18 percent or more 7 Points - 20 percent or more 8 Points - 22 percent or more 9 Points - 24 percent or more 10 Points - 26 percent or more

Measurement	Weight	Points
New Affordability: Achieves Five Sub-Pool Priorities Category **Preserved Affordability:** Achieves 15 points in Sub-Pool Priorities Category **Service Enriched Housing:** Receives Primary Expert Designation Category **Single Family:** Achieves 60 Points in Neighborhood Development and Impact Initiative Category	5%	5 Points – Yes 0 Points – No
First Loan Hard Debt Under 15 Percent of TDC	5%	5 Points – Yes 0 Points – No
Amount of Deferred Developer Fee Is Under 15 Percent of Eligible Amount	5%	5 Points – Yes 0 Points – No

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