

**Community Development Block Grant Disaster Relief Program
Guidelines and Application Instructions
March 2023**

Overview

On June 11, 2019, Governor Mike DeWine requested a major disaster declaration due to the severe storms, straight-line winds, tornadoes, flooding, and landslides from May 27, 2019, to May 29, 2019. On June 18, 2019, President Trump declared a major disaster existed in Ohio.

The U.S. Department of Housing and Urban Development (HUD) allocated \$10,450,000 in Community Development Block Grant Disaster Recovery (CDBG-DR) funds for rental housing development. No less than 80%, must be expended for recovery in the HUD-identified most impacted and distressed (MID) area - ZIP Code 45426, the city of Trotwood, in Montgomery County. However, HUD permitted the most impacted area to be categorized and utilized countywide. As stated on page 114 of The Office of Community Development CDBG-DR Disaster Recovery Action Plan Second Amendment (Action Plan) “State of Ohio has the discretion to expand the target area to include the entirety of Montgomery County and intends to do so.” Program requirements are stated in [85 FR 4681](#) and several other [Federal Register Notices](#). [The Action Plan](#) outlines additional requirements.

Goal

To develop as many housing units as possible in the city of Trotwood and Montgomery County to support the residents recovering from the devastating tornados.

Timeline

2023 CDBG-DR Funding Round	
March 15, 2023	Updated program guidelines and application materials published on the OHFA website
March 30, 2023	Exception requests due to OHFA by 5:00 p.m.
April 7, 2023	Decisions issued for exceptions to program requirements
April 20, 2023	Proposal Applications due to OHFA by 5:00 p.m.
May 5, 2023	Release of preliminary threshold and underwriting review
May 11, 2023	<i>Developer responses due regarding threshold/underwriting</i>
May 26, 2023	Release of preliminary competitive scores
June 1, 2023	<i>Developer responses due regarding competitive scoring criteria</i>
June 14, 2023	Announcement of CDBG-DR reservations
June 19, 2023	Housing Development Next Steps meetings begin
September 7, 2023	Final applications due to OHFA by 5:00 p.m.

Total Funding Available

\$10.45 million in CDBG-DR as well as an estimated \$5 million in HOME funds are available.

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Note: **HOME Investment Partnerships Program (HOME)** funds are provided to the state of Ohio by federal appropriation through HUD. Funding levels are subject to appropriation of funds and approval of the State Consolidated Plan. HOME projects are subject to federal regulations relating to environmental review, wage rates, accessibility, acquisition, and relocation laws [URA and Section 104(d)], long-term affordability, etc. Program requirements are stated in [24 CFR Part 92](#). Final funding awards are subject to OHFA Board approval.

Eligibility

Developers may only apply for CDBG-DR funding for projects that are located in Montgomery County. Preference will be given to projects located in the city of Trotwood (zip code 45426). State and Federal Requirements are outlined in the [Action Plan](#) and associated [Federal Register Notices](#). Projects receiving CDBG-DR must comply with all Federal and State Requirements as well as Davis Bacon Wage Rates.

Additional Eligibility Requirements

- *Developers who placed at least one LIHTC project in service in Ohio within the timeframes established in the Qualified Allocation Plan (QAP) and as represented in their application to OHFA in the last 10 years; or*
- *Developers who have not placed at least one LIHTC project in service in Ohio within the last 10 years, but partner with an entity who meets the necessary requirements.*
 - *The entity serving as the experienced partner in the project must act as the lead developer*
- *Developers who have placed at least one LITHC project in service in a state other than Ohio that utilized HOME financing. Documentation must be submitted that the project was placed into service within the past 10 years.*

Application Limits

Developers and owners may submit the following number of CDBG-DR applications and receive the following number of CDBG-DR awards:

Developer Experience	Number of Applications	Number of Awards
Experienced Developers: <i>must have experience with HOME and 4% LIHTC AND must have placed in service at least three LIHTC projects in Ohio or other states in the last 10 years</i>	2	2
All Others	2	1

OHFA reserves the right to award more than one application to developers in the “All Others” category above based on applications received, funding available, or other items central to the administration of the program.

While experienced developers may receive more than one CDBG-DR reservation, no developer will receive more than one reservation until all developers who have submitted a complete and financially viable application have received one reservation.

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Award Amounts

Applicants may request up to \$3,000,000 in CDBG-DR funding as outlined below:

Construction Type	Number of Affordable Units	CDBG-DR Amount
New Construction	30-39	Up to \$1,500,000
	40-49	Up to \$2,000,000
	50-59	Up to \$2,500,000
	60+	Up to \$3,000,000
Preserved Affordability	30-39	Up to \$500,000
	40-49	Up to \$750,000
	50-59	Up to \$1,000,000
	60+	Up to \$1,250,000

Applicants **may also request up to \$1.5 million HOME** funds in addition to the CDBG-DR funding. The total combination of funding for an award may not exceed \$4.5 million. Applicants seeking an award of HOME funds should include the applicable income restrictions and request the source of funds in the Affordable Housing Finance Application (AHFA). OHFA reserves the right to make reservations of funding sources to best maximize unit production and to meet the goals of the Action Plan. If a project is unable to accept HOME funds, the applicant must submit an Exception Request justifying the exclusion of a particular source of funds.

If seeking in excess of \$4,500,000 in total funding, or in excess of the amounts listed in the table above (exceeding CDBG-DR funding limits), the applicant must submit an Exception Request. The Exception Request must outline and document the need for additional funding. OHFA may award funding that exceeds the limits listed above based upon the availability of funding, project need, and if the additional funding will achieve the goals of the CDBG-DR program and the Action Plan. The Action Plan provides guidance related to the priorities for funding allocations and location of projects. The goal is to produce the maximum number of affordable housing units through the grant. Any applicant requesting an exception to the above limitations should review the Action Plan and its associated grant requirements. An application which relies on such an exception request and is denied will not have an opportunity to reapply or adjust their application if the application window has closed. Applicants are encouraged to adhere to the above stated limitations.

OHFA reserves the right to adjust the award based on the needs of the project as determined through the financial underwriting review.

Rent and Income Restrictions

OHFA defines affordable as affordable to and occupied by households at or below 80 percent Area Median Income (AMI). All housing developments applying to the CDBG-DR program must commit to the following rent and income restriction(s), based on the location and funding source of the proposed project.

1. All projects that include **CDBG-DR + HOME** funding must meet the below requirements for both Restricted and Assisted Units:
 - *Restricted Units*

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- *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; or
 - *Assisted Units*
 - All projects will be required to include units that meet HUD’s High and Low HOME Rent Requirements.
2. All projects that include **CDBG-DR (ONLY)** funding must meet the rent and income restrictions required by the housing tax credits.
- If the housing development includes market rate units at least 51% of the units must be reserved for individuals at or below 80% AMI.

Application Fees

The non-refundable fees noted below must be submitted with the respective item. Proposal Application fees paid during the 2022 Bond Gap Financing Program (BGF) round will be applied to the current round.

Item	Fee
Proposal Application Fee	\$2,500
Final Application Fee	\$2,500
Reunderwrite Fee	\$2,500 per submission
Amendments to a funding agreement	\$1,000 per request
Extensions of a funding agreement	\$1,000 per extension
Compliance Monitoring Fee	\$2,400/unit

Application Process

Developers must submit a proposal application with the required documentation by April 20, 2023.

The proposal application is made up of documents listed in Appendix A as well as the following:

- Applicable required documentation as outlined in the Document Submission Requirements section of the 2022-2023 QAP. (Applicable items are noted in the QAP as a BGF requirement and will apply to the CDBG-DR Program Round)
- Application Fee
- Articles of Incorporation evidencing 501(c)(3) or (c)(4) status (nonprofits only)
- Audited Financial Statements (existing projects only)
 - The financials must be for the proposed project only, and not a portfolio. OHFA will consider exceptions.
- Board Resolution authorizing an application for CDBG-DR resources (nonprofits only)
 - The resolution must specify the amount of the request and identify the individuals authorized to execute legal documents on behalf of the nonprofit.

All files must be submitted in one compressed (zip) folder. The hard copy Architectural Plans and Application Fee (if submitting a check) must still be mailed to OHFA.

How to Submit

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The completed application package, including required supporting documentation, must be submitted electronically, via OHFA's File Transfer Site (FTS).

To request access to OHFA's FTP server, email MultifamilyFTP@ohiohome.org with the name, company, email address, and phone number of the person who will be uploading the application documents. Login information will be sent to the individual named in the email from OHFA's Office of Information Technology.

Exception Requests

Exception Requests must be submitted by the date noted in the Program Calendar. Applicants must submit the [Exception Request Form](#) via email to exceptionsPPD@ohiohome.org.

Application Review Process

Exception Requests: OHFA will only consider exceptions for those items specifically allowed under these Guidelines and/or represented in the OHFA Exception Request Form. Exception Requests are due by the date indicated on the Program Calendar. Because funding requirements state that preference first falls to projects located within the city of Trotwood, projects located within the city of Trotwood will receive additional consideration.

Appeals: Applicants will have one week to submit appeals. Decisions made on appeals are final.

Experience and Capacity Review: Housing development teams must meet the requirements for experience and capacity as detailed in the Eligible Applicants section. OHFA will complete this review prior to the submission of the Proposal application if requested. Otherwise, the review will be completed concurrent with the competitive review based on information entered in the Experience and Capacity tab of the AHFA and required submission documentation.

Minimum Financial and Threshold Review: OHFA will complete a minimum financial and threshold review prior to competitive scoring. This review will evaluate adherence to the below requirements:

- Once reviews have been completed, applicants will be notified of any underwriting or threshold deficiencies and will be given one calendar week to correct the items. Applications will not move forward to the competitive review process until all identified deficiencies are resolved by the applicant.
- OHFA may reject applications that have deficiencies that would cause a delay in the review of the proposed project or represent a significant risk to the success of the proposed project.

Competitive Review: OHFA will complete a review of the competitive criteria. Once reviews have been completed, applicants will be notified of any competitive deficiencies and will be given one calendar week to address the items. No new information may be submitted by the applicant. The applicant may only identify where, in the original submission, OHFA may find the documentation or information necessary to award competitive points.

Threshold Review and Financial Underwrite: OHFA will conduct a full review and evaluation of each proposal's ability to proceed, compliance with program requirements, and financial feasibility. Once reviews have been completed, applicants will be notified of any deficiencies

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and will be given two calendar weeks to address the items. Applicants who are unable to cure deficiencies will not be invited to submit a final application.

Reservation Announcement: OHFA will notify applicants if their proposal(s) qualify to move forward to a final application. OHFA will announce the reservations of funds on its website.

Housing Development Next Steps Meeting: OHFA may require successful applicants meet with OHFA staff; however, any applicant not required to meet with OHFA may request to do so. If a proposed application is approved for funding, the applicant will be required to complete a final application. The documents required for the final application can be found in Appendix A.

Final Application: OHFA will conduct a thorough threshold and underwriting review of each final application. Once reviews have been completed, applicants will be notified of any deficiencies and will be given two calendar weeks to address the items. Applicants who are unable to cure deficiencies will not be scheduled for presentation to the Multifamily Committee of the OHFA Board.

Application Approval Process

Once all review criteria are met, the OHFA Analyst will work with the housing development team to prepare an executive summary for internal Peer Review. Following Peer Review, the housing development team must answer any additional questions within 10 business days. The housing development will then be scheduled for presentation to the Multifamily Committee of the OHFA Board. This Committee meets the second Wednesday of the month, and the applicant may be required to attend. The Multifamily Committee will review the request and vote whether to make a formal recommendation for approval to the OHFA Board.

Only the OHFA Board can approve a request for funding. The OHFA Board meets the third Wednesday of the month, and the applicant is encouraged to attend. If the OHFA Board approves the request for funding, OHFA will enter into a funding agreement with the applicant.

If using OHFA's bond financing, OHFA will not issue CDBG-DR and HOME funding agreements until the housing development receives final bond approval by the OHFA Board.

Project Timeline

Once the funding has been approved by the OHFA Board, OHFA will issue a funding agreement(s) which details the terms and conditions of the award. Below are estimated terms and deadlines for projects awarded PY22 CDBG-DR/HOME Program funding:

Term Of Loan/Loan Maturity Date: 30-year term¹
Construction Commencement Deadline: No later than 12 months after the award is approved by the OHFA Board

¹ All loans have a standard term of 30 years. Applicants should carefully consider the term of the HOME/CDBG-DR award as OHFA has limited ability to change the term after the award has been approved. Applicants should work with legal counsel to ensure a 30-year term is appropriate for all funding sources. If a term longer than 30 years is needed, applicants must communicate the proposed length and reasons for the longer term to OHFA prior to the application review process or in the contents of the application materials.

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Construction Completion Deadline:	December 31, 2025
Final Draw Deadline:	March 1, 2026
Final Performance Report Deadline:	March 1, 2026
Term of Affordability Period:	Minimum 30-year term

Subsequent Changes

Following application approval and continuing through the duration of the affordability period, the recipient must notify OHFA immediately of proposed changes to the project and seek OHFA approval to implement these changes. Such changes include, but are not limited to, changes in the housing development team (developer, general contractor, sales agent/management entity, etc.), changes in the number of units or unit mix and changes to the target population.

- The project's assigned Development or Project Administration Analyst (as applicable) must be notified in writing prior to submitting the final close out report.
- After project closeout, notification must be sent to the Project Portfolio Manager at OHFAProjectChanges@ohiohome.org.

The HOME/CDBG-DR recipient must remain the majority/controlling partner, sole owner, or a general partner/managing member during the entire construction phase. Changes to the recipient after the construction phase must be approved by OHFA in writing.

The guidelines for CDBG-DR in the Bond Gap Financing (BGF) Program Year 2022 Guidelines issued on June 2022, are superseded by the CDBG-DR Program Guidelines and Application Instructions issued in 2023, with the exceptions as noted herein related to requests for additional funding from the HOME program, which is also governed by the 2022-2023 Qualified Allocation Plan (QAP) and 24 CFR Part 92. Additionally, certain BGF requirements noted in the QAP will apply to CDBG-DR applications.

Loan Closing

OHFA will enter into a funding agreement with the recipient. Once the funding agreement is signed by all appropriate parties, the recipient may request a closing of the note(s) and mortgage(s). The project team must compile and submit all required due diligence before requesting a closing date, as described in the OHFA Loan Closing Procedures document on the [OHFA Loan Closing webpage](#). The requested closing date must be between 30 and 60 days from the date the request was submitted.

Construction Monitoring and Project Administration

Once a housing development has a signed funding agreement, they will be referred to a Project Administration Analyst. The analyst will guide them through the construction, draw and closeout process.

Construction Monitoring

OHFA staff will visit the site throughout the project to verify quality of work, site safety, and adherence to the construction schedule. The recipient is required to send an email to

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ConstructionMonitoring@ohiohome.org notifying OHFA of the construction start date no less than five business days before the anticipated construction commencement date.

The recipient is also required to begin submitting the [OHFA Quarterly Construction Monitoring Report](#) once the funding has been approved by the OHFA Board. These reports are submitted quarterly along with Field Inspection Reports conducted by the Construction Management Entity. **If the Quarterly Construction Monitoring Report for the most recent reporting period has not been submitted, OHFA will hold any submitted draw requests for that project until it is submitted.** OHFA may require additional construction monitoring reports provided by a qualified third-party inspector, including an architect or professional with experience in construction management.

Any change orders or other documentation altering the approved design, contract work scope, and/or completion date must also be provided to OHFA prior to execution.

Requesting Funds

In order to draw funds, the project must have closed with OHFA's Legal Department, and OHFA must be in receipt of an ACH Authorization, W-9 form, Signature Certification, and Signature Card. Recipients are required to submit draw requests using the most current *OHFA Request for Payment form* and in accordance with policies and procedures outlined in the *Guide to Requesting HDAP Funds*, both available on the [Project Administration webpage](#).

OHFA may modify the draw schedule as it deems necessary for efficient and effective program operation.

Project Closeout

Project closeout involves completion and/or receipt of the following items as described in more detail below:

- Compliance Next Steps Meeting
- Construction Closeout Visit
- Applicable Final Performance Report(s)
- IRS Form 8609

Compliance Next Steps Meeting

Completion of the Compliance Next Steps (CNS) meeting is **required for all properties** as they transition between development and compliance. If not completed, the issuance of Form 8609 will be delayed. The [Compliance Next Steps Process webpage](#) contains the most current information on the CNS meeting, including scheduling information and required forms and documents. Generally, projects will be required to complete and submit a Project Confirmation Form as well as the following documents prior to the CNS meeting:

- Affirmative Fair Housing Marketing Plan
- Certificate of completion for [OHFA Compliance Policies and Regulations training](#)
- Current lease with any addendums and attachments
- List of non-optional tenant charges and amounts
- Site map of the project
- Supportive Services Plan and Agreement

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- Tenant Selection Plan
- Utility Allowance or Rent Schedule documentation
- VAWA Emergency Transfer Plan
- Current Rent Roll with Move-In Dates (Acquisition/Rehabilitation only)
- Current Relocation Plan (Acquisition/Rehabilitation only)

Construction Closeout Visit

An OHFA staff member will conduct a construction closeout visit at substantial completion (98%). Any deficiencies will be noted at this time and shared with the recipient. OHFA will work with the CDBG-DR/HOME recipient to resolve the deficiencies before the project may finish the closeout process.

Final Performance Report

Ten percent of the HOME/CDBG-DR award will be held back until the project has completed construction, the construction closeout visit has been conducted, and the recipient has provided OHFA with a completed and accurate Final Performance Report. The Final Performance Report form may be requested from the Project Administration Analyst. The deadline for submitting this report is noted in the funding agreement.

IRS Form 8609

The recipient will follow instructions for requesting Form 8609 as outlined on page 91 of the [2022-2023 QAP](#) and as described in the 8609 materials on the [Project Administration webpage](#). The final Form(s) 8609 will not be issued until all of the above requirements have been completed.

Compliance Monitoring

Compliance Monitoring requirements can be found in the [QAP](#)

Asset Management

Asset Management requirements can be found in the [QAP](#).

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APPENDIX A: Submission Requirements

Required Documents	Application	
	Proposal	Final
Affordable Housing Financing Application (AHFA)	■	■
Application Fee	■	■
Appraisal		■
Architectural Plans & DCF Form	■	■
Articles of Incorporation (nonprofits only)	■	
Audited Financial Statements (existing projects only)	■	
Authorization to Release Tax Information	■	
Board Resolution (nonprofits only)	■	
Community Outreach Plan		■
Competitive Support Documents	■	
Conditional Financial Commitments	■	■
Condominimized Space Description		■
Housing Development Team Consultant Statement	■	
Housing Development Team Experience and Capacity Review	■	
Evidence of Site Control	■	■
Exception Requests	■	
Federal Tax Identification Number Documentation		■
Legal Description		■
LIHTC Lease Addendum		■
List of Changes from Proposal Application		■
Management Company Capacity Review (in AHFA)		■
Market Study	■	
Multifamily Bond Financing Information		■
Notification to Statewide Accessibility Groups (new units only)		■
Phase I Environmental Site Assessment	■	
Phase II Environmental Site Assessment (if applicable)		■
Physical Capital Needs Assessment & Scope of Work	■	
Proposal Summary PDF	■	
Public Notification (new units only)	■	
Related Party Transaction Questionnaire		■
Relocation Plan		■
Rental Subsidy Contract	■	■
Scattered Site Development Map	■	
Site Visit Documents	■	
Utility Allowance Information	■	■
Zoning	■	

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Appendix B: Scoring Criteria

In the event of tie scores between applications the following tiebreakers will be used in succession to break the tie(s).

Tiebreakers

1. Highest number of affordable units
2. Affordable units offering the greatest discount to market-rate rents
3. OHFA Discretion

Scoring Category	DR (25)
1. Geographic Diversity	10
2. Priority Housing Needs- ELI Targeting	5
3. Type of Affordability	5
4. Accessibility	5

1. Geographic Diversity

Maximum points: 10

Project is located in the one of the following areas as defined by OHFA's [Opportunity and Community Change Index](#) or other sources as stated below.

Documentation Required

- Eligibility will be identified in the AHFA based on the project address.
-

Geographic Diversity: Select one

Very High Opportunity	5
High Opportunity	5
Located in 45426 Zip Code	10
Located in Montgomery County	3

2. Priority Housing Needs- ELI Targeting

Maximum points: 5

Project commits to one of the below percentages of units affordable to and occupied by households at or below 30% AMI. This includes units with project-based rental assistance or other rental subsidy that result in the unit meeting this rent and income restriction.

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Documentation Required

- No additional documentation required.
- Eligibility will be determined by the AHFA. Units must be properly identified in the budget and supported by the market study. Percentages will be rounded to the nearest whole number.

ELI Targeting: Select one

<i>Participating Jurisdiction: At least 20% of all affordable units</i>	5
<i>Participating Jurisdiction: At least 15% of all affordable units</i>	4
<i>Participating Jurisdiction: At least 10% of all affordable units</i>	3

3. Type of Affordability

Maximum points: 5

Preference for CDBG-DR funding will be given to newly affordable, newly constructed units.

Documentation Required

- Category will be scored by information provided in the AHFA

Type of Affordability

<i>Newly constructed units (may be adaptive reuse)</i>	5
<i>Rehabilitation of affordable units directly impacted by tornadoes</i>	1

4. Accessibility

Maximum points: 5

Preference will be given for CDBG-DR housing developments providing more than required number (5% of affordable units) of 504-accessible units.

Documentation Required

- DCF and Architectural plans must confirm number of 504 units

Accessible Units

<i>10% of affordable units are fully accessible 504 units</i>	5
<i>100% of affordable units provide the Universal Design Components outlined in the 2023 QAP on page 73</i>	3
<i>At least 50% of affordable units provide the Universal Design Components outlined in the 2023 QAP on page 73</i>	1

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Appendix C: Additional Requirements for Housing Developments Receiving CDBG-DR Funding

Reporting and Record Keeping: The applicant will be responsible for compliance with applicable implementation, reporting and recordkeeping requirements associated with CDBG-DR and state regulations.

Environmental Review Requirements: OHFA conducts a supplemental environmental review for all projects receiving HDAP funds, including CDBG-DR. The environmental review will be completed in accordance with 24 CFR Part 58. The Ohio Department of Development (Development) serves as the Responsible Entity and will grant the environmental clearance to the housing development upon the HUD Release of Funds.

Development Standards: Housing developments that involve rehabilitating structures must adhere to Development's [Residential Rehabilitation Standards \(RRS\)](#) or other standards agreed upon by OHFA and Development. All new construction must adhere to OHFA's Design and Architectural Standards, including all applicable local and state building codes.

In addition to meeting all energy efficiency requirements as stated in the Ohio Building Code or Residential Code, all multifamily housing developments receiving OHFA funding must obtain one of the following green building certifications as stated in the OHFA Design and Architectural Standards:

- Enterprise Green Communities
- Leadership in Energy & Environmental Design (LEED)
- ICC 700 National Green Building Standard (NGBS)

Accessibility: All housing developments receiving OHFA funding are required to meet the accessibility requirements under Section 504 of the Rehabilitation Act of 1973. Additionally, all projects must comply with the accessibility requirements as outlined in the Ohio Building Code, Chapter 4101:1-11, which includes the use of ICC/ANSI A117.1-2009 for the designing and constructing accessible units.

Relocation Standards: All housing developments, regardless of funding source, that involve rehabilitating existing occupied units must submit a Relocation Plan or rehabilitation strategy that outlines the plan to work with the tenants in place. If the housing development receives 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. If the housing development involves acquisition, the applicant must supply the Real Property Acquisition and Relocation Certifications and Voluntary Acquisition Forms for the project.

Changes to Approved Applications: The CDBG-DR/HOME recipient must notify OHFA, in writing, of all changes, financial or otherwise, relating to an application for financial assistance of an approved housing development. Failure to notify OHFA may jeopardize the applicant's ability to receive future assistance. If there are any substantive changes to the housing development prior to executing the Funding Agreement, OHFA may require the applicant resubmit the application.

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Cost Certification: After construction is complete, each housing development may be required to obtain and submit a cost certification prepared by an independent Certified Public Accountant or other comparable documentation approved by OHFA.

Developer Fee Limits: Developer's fee for applications submitted for CDBG- DR/HOME funding must be consistent with the limits established in the OHFA Multifamily Underwriting Guidelines, QAP, BGF Guidelines.

Public Notification: Applicants intending to develop rental housing must comply with the Ohio Revised Code §175.07 pertaining to public notification.

Fees:

Application Fee: OHFA may elect to impose application, document correction and/or funding fees as it determines necessary. Fees may be based on threshold deficiencies and designed to encourage complete and accurate application submissions with a likelihood of success.

Amendment/Extension or Reinstatement to Funding Agreements: OHFA may elect to impose a \$100 fee for each amendment or extension made to the funding agreement. OHFA may also elect to impose a \$1,000 fee to reinstate an expired funding agreement. These fees are implemented to encourage applicants to complete housing developments in a timely manner and as proposed in the application.

Waivers: OHFA reserves the right to waive state-imposed requirements if the applicant demonstrates a compelling reason. OHFA will review such requests on a case-by-case basis.