# Experience and Capacity Standards

## Exception Request Form

The Ohio Housing Finance Agency (OHFA) will review and approve the Experience and Capacity of an entity each calendar year, prior to the entity submitting a Low-Income Housing Tax Credit (LIHTC) program application. Exceptions to the Experience and Capacity Standards must be requested through this Exception Request Form and are considered on a case-by-case basis with compelling justification.

## Instructions

For Experience and Capacity, all exception requests, must be submitted to [4percentcomments@ohiohome.org](mailto:4percentcomments@ohiohome.org) and [QAP@ohiohome.org](mailto:QAP@ohiohome.org). All exception requests will be reviewed for experience and capacity and a recommendation will be presented to the Director of Multifamily Housing or Senior Housing Director. If approved by the Director of Multifamily Housing, the entity may proceed with submitting an application. If denied by the Director of Multifamily Housing or Senior Housing Director, the entity will have the ability to appeal to the OHFA Board.

When evaluating an exception request to submit more applications in Ohio, OHFA will consider the entities’ demonstrated knowledge of OHFA’s policies and program requirements, the entities’ responsiveness, and performance with Ohio applications/projects.

If the exception request is to exceed the annual limit of an open-cycle program, the request may not be submitted until each of applications have successfully moved through the approval process for all OHFA funding sources, received a reservation of credits, and paid all fees, including the Housing Credit Reservation Fee.

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| --- | --- |
| Date |  |
| Entity |  |
| Entity Contact Name |  |
| Entity Contact Email |  |
| Entity Contact Address |  |
| Entity Contact Phone |  |

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| Exception Request Justification |
| * Detail the exception the entity is seeking from the Experience and Capacity Standards. * Describe your justification for requesting the exception. Be as specific as possible and describe what actions you will take to best further the intent of the requirement. * Provide supporting documentation as necessary to justify your request. |
| Exception from the Experience and Capacity Standards  Detail here…  Justification for Request to the Exception  Detail here…  Supporting Documentation  Detail here and/or attach…  y |