

**Ohio Housing Finance Agency
2007 Qualified Allocation Plan
Experience & Capacity Review Guidelines**

Applications for the Experience & Capacity Review portion of the 2007 Housing Credit Program must be submitted to the Ohio Housing Finance Agency (OHFA) by Thursday, November 2, 2006. Any organization that wishes to apply for Housing Credits in the competitive round in 2007 as a General Partner or Developer must submit their credentials by this deadline.

The following items must be submitted for OHFA to conduct the Experience & Capacity Review:

1. A brief narrative describing the experience of the organization with regard to development of subsidized affordable housing. This should include the number of projects and units completed and placed into service; the types of housing developed (i.e. new construction, rehab, single-family, multifamily); populations served by the housing (i.e. seniors, families, etc.); and geographic areas where developments are located. Identities of interest with any other organization that may apply in 2007 must also be disclosed.
2. A summary of all projects under construction, including their present status and expected completion date.
3. Resumes of key development staff within the organization, focusing on their affordable housing development experience.
4. A copy of the most recently available financial statement for the organization that includes current assets, liabilities and cash flow.

OHFA will consider the following criteria when making determinations under this portion of the review:

- The affordable housing development experience of both the organization and its key staff members using OHFA and other government-funded programs.
- The development capacity of the organization to complete construction of all current projects on time and within program requirements and application commitments.
- The financial capacity of the organization to ensure that construction will be completed on time and that work will be guaranteed for quality.

Please note that OHFA will communicate openly with all applicants during the review process and may request clarifications or additional information at any time. The contact person(s) for the organization must therefore be available for such requests throughout the review process.

Please attach the following transmittal page to your submission so that we have accurate contact information for your organization.

**Ohio Housing Finance Agency
Experience & Capacity Review for the 2007 Housing Credit Program
TRANSMITTAL PAGE**

Any organization that wishes to apply for Housing Credits in the competitive round in 2007 as a General Partner or Developer must submit their credentials to OHFA by November 2, 2006. Please complete the information on this page, attach all required supporting documentation, and have an authorized representative sign in the space below.

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Web Site Address: _____

Primary Contact Person: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Secondary Contact Person: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Documentation:

1. A brief narrative describing the experience of the organization with regard to development of subsidized affordable housing.
2. A summary of all projects under construction, including their present status and expected completion date.
3. Resumes of key development staff within the organization, focusing on their affordable housing development experience.

The undersigned representative of the above named organization hereby certifies that, to the best of their knowledge, all information submitted for the Experience & Capacity Review is a complete and accurate representation of the activities of their organization.

Name of Representative: _____

Title of Representative: _____

Signature: _____ Date: _____