

8609 Submission Checklist

1 Owner Cost Certification

Electronic copy in Adobe .pdf format of certification tabs with signatures of the owner and the independent accountant who prepared the forms

Electronic copy in Excel format

2 Contractor Cost Certification

Electronic copy in Adobe .pdf format of certification tabs with signatures of the owner and general contractor

Electronic copy in Excel format

3 Certificates of Occupancy

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. Temporary Certificates of Occupancy are required if the dates on such certificates will be used as the placed-in-service dates for the buildings. Final Certificates of Occupancy must also be submitted.

Documentation that the property was listed on the Ohio Housing Locator

Printout of listing from locator page.

4 Permanent Financing

Executed Promissory Note that includes the amount, interest rate, term and amortization or repayment terms for each lending source (including deferred developer fee)

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).

All permanent financing sources, except for the first or second primary mortgage, must be closed prior to issuance of 8609 forms.

HDAP closeout must be completed prior to 8609 forms being issued.

5 Limited Partnership Agreements

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.

6 Restrictive Covenant(s)

Copy of the executed and recorded LIHTC Restrictive Covenant (issued by OHFA).

All restrictive covenants shall contain a waiver of the qualified contract process.

7 Consent of Recorded Lienholder (if applicable)

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.

8 Compliance Monitoring fee

Check for payment of the appropriate compliance monitoring fee for low-income units, made payable to "Ohio Housing Finance Agency."

Calculation: 2006-2016 projects: \$900/unit; 2017-2019 projects: \$1,500/unit; 2020+ projects: \$2,400/unit.

9 OHFA Compliance Policies and Regulations Training Certificate

Verification of completion of a Housing Tax Credit compliance training by either:

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

10 Compliance Next Steps meeting verification (fka Placed-in-Service meeting)

Evidence that the owner or property manager has attended a Compliance Next Steps meeting with the OHFA Training and Technical Assistance team.

11 Placed-in-Service Notification

Evidence that written notification was submitted to the OHFA Training and Technical Assistance team or OHFA Compliance Division within 15 days of the placed-in-service date of the building (or last building in a multiple building development).

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12 Green Certification

Evidence of final certification with Energy Star, Enterprise Green Communities, LEED or NGBS.

13 Changes Narrative

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

14 Project Administration Final Reporting

Copy of closeout letter from OHFA Project Administration verifying that gap financing has been drawn and closed out.

15 Design and Construction

Documentation that outstanding architectural issues have been resolved.

Statement from owner that Exceptional Development characteristics have been incorporated into the project, in accordance with the 2016-2017 QAP (if applicable).

Statement from owner that Aging in Place items outlined in Appendix E have been incorporated into the project, in accordance with the 2018-2019 QAP (if applicable).

Documentation that site-specific environmental conditions outlined in OHFA's ER Release have been addressed.

16 Supportive Services Plan and Providers

Memorandum of Understanding (MOU) or plan consistent with QAP to provide services for population served.

17 Competitive Scoring Criteria

Documentation that any non-location-based scoring items committed to in the funding application have been met.
