



## MEMORANDUM

**April 21, 2025**

To: All Interested Parties

From: Ohio Housing Finance Agency (OHFA)

Re: **Experience and Capacity Standards - Frequently Asked Questions (FAQ)**

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### FAQ Background

The following is a summary of questions received regarding the Low-Income Housing Tax Credit (LIHTC) Developer Experience and Capacity Standards. Combined with similar questions from various individuals, questions were edited for style and removal of identifying details. The answers posted herein clarify and modify the guidelines and will be considered during the program round.

### Workbook Submission

**Q: The guidance within the QAP and Experience and Capacity Standards, states each entity/member of a Development Team, as identified in the submitted project's Affordable Housing Funding Application (AHFA), must be evaluated and approved for Experience and Capacity independently. However, the Experience and Capacity Workbook only allows a single entity/member to be entered. How do the other entities/members get evaluated and approved?**

A: Each entity/member of the Development Team must *individually* complete and submit the Experience and Capacity Workbook – along with required documentation. If applying for Affordable Assisted Living (AAL), the management company/operator and Medicaid services provider must also submit *individually* for Experience and Capacity.

**Q: What options should be chosen to properly submit this on the FTS website? Does OHFA have a file naming convention for this submission?**

A: Step1: Log in to the FTS site, and select “Experience and Capacity” from the drop down menu  
Step 2: Select the file you wish to upload  
Step 3: For [Project Name], enter the name of the entity ; and for [Project Type] select “Experience and Capacity” from the drop down menu

See example below

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**Step 1: Select the Round Type**

Round Type:

**Step 2: "Select" a file from disk**

**Step 3: Enter the project name and select the round and application types. (Only letters A thru Z and numbers 0 thru 9 are allowed. Others will be removed.)**

Project Name:

Application Type:

**Step 4: Click "Validate File"**

## Lien and Litigation

**Q: Please clarify the requirements for Lien and Litigation Reports?**

A: OHFA has revised this policy. No lien and litigation will be due with the Experience and Capacity submission. Lien and Litigation reports for the county in which the project is located, the state of Ohio and any federal courts must be submitted with the application; proposal and final.