

1. How long is the original lease term for a HDAP unit?

The original lease term must be at least one year in length. Applies to HOME, Ohio Housing Trust Fund (OHTF), National Housing Trust Funds (NHTF).

2. How do I verify employment income for an HDAP unit?

HUD 4350.3 indicates that 4-6 consecutive pay stubs is enough to verify employment income for the various HUD programs and for the LIHTC program. However, the 2013 Final HOME regulation (**24 CFR 92.203**) requires the use of income source documentation for HOME and NHTF assisted units of two months of pay history such as paystubs {**92.203 (a) (1) (i) & (a) (2)**; HTF 24 CFR 93.151 (d) and 93.302 (e)}. At move-in and every 6th year of the HDAP affordability period, source documents (at least 2 months of history) are required. For other years, self-certification is acceptable. The use of 2 months of source documentation applies to HOME, OHTF, and NHTF projects.

3. For properties with both HDAP and Housing Tax Credits, are the inspections conducted simultaneously?

It depends. For properties that have both LIHTC and HDAP funds allocated by OHFA, the reviews are usually conducted simultaneously, but there are some exceptions HOME and NHTF projects must conduct the initial inspection on those HDAP units within 120 days of their final draw. In some cases, this causes physical reviews for HDAP units and LIHTC units to be conducted separately. The IRS requires Housing Finance Agencies (HFAs) to conduct an on-site inspection at least once every three years. The on-site monitoring schedule for projects funded with LIHTC and HDAP may vary between 1, 2 or 3 years. The monitoring schedule applies to HOME, OHTF and NHTF projects.

4. The HDAP program has a recertification schedule that has to be followed. What is the recertification schedule in order to stay in compliance?

With the HDAP program, owners must conduct full third-party recertifications every six years of the affordability period. The start of the affordability period for HOME and NHTF is based upon when the project is completed. Project completion means that all necessary title transfer requirements and construction work have been performed; the project complies with the requirements of this part (including the property standards under §92.251); the final drawdown of HOME/NHTF funds has been disbursed for the project; and the project completion information has been entered into the disbursement and information system established by HUD (e.g. the Integrated Disbursement and Payment System or IDIS date). The affordability start date for OHTF projects is the construction completion date. On the in-between or interim years, OHFA allows the household to complete a self-certification. For all certifications, regardless if they are 3rd party or a self- certification, all household members age 18 or older must complete an OHFA Sworn Income and Asset Statement, an OHFA Student Certification and a Tenant Income Certification. Listed below is an example of when full versus interim certifications must be conducted:

Year of Affordability Period	Type of Recertification	Calendar Year	New HOME unit
1	3rd Party	2014 <i>(IDIS start date)</i>	
2	Self	2015	
3	Self	2016	
4	Self	2017	3rd Party
5	Self	2018	Self
6	3rd Party	2019	3rd Party
7	Self	2020	Self
8	Self	2021	Self
9	Self	2022	Self
10	Self	2023	Self

5. What are the requirements for a LIHTC property in extended use (e.g. the second 15 years of the compliance period), and has HDAP funds?

In extended use for the LIHTC program, OHFA relaxes some of the review requirements and does not monitor for the LIHTC student rule or the Next Available Unit Rule. For units that are qualified for both LIHTC and HDAP or HDAP only, the owner must ensure all tenant events are entered into DevCo every month such as the correct household composition, rent, and UA. Additionally, the household with LIHTC and HDAP has to be recertified annually for both income and student status using the [Tenant Sworn Income and Asset Statement \(PC-E01\)](#) and [Student Status Certification \(PC-E42\)](#). For units with LIHTC and HDAP or HDAP only, reference question #4 for additional information on the certification schedule. LIHTC only households must be certified annually using the Student Status Certification. Regardless of the funding on the project, OHFA's compliance auditors will continue to conduct reviews in the extended use period (reference question #3). Owners must continue to submit the [Annual Owner Certification](#) each year by March 1st. It is imperative owners and/or management agents are familiar with the requirements including the affordability period as outlined in the HDAP funding agreement to ensure the property remains in compliance.

6. What are the student rule requirements for HDAP funded projects?

The HOME and OHTF programs follow the student eligibility requirements as outlined by [HUD student rule](#).

Student eligibility is determined at move in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. All tenants are required to report any change in their student status.

The HUD student rule does not apply to NHTF units.

7. Is OHFA's HDAPRent Approval Form required for OHTF and NHTF units?

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all multi-family HOME & NHTF assisted properties during their affordability period. To comply with 24 CFR 92.252 & 24 CFR 93.302 (c) (2), HOME & NHTF funded projects must submit an [Annual HOME/NHTF Rent and Occupancy Report \(PC-E50\)](#), a copy of the newly published HOME/NHTF Rent and Income Limits, and a copy of the current utility allowance (UA) form within 30 days of the release of the HOME/NHTF Rent Limits each year. HUD published Rent Limits may be [accessed here](#). OHTF units do not have to submit the Rent Approval Form.

8. What income and rent limits apply to HDAP units?

HUD HOME income limits are based on the area median income (AMI). HOME limits are county or MSA specific and may go up or down any given year. The HUD very low (50% AMI) limits apply to LOW HOME units. High HOME rent limits are the HUD low income (80%). National Housing Trust Fund income limits are HUD's extremely low limits, which are the higher of the 30% limits or the poverty level for an area, capped at the very low (50%) limits ([HOME Guide 3.2A](#) and [HTF 24 CFR 93.302 \(a\) & \(b\)](#)). NHTF also has their own set of rent limits that are published annually. Ohio Housing Trust Fund units follow the HOME limits.

9. What is the minimum required affordability period for the HDAP Program?

The Funding Agreement establishes the parameters of the affordability period. The affordability period for HOME Rehabilitation is 15 years, HOME New Construction is 20 years, or as outlined in Funding Agreement. NHTF has a minimum affordability period of 30 years. OHTF is 30 years but it can vary.

10. What Utility Allowances (UA) apply to HDAP units?

Since the 2013 Final HOME Rule, Owners must use one of the following OHFA approved UA methodologies for HOME units:

1. Engineers Energy Consumption Model
2. HUD Utility Schedule Model (HUSM)
3. Utility Company Estimate

It is important to note this is only applicable to HOME projects committed funding on or after August 13, 2013. OHTF and NHTF projects and HOME units established before August 13, 2013 can use any of the 3 UA methodologies listed above and the PHA utility allowance.



11. Does the Violence Against Women Act (VAWA) apply to HDAP projects?

Yes. VAWA requirements [HUD 2013 VAWA Final Rule](#) apply for HOME, Trust and NHTF projects.

12. Are HDAP projects required to use the OHFA HOME Lease Addendum?

OHFA's HOME Lease Addendum [HOME Lease Addendum Form](#) is required for HOME and NHTF projects. It is not required for OHTF projects. Importantly, if a HOME or NHTF project has federal subsidy (i.e. Section 8, RD), OHFA's HOME Lease Addendum cannot be used.

Additional HDAP project requirements can be found here [HDAP Funding Sources Comparison Matrix](#).