

To: All Development and Management Partners
Subject: Procedure for Certification Forms from other State Housing Finance Agencies
Date: August 5, 2013

Many of the development and management organizations that work in Ohio also apply for funding from Housing Finance Agencies in other states. Several of these agencies require certification forms to be completed by OHFA to verify the past experience and present standing of our partners.

Due to the volume and variety of these requests, OHFA has adopted the following procedure to facilitate the completion of these forms in an effective manner for all parties.

OHFA partners must submit requests to complete certification forms a minimum of **five (5) business days before the required submission deadline**. Requests should be forwarded to Kevin Clark, Project Portfolio Manager, in the Office of Planning, Preservation & Development.

The Project Portfolio Manager will work with the Office of Program Compliance to review and complete forms regarding the development and management experience of an organization with OHFA programs.

OHFA will return copies of completed and executed forms within five (5) business days of receipt, to the person and in the manner (email, overnight mail or U.S. Mail) specified by the requesting partner.

If you have any questions regarding this procedure, please contact Kevin Clark at (614) 752-4550 or kclark@ohiohome.org. Thank you for your cooperation and your efforts to provide quality affordable housing for Ohio residents.