



~~2020~~2022 - ~~2021~~2023

Qualified Allocation Plan

~~2021~~2022 Technical Revisions

CONTENTS

- Contents..... 2
- I. General Overview & Requirements 4
 - A. Modification and Interpretation 4
 - B. Application Process – Competitive HTC 6
 - C. Contact Information..... 7
 - D. 20222023 Program Calendar: Competitive HTC 7
 - 20222023 Program Calendar: Non-Competitive (4%) HTC 9
 - 20222023 Fee Schedule 9
- II. HTC Requirements 10
 - A. Document Submission Requirements 10
 - B. HTC Programmatic Requirements & Oversight 27
 - C. Developer Costs and Fees..... 35
 - D. 6-2-6: Contractor Cost Limits 37
 - E. Basis Boost Policy..... 37
 - H. Limits on Housing Credit Gap Financing Funds..... 37
- III. Housing Policy Pools and county limits – Competitive htc 39
 - A. New Affordability 39
 - B. Preserved Affordability 42
 - C. Service Enriched Housing..... 43
 - D. Strategic Initiatives 45
 - E. County Limits 45
- F. Geographic Definitions 4545
- Competitive Criteria 51
 - New Affordability 51
 - Preserved Affordability 72
 - Service Enriched Housing 80
 - Single Family Development..... 85
- Post-Award and Project Administration 91
 - Binding Reservation Agreement..... 91
 - Waiting List..... 91
 - Development Next Steps and Debriefing Meetings..... 91
 - Pre-Placed in Service Property, Ownership, and/or Management Changes..... 91
 - Special Allocation 92
 - Placed-in-Service Relief..... 92
 - Carryover Allocation for 9% HTC 93
 - 42m Letter of Eligibility for 4% HTC 93
 - Gross Rent Floor Election 94
 - Quarterly Construction Monitoring Reports 94
 - Development Completion Stage / 8609 Request 94
- Training and Technical Assistance 96
 - Introduction..... 96
 - Compliance Next Steps Process..... 96
 - Trainings and Course Offerings 96
 - Onboarding and Relationship Building Program 97
- Program Compliance 97
 - Introduction..... 97
 - Monitoring Requirements and Process 98
 - Annual Owner Certification Requirements 100
 - Property, Ownership, and/or Management Changes 102

Domestic Violence Protection and Prevention	102
Violence Against Women Act Ongoing Compliance	103
Fair Housing Requirements.....	103
Affirmative Fair Housing Marketing Plans	103
Compliance Fee	104
Asset Management.....	104
Requirements for LIHTC Projects	104
Requirements for Projects with HOME or NHTF Funding.....	104
Housing Credit Gap Financing.....	106
HCGF Overview	106
HCGF Eligibility	107
HCGF Financing Terms	108
HCGF Project Requirements.....	109
HCGF Post Award.....	113
Appendix A: Fee Schedule	115
Appendix B(1): Submission Requirements – Competitive HTC	116
Appendix B(2): Submission Requirements – Non-Competitive HTC only	117
Appendix B(3): Submission Requirements – FHAct50 Building Opportunity Fund.....	118
Appendix C: Experience & Capacity Characteristics	118
Minimum Eligibility Requirements – 4% HTC.....	119
Minimum Eligibility Requirements – 9% HTC.....	119
Experience & Capacity Review	119
Appendix D: Universal Design Components.....	122
Appendix E: OHPO Preliminary Determination of Listing	125
Appendix F: Tiebreaker #1 Composite Formula	125

I. GENERAL OVERVIEW & REQUIREMENTS

PURPOSE

The Housing Tax Credit (HTC) program, ~~also known as the Low Income Housing Tax Credit or LIHTC program, is a federal tax incentive designed to increase the supply of quality affordable rental housing. Created through the Tax Reform Act of 1986 and governed by Section 42 of the Internal Revenue Code (IRC), the HTC program assists with the financing of development costs for eligible rental housing projects involving new construction, rehabilitation, or acquisition with rehabilitation. As the allocating agency for the HTC program in the State of Ohio, the Ohio Housing Finance Agency (OHFA) has facilitated the development of more than 140,000 affordable rental units since 1987.~~

~~Section 42 requires that state allocating agencies developed a Qualified Allocation Plan (QAP) for the distribution of HTC within its jurisdiction. The QAP describes policies and procedures for the allocation of HTC to affordable rental housing developments that address state housing needs and priorities.~~

A. MODIFICATION AND INTERPRETATION

~~To comply with all Section 42 and other program requirements, OHFA recommends that applicants seek experienced legal and accounting advice. Additionally, many terms used in the QAP are defined in Section 42 or in related IRS regulations. Applicants should refer to these materials for their proper interpretation. The OHFA's actions, determinations, decisions, or other rulings made by OHFA pursuant to this QAP shall are not ~~be construed to be~~ a representation or warranty by OHFA as to a development's compliance with applicable legal requirements, the feasibility or viability of any development, or of any other matter whatsoever.~~

The QAP is subject to modification pending developments in federal, state, and OHFA policy. OHFA makes no representation that underwriting or competitive decisions from a prior year will be determinative in future application rounds. Identical year-over-year submissions may receive differing treatment, with or without notice to an applicant, due to new insights gained during prior review periods, shifts in policy, the need for consistent in-year interpretation, increased applicant competition, or any other reason OHFA deems necessary.

OHFA will clarify and issue responses to commonly posed questions regarding the QAP through a Frequently Asked Questions (FAQ) document that will be posted on the [OHFA website](#). The FAQ, as well as the OHFA Multifamily Underwriting Guidelines, Design and Architectural Standards, and Affordable Housing Funding Application (AHFA) are specifically incorporated herein and binding on all applicants. Notwithstanding the foregoing, errors and omissions in the AHFA are not binding on OHFA and do not modify the QAP.

The allocation of HTCs is made at the sole discretion of OHFA. OHFA ~~reserves the right to will~~ resolve all conflicts, inconsistencies, or ambiguities, if any, in this QAP or which may arise in administering, operating, or managing the reservation and allocation of tax credits. This includes the interpretation of requirements and guidelines and the determination of a development meeting the intent of those requirements and guidelines. OHFA ~~further reserves the right to may~~ modify or waive, on a case-by-case basis, any provision of this QAP that is not required by law. All such modifications or waivers are subject to written approval by the Executive Director, Chief Operating Officer, or Director of Multifamily Housing.

~~OHIO HOUSING NEEDS AND PRIORITIES~~

~~OHFA's Office of Housing Policy develops an Annual Plan that addresses Ohio's housing needs on a yearly basis, in compliance with ORC 175.04 of the Ohio Revised Code. The annual planning process uses a Housing Needs Assessment (HNA), guidance from internal and external stakeholders, and public feedback to identify needs throughout the state and agency. The Annual Plan outlines the strategic priorities and goals for OHFA's work, in response to these needs.~~

~~As part of OHFA's Annual Plan, the HNA uses a wide range of state data to identify the scale and scope of the state's housing challenges. The HNA evaluates Ohio's current housing landscape to gauge housing needs, identify gaps, and highlight key trends. Findings from the HNA inform OHFA's programmatic and policy decisions throughout the year, including the QAP. As such, many items in the 20202022 2021 2023 QAP can be tied back to the findings of the FY20 HNA.~~

~~Additionally, strategic priorities as outlined in the Annual Plan are also reflected in the 20202022 2021 2023 QAP, including:~~

- ~~▪ Expand and preserve affordable housing opportunities through the continued development and administration of OHFA's core programs.~~
- ~~▪ Focus efforts on customer driven, sustainable multi-sector solutions to promote public health, welfare, and prosperity of the people of the state through the production and preservation of affordable housing.~~

~~FAIR HOUSING REQUIREMENTS~~

~~The owner shall comply and ensure the project complies with all requirements of the federal Fair Housing Act, Ohio Revised Code Section 4112, and local fair housing requirements, as each may be amended. The owner shall itself ensure and shall ensure the project does not discriminate, as defined by 42 U.S.C. 3604, against any person because of sexual orientation or gender identity or expression. Also see the Quid Pro Quo and Hostile Environment Harassment and Liability for Discriminatory Housing Practices under the Fair Housing Act final rule from HUD. Additionally, OHFA directly and affirmatively seeks to promote the Olmstead and ADA integration principles through its policies and developments it provides funding for.~~

~~DOMESTIC VIOLENCE PROTECTION AND PREVENTION~~

~~In conformity with the Violence Against Women's Act (VAWA) of 2013, an applicant for or tenant of housing assisted under the HTC program, or any affiliated individual thereof, may not be denied admission, denied assistance, terminated or evicted from the housing on the basis that they are a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant, tenant, or affiliated individual otherwise qualifies for admission, assistance, participation, or occupancy. Every resident and applicant must be provided a Notice of Occupancy Rights when admitted as a tenant, denied admission, denied assistance, or being terminated/evicted.~~

~~An incident of domestic violence, dating violence, sexual assault, or stalking shall not be considered a lease violation by the victim, nor shall it be considered good cause for an eviction of the victim. If a tenant or affiliated individual who is a victim requests an early lease termination, lease bifurcation from the abuser, or transfer to another unit because she/he is in danger, the owner/manager shall make every effort to comply with the request and shall not penalize the tenant.~~

~~Each owner/manager shall have an emergency transfer plan for victims seeking safety, which incorporates reasonable confidentiality measures to ensure that the owner or manager does not disclose the location of the dwelling unit of a tenant to a person that commits an act of violence or stalking against the tenant. Be advised that an emergency transfer plan incorporates many features in addition to a transfer plan, since an emergency transfer often may not be possible.~~

~~An owner/manager may request documentation from a victim before these protections are triggered. If the owner/manager requests documentation, the applicant, tenant, or affiliated individual may provide any one of the following documents and owner/manager shall accept it as adequate documentation: a letter or form signed by the victim, including HUD's Self-Certification Form 5382; a letter signed by a domestic violence service provider, attorney, or medical/mental health professional who assisted the victim; a police report; or a court or administrative record. This submission shall be confidential as defined in 81 FR 80724, 24 CFR §5.2007(C). Owners/managers shall also comply with all court orders.~~

~~All guidance related to complying with VAWA at OHFA funded properties can be found on the [OHFA Compliance Policies webpage](#).~~

B. APPLICATION PROCESS – COMPETITIVE HTC

~~All applications to the HTC program must meet all requirements set forth in Section 42 of the IRC, as amended, and all relevant U.S. Department of Treasury regulations, notices, and rulings. The following process helps ensure these requirements are satisfied:~~

1. **Pre-Application Meeting (optional).** Applicant may request a pre-application meeting with OHFA [according to the dates listed in the Program Calendar](#) in the following circumstances:
 - a. Developer has not worked with OHFA in the past; or
 - b. The proposed project is unique and the development team needs specific guidance on submitting the application; ~~and~~
 - c. ~~The meeting is requested and held according to the dates listed in the [Program Calendar](#).~~
2. **Development Team Pre-Approval Process.** Applicant submits an Experience & Capacity pre-approval form to OHFA as outlined in the Document Submission Requirements for [Development Team Experience & Capacity Review](#), ~~and OHFA receives it~~ by the date listed in the [Program Calendar](#).
3. **Development Team Pre-Approval Review.** OHFA reviews pre-approval submissions and notifies applicants of their ability to move forward with the development team as proposed or of any deficiencies to be resolved.
4. **Proposal Application Submission.** Applicant submits a proposal application in accordance with the document submission requirements ~~identified in the QAP and the AHFA, and OHFA receives it~~ by the date listed in the [Program Calendar](#).
5. **Proposal Review.** ~~OHFA reviews proposals for eligibility, ability to proceed, and compliance with IRS requirements. Concurrently, OHFA evaluates proposals for financial feasibility and conducts a competitive scoring review.~~ OHFA notifies applicants of deficiencies during the review process and provides one week to clarify. Apart from this clarification period or in response to specific request for information from OHFA, applicants may not communicate with OHFA Office of Multifamily Housing staff ~~in~~ regard~~ing~~s ~~to~~ their application during this time.
6. **Pre- or Post-Award Site Visit.** OHFA may conduct a site review ~~to confirm the~~

~~suitability of a prospective site for the proposed use. If a site is deemed unsuitable based on the site review, OHFA will and may~~ remove the application from further consideration.

7. **Announcement of HTC Awards.** OHFA announces award recipients on its website and by phone and/or in writing. ~~Applicants may schedule a meeting with OHFA to plan next steps.~~
8. **Final Application Submission.** Applicants must submit a final and complete application, including all supporting documentation, by the deadline shown in the [Program Calendar](#).

C. CONTACT INFORMATION

Questions regarding the QAP or HTC application process may be directed to QAP@ohiohome.org. General contact information for OHFA is as follows:

Ohio Housing Finance Agency
 Office of Multifamily Housing, Development Division
 57 E. Main Street
 Columbus, Ohio 43215
 888.362.6432
www.ohiohome.org

D. ~~2021~~~~2022~~~~2022~~~~2023~~ PROGRAM CALENDAR: COMPETITIVE HTC

Deadlines reflected in the following program calendar ~~apply to the Competitive HTC application process and~~ are subject to change based on the quantity of applications received and other conditions outside OHFA's control.

Dates	Applicant	OHFA
Oct. 30 2021 2021 2022 2020 2021 2021 2022	Deadline for submission of CHDO Certification Pre-Application	
Nov. 2020 2021 2021 2022		Application materials posted to the OHFA website
Nov. 2020 2021 2021 2022		HTC training – details will be posted on the OHFA website
Dec. 1, 2020 2021 2021 2022	Last day to request a pre-application meeting	
Dec. 43, 2020 2021 2021 2022	Deadline to request approval for a Part 1 from the State Historic Preservation Office ⁴ for historic tax credits (applicants seeking a Preliminary Determination the Part 1 utilizing the Checklist provided in Appendix E)	
Dec. 11 10, 2020 2021 2021 2022		Decisions issued for CHDO Certification Pre-Application

⁴~~Applicants seeking a Preliminary Determination of Listing from the State Historic Preservation Office should complete the Part 1 Evaluation of Significance application, utilizing the Checklist provided in Appendix E.~~

Dec. 14¹⁷, 2020<u>2021</u>2021<u>2022</u>	Last day pre-application meetings will be held	Last day pre-application meetings will be held
Jan. 4⁷, 2021<u>2022</u>2022<u>2023</u>	Last day Development Team Pre-Approval forms may be submitted	
Jan. 15¹⁴, 2021<u>2022</u>2022<u>2023</u>	Deadline to submit FAQ	
	Recommended deadline to commission market studies	
	Deadline to submit Exception Requests (program exceptions only)	
Jan. 22²¹, 2021<u>2022</u>2022<u>2023</u>		Last date by which Development Team Pre-Approvals will be issued
Feb. 5⁴, 2021<u>2022</u>2022<u>2023</u>		Decisions issued for Exception Requests
Feb. 11¹⁰, 2021<u>2022</u>2022<u>2023</u>	Deadline to submit proposal applications, due no later than 5:00 p.m. ET	Consideration of public comments begins
Feb. 22, 2021<u>2022</u>2022<u>2023</u>		Proposal summaries posted to the OHFA website
		Competitive scoring, underwriting, and select site visits ² begin
April 2¹, 2021<u>2022</u>2022<u>2023</u>		Site visits conclude
Apr. 5⁴, 2021<u>2022</u>2022<u>2023</u>		Notice of preliminary scores and underwriting issues sent to applicants
		Consideration of public comments ends
Apr. 12¹¹, 2021<u>2022</u>2022<u>2023</u>	Deadline to respond to preliminary scores and underwriting issues	
May 19¹⁸, 2021<u>2022</u>2022<u>2023</u>		Final results of competitive scoring released and presented to the OHFA Board of Directors
May 24²⁰, 2021<u>2022</u>2022<u>2023</u>		Binding reservation agreements and notice of threshold deficiencies issued
May 25, 2021<u>2022</u>2022<u>2023</u>	Development Next Steps meetings begin	Development Next Steps meetings begin; Site visits begin
June 11¹⁰, 2021<u>2022</u>2022<u>2023</u>	Deadline to return binding reservation agreements	OHFA begins scheduling Debrief Meetings
	Deadline to submit all cures for threshold deficiencies	
July 30²⁹, 2021<u>2022</u>2022<u>2023</u>	Development Next Steps and debrief meetings conclude	Development Next Steps and debrief meetings conclude

² Site visits for Preserved Affordability projects will be conducted during proposal application review. Site visits for all other projects, if awarded, will be conducted after binding reservation agreements are issued.

Sept. 23, 2021 <u>2022</u> 2022 <u>2023</u>	Deadline to submit final applications, due no later than 5:00 p.m. ET	
Dec. 109, 2021 <u>2022</u> 2022 <u>2023</u>		Final date for issuance of carryover agreements

~~2021~~2022~~2022~~2023 PROGRAM CALENDAR: NON-COMPETITIVE (4%) HTC

Application windows reflected in the following program calendar apply to the [Non-Competitive HTC application process](#) (for projects seeking 4% HTC *without* OHFA gap financing only) and are subject to change based on the quantity of applications received. Applicants submitting an application for a reservation of Non-Competitive HTCs must also refer to the [Multifamily Bond program guidelines](#) for other requirements, where applicable.

Applicants ~~are required to~~ must contact OHFA 45 days in advance of submitting an application to schedule a pre-application meeting. OHFA, ~~at its discretion,~~ may choose to waive the meeting, ~~but the notification is still required.~~

Dates	Applicant
January 43-87, 2021 <u>2022</u> 2022 <u>2023</u>	Applications due no later than 5:00 p.m. ET on January 8
April 54-98, 2021 <u>2022</u> 2022 <u>2023</u>	Applications due no later than 5:00 p.m. ET on April 9
July 54-98, 2021 <u>2022</u> 2022 <u>2023</u>	Applications due no later than 5:00 p.m. ET on July 9
October 43-87, 2021 <u>2022</u> 2022 <u>2023</u>	Applications due no later than 5:00 p.m. ET on October 8

~~2021~~ PROGRAM CALENDAR: ~~FHAct50~~ BUILDING OPPORTUNITY FUND

~~The application window reflected in the following program calendar applies only to applications submitted for HTC funding through the [FHAct50 Building Opportunity Fund \(FHAct50\)](#). This calendar is subject to change. Applicants submitting an application through FHAct50 must refer to the applicable QAP of the year in which the application will be submitted for all applicable requirements.~~

~~2021~~2022~~2022~~2023 FEE SCHEDULE

OHFA will assess fees as ~~further~~ described in ~~the current fee schedule, subject to change, and attached for reference~~ in [Appendix A](#). Fees may ~~be increased or modified~~ change without QAP amendment.

II. HTC REQUIREMENTS

The following ~~sections describe the documentation, general policy, and any other requirements applicable to the HTC program. These~~ requirements apply to all projects utilizing Competitive or Non-Competitive HTC, alone or in conjunction with other OHFA funding, unless otherwise specified. OHFA will consider E~~exceptions will only be considered~~ where specifically noted.

A. DOCUMENT SUBMISSION REQUIREMENTS

All proposal and final application submissions must include a completed ~~Affordable Housing Financing Application (AHFA)~~ and all supporting documentation required ~~for the specific funding being requested as outlined below, in the respective AHFA, and in Appendix B.~~

~~The AHFA must be submitted with both proposal and final application submissions. The AHFA and all supporting documentation must be submitted~~ on a compact disc, ~~organized and formatted~~ according to the specified instructions and index ~~specified in the AHFA.~~

The AHFA must include S supporting documentation ~~must be provided~~ for all competitive scoring criteria ~~and shall be limited up to a maximum of 25 pages per competitive criterion section, (excluding specified, mandatory documents (Revitalization Plan, Tenant Selection Plan, and Supportive Services Plan).~~ with R relevant portions of the supporting documents ~~must be~~ highlighted and annotated.

~~In addition to the supporting documentation required for competitive scoring criteria, the below~~ The documentation below is also required at one or more of the following development stages ~~noted as follows:~~

- P = Proposal Application
- F = Final Application
- S = Application Submission
- 8609 = Request for IRS Form 8609

1. Appraisal

Competitive HTC			Non-Comp. HTC		BGF			FHAet50	
P	F	8609	S	8609	P	F	8609	S	8609

~~The a~~Applications s shall must include an as-is appraisal for all development site(s) ~~represented in the application. Appraisals must which~~ complies with all Appraisal Requirements ~~as outlined in the OHFA Multifamily Underwriting Guidelines. An appraisal is not required if the both of the following conditions are met: (1) applicant is not seeking HDAP funds, and (2) applicant is not including any acquisition costs in eligible basis.~~

2. Architectural Plans and Design & Construction Features Form

Competitive HTC			Non-Comp. HTC		BGF			FHAet50	
P	F	8609	S	8609	P	F	8609	S	8609

Applications must include A architectural plans ~~must be submitted for all development site(s)~~ in

accordance with ~~the Preliminary and Final Architectural Submission Requirements as outlined in the Design & Architectural Standards. A~~ and a completed Design & Construction Features Form (DCFF), including Construction Certification, ~~must also be submitted. Architectural plans must be approved by the OHFA Architect in accordance with the requirements set forth in the Design & Architectural Standards.~~

Non-Competitive HTC only: OHFA may allow additional time for Non-Competitive HTC developments to submit 80% complete architectural plans and specifications. ~~However, a~~ A review period of at least 60 days is necessary between the submission of 80% plans and the issuance of a 42m Letter of Eligibility.

~~**Scattered Site Developments:** For scattered site developments, the architectural plans must encompass all sites that are under control at proposal application.~~

3. Authorization to Release Tax Information

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
<u>P</u>	F	8609	<u>S</u>	8609	<u>P</u>	F	8609	<u>S</u>	<u>8609</u>

~~The a~~ Applications shall must include a completed Authorization to Release Tax Information Form for the parent company of each member of the ownership entity, and if applicable, the parent company of the HDAP recipient. ~~OHFA will use this information to determine if an entity with ownership interest in the development has outstanding tax liens with the State of Ohio. Applicants are strongly encouraged to reference the Instructions for completing the form prior to completing and submitting it to OHFA.~~

4. Community Outreach Plan

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	<u>F</u>	8609	<u>S</u>	8609	P	<u>F</u>	8609	<u>S</u>	<u>8609</u>

~~The a~~ Applications shall must include a community outreach plan, ~~and~~ documentation or other evidence that it was completed prior to submission. ~~The community outreach plan and its exhibits, must include and~~ the following, ~~clearly labeled~~ components:

- **List of Stakeholders Notified.** ~~Stakeholders notified m~~ May include but are not limited to residents, businesses, local elected officials, police and fire departments, community development corporations, and/or nonprofit community organizations.
- **Stakeholders Notification Method.** ~~OHFA recommends the notification method~~ May include posting notices in libraries or other public spaces where residents or potential residents may frequent, public meetings, design charrettes, and/or notices in local papers and social media. Outreach notifications need not identify the population proposed to be served; ~~however, OHFA encourages as much transparency in the outreach process as is practicable.~~
- **Copies of all Materials.** ~~The applicant shall provide copies of written notices~~ placed or published, presentations or meeting materials, including any sign-in sheets from any public meetings, and support or opposition letters from community groups or contacts established through the outreach process.
- **Description of Stakeholder Feedback & Developer Response.** ~~Applicant shall provide a summary of the feedback received, a description of how stakeholder feedback~~

~~was analyzed and if and how it was incorporated into project plans.~~

~~OHFA strongly encourages applicants to complete community outreach prior to submitting a proposal application. See the Public Notification section for additional requirements regarding public official engagement.~~

5. Conditional Financial Commitments

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

~~The a~~Applications ~~shall~~ must include financial commitment documentation for all non-OHFA permanent and construction sources of debt and equity, ~~including plus~~ any project-based rental subsidies, ~~specific to the project. This includes both permanent and construction sources.~~

Proposal Application: Financial commitments must be evidenced by a conditional commitment, letter of interest for construction and/or permanent financing, or term sheet specific to the project indicating the following:

- ~~L~~oan or grant amount;
- ~~L~~oan term; and
- ~~I~~nterest rate.

Conditional equity commitment letters are ~~strongly encouraged, but~~ not required, at proposal application. ~~They must be submitted no later than final application.~~

~~If a loan or grant was applied for or will be applied for~~ For any sources from a competitive or contingent source (e.g. city or county HOME funds, Federal Home Loan Bank), the applicant must provide either

- a letter or other documentation from the funder detailing when the funding round will be open, the maximum awards available, and when funding decisions will be released. ~~or~~
- ~~Alternatively, the applicant may provide~~ a conditional commitment letter from the funding entity stating that funding the minimum amount of funding it will be provided to the project upon successful completion of regulatory reviews and funding availability. The letter must specify the minimum amount of funding that will be provided to the project.

Applicants must provide evidence of an alternative plan to fill the funding gap if unsuccessful ~~in any non-OHFA competitive funding program.~~

Final Application: Financial commitments must be evidenced by a ~~conditional~~ commitment letter, ~~or other acceptable documentation in lieu of a commitment. All commitment letters must~~ indicating the following:

- ~~L~~oan or grant amount;
- ~~L~~oan term and amortization schedule/term (and/or payment requirements);
- ~~I~~nterest rate;
- ~~F~~ees associated with the loan or grant;
- ~~R~~eserve requirements; and
- ~~L~~ien position of the loan; ~~and~~
- ~~Acknowledgement by the lender or allocating entity that the project seeking financial support has received at least a preliminary review and meets the requirements of the lender or funders, conditional upon a final underwrite.~~

Conditional equity commitment letters are required.

~~If a loan or grant was applied for or will be applied for from a competitive or contingent source (e.g., city or county HOME funds, Federal Home Loan Bank), the commitment letter must also acknowledge funds were applied for or verify that a funding round is approaching. The letter should detail the amount of funds requested and the timing for funding decisions. Applicants must provide evidence of an alternative plan to fill the funding gap if unsuccessful in any non-OHFA competitive funding program.~~

~~If an existing loan will be assumed or restructured, t~~The applicant will must provide supporting documentation detailing the terms and conditions of any assumed or restructured debt including the current outstanding balance.

OHFA may request additional information to support any credit or equity pricing ~~that does not align with current market rates. For all equity prices significantly above or below the pool average, if sufficient reasoning is not provided for the price, OHFA reserves the right to~~ and may underwrite to the pool equity pricing average.

6. Condominimized Space Description

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

If any portion of the development will be condominimized, the application shall must include a brief description of the governing agreement ~~that may include, but is not limited to,~~ (costs and maintenance of common space, parking availability, air rights, default remedies, commercial uses, and tenant selection). ~~The condominimized space will be evidenced in the AHFA.~~

7. Development Team Consultant Statement

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

~~If a development consultant is part of the project, t~~The application shall must include a statement regarding ~~the any~~ development consultant(s) describing that includes:

- ~~▪ Their credentials and development experience;~~
- Their role in the project;
- Scope of their authority to negotiate for and bind the development team; and
- A summary of all projects they are currently advising and the scope of those agreements.

For the purposes of this section, development consultants include any person or entity providing professional advice or assistance with the preparation of an application to the HTC program, but do not include syndicators.

~~Development consultants will be subject to the Development Team Experience and Capacity review. Consultants may not be the only source of team experience.~~ OHFA may consider consultants co-developers and hold them responsible for the overall success of the development ~~depending on their level of contribution to the project.~~

8. Development Team Experience and Capacity Review

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

OHFA will evaluate the experience and capacity of the development team, including General Partners, developers, and development consultants at proposal application for Competitive HTC and BGF projects, and at final application for Non-Competitive HTC and FHAct50 projects. OHFA will evaluate Management companies will be evaluated at final application for all project types.

Appendix C: Experience & Capacity Characteristics outlines the minimum eligibility and evaluation criteria ~~that must be met in order to apply for HTC, as well as the criteria that will be used to evaluate the development team.~~ Consultants may not be the only source of team experience.

For Competitive HTC only, ~~all~~ ALL development teams ~~are required to~~ must receive pre-approval from OHFA ~~in order to~~ submit a proposal application. OHFA will accept completed forms on or before January 4, 2022 issue and issue approvals no later than January 24, 2022. A Development Team Pre-Approval form will be made available on the OHFA website no later than September 30, 2020. Completed forms will be accepted by OHFA on or before January 4, 2021. Approvals will be made on a rolling basis and will be issued no later than January 22, 2021. Applicants are encouraged to submit the pre-approval form early in the process.

Submission Requirements:

- Completed Experience and Capacity tab in the AHFA;
- Resumes for all staff members of the development team;
- Organizational charts that show the structure of the ownership entity, General Partners, development team, and consultants and the relationships and ranks of all relevant positions;
- Narratives describing development experience and work performed for each staff member of the development team;
- Any changes to the developer's staff that have occurred since the last HTC application round in which they competed; ~~and~~
- ~~Financial documentation* (if applicable).*~~ For General Partners that haven't placed into service a project in Ohio within the last five years, ~~must submit financial documentation. The submission will be for the previous four years of for the General Partners (or for the parent companies if the General Partners are new entities).~~ The required documents include:
 - ~~I~~ independently-prepared audited financial statements (if available);
 - ~~I~~ internally-prepared annual balance sheets including changes in owners' capital and statement of cash flow ending on the last day of each year;
 - ~~I~~ internally-prepared annual income statements ending on the last day of each year; and
 - ~~a~~ A current Internally-prepared accounts payable aging report.

The above will be for the parent companies if the General Partners are new entities.

Applicants must disclose ~~C~~ changes to any development team between the proposal and final application ~~must be disclosed.~~ OHFA may disqualify Projects applications that do not maintain

the core competency and experience necessary to successfully develop and manage a project ~~will be removed from eligibility.~~

CHDOs only: ~~If a~~ Any member intendings to become certified as a CHDO during the initial application phase, must submit documentation ~~which indicatinges that~~ the CHDO will maintains effective development control; ~~during the development process. Effective development control is demonstrated when the CHDO~~ is the sole General Partner of the development and ~~the CHDO~~ will make the key decisions regarding the selection, financing, improvement, management, and disposition of the development.

OHFA may request additional information to evaluate experience and capacity ~~as it determines may be necessary.~~

9. Evidence of Site Control

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

The application (proposal for Competitive HTC) ~~shall~~ must include:

- If the ~~current owner is a~~ General Partner or limited partner ~~in the development~~ owns the real estate, copies of the executed and recorded deed(s); or
- If the current owner is not a General Partner or limited partner ~~in the development~~, then ~~other evidence of site control, including but not limited to:~~
 - Aa purchase contract or option;
 - Aa ground lease contract or option; or
 - Dd documentation from the local government/land bank regarding the transfer of property.
 - If parcels will be acquired from a city land bank, ~~acceptable documentation includes:~~ Aa copy of the final city council resolution, city council ordinance, letter from a board of control or designated official, or contingent purchase agreement approving the legal description and transfer of all applicable sites ~~will also be accepted.~~
 - If parcels will be acquired from a county land bank, ~~acceptable documentation includes:~~ Aa letter from the board of control or a designated official approving the transfer of all applicable sites.

~~With respect to o~~ Option agreements, ~~the application~~ must include evidence of the agreement to purchase the property within a specified time period.

Any ground lease ~~contract~~ must be for a minimum term of 35 years. ~~Any lease option must specify a minimum lease term of 35 years if option is exercised.~~ Evidence of site control may not expire until a reasonable period following the scheduled announcement date for Competitive HTC awards, or for Non-Competitive HTCs, at least 180 days from the date the application is submitted.

Any updates to site control documents ~~shall~~ must be submitted with the final application.

Scattered Site Developments: Competitive HTC scattered site developments must have at least 35 percent of the sites under control at the time of proposal application. OHFA ~~reserves the right to~~ may reduce eligible basis when issuing a Carryover Allocation Agreement if the

minimum site control percentage required at proposal application is not maintained. Non-Competitive HTC scattered site developments must have 100 percent of the sites under control at the time of application, including those seeking BGF.

10. Exception Requests

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

OHFA will consider ~~E~~ exceptions ~~will be considered~~ only for those items specifically allowed under this QAP and represented in the ~~OHFA~~ Exception Request Form. ~~Exception Requests must be submitted each year.~~ Any response issued applies exclusively to the year in which the application was submitted and cannot be used for future applications.

~~Program Exceptions:~~ For Competitive HTC ~~only~~, applicants must submit requests for exceptions to specific program requirements referenced in the QAP ~~must be submitted~~ in advance of the proposal application. All other requests are due ~~For Non-Competitive HTC, requests for exceptions to specific program requirements must be submitted~~ with the application.

~~Underwriting Exceptions:~~ For all HTC, ~~requests for exceptions to underwriting requirements must be submitted with the application.~~

11. Federal Tax Identification Number

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

The application ~~shall~~ must include ~~evidence that a~~ the ownership entity's Federal Tax Identification Number ~~(FTIN) has been obtained for the ownership entity.~~

12. Green Certification

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

All multifamily developments must obtain one of the energy efficiency or green building certifications as set forth in the Design & Architectural Standards, ~~as well as any additional commitments made for competitive consideration.~~

~~Applicant~~ The request for IRS Form 8609 must ~~submit~~ include evidence of final certification from a HERS rater, green building certification organization, or otherwise qualified and licensed professional as approved by OHFA, ~~at submission of the request for IRS Form 8609.~~

13. Housing Credit Gap Financing Application

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

Competitive HTC developments that will request Housing Credit Gap Financing (HCGF) ~~shall~~ must include a request in both the proposal and final applications that is consistent with the requirements outlined in the [Housing Credit Gap Financing](#) section ~~of this QAP. The HCGF application is contained within the AHFA.~~

14. Legal Description

Competitive HTC			Non-Comp. HTC		BGF			FHA t 50	
P	F	8609	S	8609	P	F	8609	S	8609

The application ~~shall~~ must include a legal description, street address, and permanent parcel number in Word format of each parcel that will be included in the development. ~~The description(s) shall include the street address and permanent parcel number of each parcel.~~

15. LIHTC Lease Addendum

Competitive HTC			Non-Comp. HTC		BGF			FHA t 50	
P	F	8609	S	8609	P	F	8609	S	8609

The application ~~shall~~ must include a written statement from the owner certifying that use of the LIHTC Lease Addendum will be included in all new leases and upon renewal of existing leases for all units, with the exception of those (other than units for which under a HUD model or USDA model lease) is used.

16. Limited Partnership Agreement

Competitive HTC			Non-Comp. HTC		BGF			FHA t 50	
P	F	8609	S	8609	P	F	8609	S	8609

Applicants must submit a copy of the Limited Partnership Agreement detailing the roles and responsibilities of each partner or entity at [request for IRS Form 8609](#).

17. List of Changes from Proposal Application

Competitive HTC			Non-Comp. HTC		BGF			FHA t 50	
P	F	8609	S	8609	P	F	8609	S	8609

The final application ~~shall~~ must include a description of any substantive changes made to the development represented in the proposal. ~~Substantive changes may include,~~ but are not limited to, changes in ownership or development team, design, construction or configuration, site(s) excluding scattered site developments, targeted populations including special needs populations, and any items affecting competitive scoring. OHFA must approve any Such changes may be permitted only at OHFA's discretion.

18. Management Company Capacity Review

Competitive HTC			Non-Comp. HTC		BGF			FHA t 50	
P	F	8609	S	8609	P	F	8609	S	8609

The application (final for Competitive HTC and BGF) ~~shall~~ must include a completed Management Company Capacity Review ~~tab in the final AHFA. At proposal application,~~ Competitive HTC and BGF applicants ~~must only~~ will identify only the management company at proposal application ~~in the AHFA.~~

19. Market Study

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

~~The a~~ Application s ~~shall~~ must include a market study conducted by an OHFA-approved market study professional updated or approved within 12 months of the application submission date. ~~Applicants should refer to the Market Study Standards as outlined in the OHFA Multifamily Underwriting Guidelines for additional requirements, and to the Program Calendar for applicable deadlines.~~

All multi-site developments ~~represented in the application~~ must be within the boundaries of a single Primary Market Area (PMA) ~~with two~~ other than the following exceptions:

- ~~▪ Scattered Site Service Enriched developments. OHFA will accept a scattered site market study in which a qualified~~ The market analyst determined that an entire county constitutes a single PMA. ~~Alternately, OHFA will permit s~~
- Scattered site Service Enriched developments that span multiple submarket areas if the Primary or Secondary Expert Recommendation Letter ~~clearly~~ specifies how supportive services will be provided in a manner that is accessible to all residents despite ~~the~~ being geographically dispersed ~~nature of the development.~~
- ~~Preserved Affordability projects being bundled. For p~~ P Proposals seeking to combine multiple existing developments into one project for financing purposes, ~~OHFA will accept Exception Requests to the single PMA requirement. The Exception Request must include with~~ an explanation of the Sponsor and Management Agent’s capacity to continue operating these properties under a single financing structure, ~~and (may include documentation from other government entities giving permission to combine projects) to accommodate institutional financing.~~

20. Multifamily Bond Financing Information

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

~~The a~~ Application ~~shall~~ must include a letter from the bond underwriter detailing

- the bond financing structure,
- cost of bond issuance and terms, ~~as well as a~~
- calendar outlining anticipated actions,
- responsible parties for closing the transaction, and
- the timeframe for approving OHFA-issued bonds (dates for inducement and final approval), and or
- For non-OHFA issued bonds, a preliminary or final bond resolution from the issuer and a letter from the bond underwriter identifying the anticipated interest rate, term, and amortization ~~parties for closing the transaction.~~

~~For non-OHFA issued bonds, the application must include a preliminary or final bond resolution from the issuer. In addition, a letter from the bond underwriter identifying the anticipated interest rate, term, and amortization of the bonds must be submitted.~~

OHFA may require a legal opinion stating that the development is eligible to receive an allocation of HTC's pursuant to IRC Section 42(h)(4).

21. Notification to ~~Statewide~~ Accessibility Groups (newly affordable units only)

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

Applicants proposing newly affordable units ~~shall~~ must notify all accessibility groups in the ~~same~~ county ~~as the development that accessible housing is being~~ of the proposed. ~~A list of accessibility groups is available on the OHFA website.~~

Applicants agree to accept referrals for prospective residents and consider design recommendations for the property. The application shall include copies of all correspondence between the applicant and accessibility groups ~~to show compliance with these requirements.~~

If requested by ~~the~~ an accessibility group, the applicant ~~shall~~ will provide the most current copy of the development's architectural plans prior to submitting the final application. ~~Accessibility groups may report noncompliance with this requirement to OHFA at QAP@ohiohome.org.~~

22. Ohio Housing Locator

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

~~Proof shall be submitted that the~~ Owners must list property ~~ies~~ was listed on the Ohio Housing Locator (or other equivalent substitute at OHFA's direction). ~~and N~~ new construction projects ~~must also be placed on the Lead-Safe Rental Registry hosted within the Ohio Housing Locator. The Owners are and/or property manager shall be~~ responsible for keeping the property listings current.

23. Phase I and II Environmental Site Assessments

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

~~The a~~ Application ~~shall~~ must include a Phase I Environmental Site Assessment (ESA) dated within 6 months prior to the application deadline for all sites ~~represented in the application. The Phase I ESA must be~~ completed in accordance with the most current ASTM Standard and include the following non-scope considerations ~~as described in the ASTM Standard~~: Asbestos-containing building materials; Radon; Lead-based paint; Lead-in-drinking-water; Wetlands; and Mold.

For scattered site projects not seeking HDAP funding, applicants may submit an Environmental Questionnaire for Scattered Site Projects ~~may be submitted~~ for each site at proposal application

in lieu of a full Phase I ESA for each site. A full The Phase I ESA for each site is still required to be submitted due at final application.

Competitive HTC and BGF only: Applicants may submit ~~If the a~~ Phase I ESA ~~is~~ dated between 6 months and one year prior to the application deadline, ~~the applicant may submit this Phase I ESA at proposal application,~~ but must ~~also~~ submit an updated ~~Phase I ESA~~ at final application.

~~If awarded funding, Owners must complete~~ a Phase II ESA and/or additional testing, ~~whichever is if~~ recommended in the Phase I ESA, ~~must be completed for any recognized environmental conditions, suspected environmental concerns, or non-scope issues identified in the Phase I ESA. The and submit the~~ Phase II ESA ~~shall be submitted~~ at final application. ~~Exceptions to the submission deadline will be considered.~~

OHFA may reject any sites indicated to have environmental problems or hazards.

~~Applicants requesting gap financing (OHTF, NHTF, or HOME) should review the requirements for those specific funding sources to ensure the project will be able to meet the applicable requirements prior to requesting program funding. The Phase I ESA does not need to address these items; the applicant should merely be aware that these additional review items will be requested if the project is selected for funding. Environmental review requirements for the 811, HOME, OHTF, and NHTF programs can be found on the OHFA website.~~

24. Physical Capital Needs Assessment and Scope of Work (rehabilitation or adaptive reuse only)

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

Applications for the rehabilitation of existing housing units and adaptive reuse ~~of buildings not originally constructed as housing~~ must include a Physical Capital Needs Assessment (PCNA) and Scope of Work for all buildings ~~represented in the application~~. The PCNA must reflect current building conditions and conform to the PCNA standards outlined in the OHFA Multifamily Underwriting Guidelines. ~~There are no timing requirements for the PCNA, but it must reflect current building conditions.~~ OHFA will use the PCNA to determine if the project meets the threshold requirement of substantial rehabilitation, and whether the costs indicated in the application are appropriate ~~to the level of rehabilitation required~~.

25. Proposal Summary (.PDF format)

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

The application shall include a copy of the Proposal Summary tab ~~from the AHFA in Adobe Portable Document Format (.pdf)~~.

26. Public Notification (newly affordable units only)

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

P	F	8609	S	8609	P	F	8609	S	8609
---	---	------	---	------	---	---	------	---	------

The ~~a~~Applications ~~shall~~ must include evidence ~~that of completing~~ the public notification process for local elected officials ~~was completed. Per the Ohio Revised Code §175.07, all public notification must be completed~~ before OHFA approves any funds, including executing a Carryover Agreement.

An applicant requesting funds ~~shall~~ must provide the notice to any/all of the following that apply:

- The chief executive officer and the clerk of the legislative body of any municipal corporation ~~in which where~~ the project ~~is proposed to would~~ be constructed or that is within one-half mile of the project's boundaries;
- The clerk of any township ~~in which where~~ the project ~~is proposed to would~~ be constructed or that is within one-half mile of the project's boundaries; ~~and~~
- The clerk of the board of county commissioners of any county ~~in which where~~ the project ~~is proposed to would~~ be constructed or that is within one-half mile of the project's boundaries.

The applicant must use the OHFA letter template, ~~and~~ include all information requested. ~~The notification must state the applicant's intent to develop housing using OHFA funding. The notification must~~ be in writing and sent via certified mail, return receipt requested. Applicants must submit a copy of the stamped post office receipt, return receipt not required, for certified mail and copies of notification letters with the proposal application.

~~Applicants are encouraged to contact the appropriate local government officials prior to submitting an application to inform these parties of details concerning the housing proposal.~~ OHFA will accept public comments about proposal applications at any time and will consider public comments during the review process until the deadline indicated in the Program Calendar.

Scattered Site Developments: Scattered site developments must complete the public notification process for all sites ~~represented in the proposal application. If awarded an allocation of Competitive HTCs, this requirement must be completed again for any new sites represented in the final application.~~ Public Notifications for ~~these any~~ new sites must be sent to the applicable officials prior to submitting the final application.

27. Related Party Transaction Questionnaire

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

The ~~a~~Applications ~~shall~~ must include the Related Party Transaction Questionnaire for any transactions between related parties.

28. Relocation Plan (existing rental units only)

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

Any development involving ~~acquisition and~~ rehabilitation of ~~existing and~~ occupied units that will result in permanent displacement ~~of any residents shall~~ must submit a complete Acquisition.

[Relocation, and Demolition Questionnaire](#) and the Relocation Assistance Plan. OHFA reserves the right to ~~may~~ prohibit, limit, or mitigate any permanent displacement ~~based on the information contained in the Acquisition, Relocation, and Demolition Questionnaire.~~

If a development will result in resident relocation during the construction period, the application shall ~~must~~ include a narrative detailing the tenant relocation plan ~~or strategy. The narrative will~~ addressing the method(s) for relocating residents, provide a breakdown of any associated costs, and identify if tenants will be permanently displaced.

If the development includes HDAP funding, applicants must refer to the [Housing Credit Gap Financing](#) section ~~of this QAP for additional guidance.~~

29. Rental Subsidy Contract

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

If the development currently receives a rental subsidy, [the application must include](#) a copy of the current contract ~~governing that transaction shall be included with the application.~~ OHFA may request a letter from the Metropolitan Housing Authority (MHA) / Public Housing Authority (PHA) with updated rental payment information ~~if the information provided is three or more years old.~~

If the development ~~does not currently receive~~ [is seeking](#) a rental subsidy, ~~but is seeking one, it shall provide the application must include~~ a letter or other evidence from the MHA/PHA or other subsidy provider describing the process and timeline ~~for obtaining the subsidy,~~ and verifying that the project is eligible ~~for subsidy.~~

For non-HUD and non- ~~U.S. Department of Agriculture (USDA)~~ subsidies, the letter ~~should~~ [must](#) address ~~all~~ the following:

- ~~Type of Subsidy.~~ Indicate ~~w~~Whether the subsidy is project-based or tenant-based.
- ~~Source of Subsidy.~~ Identify ~~w~~What entity is providing the funding, ~~and~~ under what program, ~~they are doing so.~~ Identify ~~and~~ whether there are any pass-through entities.
- ~~Subsidy Reliability.~~ Describe ~~h~~How likely it is for the subsidy to be guaranteed for ~~the full fifteen years compliance period.~~ Include the length of the ~~rental assistance~~ contract, how often funding must be renewed, source of renewal (local levy, state budget appropriation, etc.), ~~and~~ contingencies that are in place in the event of non-renewal. ~~Include~~ a past history of renewal attempts including how often a full appropriation has been approved. ~~Note and~~ any recent increases in program funding.
- ~~Eligible Client Profile.~~ Describe the ~~e~~Eligibility requirements for residents, ~~receiving the subsidy.~~ Include their typical income sources (SSI, work, other benefits) and amounts. ~~Describe~~ the current tenant pipeline and/or waitlist, including the number of individuals currently waiting to participate, and the referral process.
- ~~Client Contributions, if any.~~ Describe ~~w~~Whether subsidy recipients ~~are required to~~ [must](#) contribute a portion of their income to housing expenses (for example, does the program require tenants to pay 30 percent of their income towards rent and/or utilities).
- ~~Guarantees & Contingencies.~~ Describe ~~a~~Any guarantees ~~that are in place~~ ~~should~~ ~~funding not be renewed.~~ Describe ~~and~~ how the project will be sustainable should the subsidy not be renewed.

Developments receiving a rental subsidy must provide an executed commitment to enter into a binding agreement at final application. ~~If the development will receive a rental subsidy, it shall provide conclusive proof of commitment of that subsidy at final application. Proof may include an executed commitment to enter into a binding agreement.~~

30. Revitalization Plan

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

To qualify for a set-aside or point category related to a revitalization plan ~~(General Occupancy Urban Housing and Single Family Development only), or if applying for FHAct50 funds,~~ applicants ~~shall~~ **must** provide a copy of the concerted community revitalization plan (Revitalization Plan) and proof that the proposed development is located within its target area and consistent with the plan. ~~For the purposes of this QAP, a Revitalization Plan means the same as set forth in IRC Section 42, as may be further defined by the IRS, and must include all the following components. A plan need not be specifically labeled as a “revitalization plan” or use any special language, provided it~~ Revitalization Plans must ~~satisfy~~ **satisfies** the substance of these components below. ~~For FHAct50 developments, the Target Area Plan shall be submitted for this requirement.~~

The following are not eligible: draft plans, short-term work plans, consolidated plans, municipal zoning plans, planned unit developments (PUD), or plans that OHFA determines were created in bad faith exclusively for the purposes of satisfying QAP criteria.

~~The Revitalization Plan must be submitted with the Competitive Support Documents folder, but does not need to adhere to the 25-page limit.~~

a. Scope

The Revitalization Plan must include a delineated target area. ~~It must also include and~~ **and** an assessment of the conditions existing in the community ~~at the time the Revitalization Plan was developed.~~ If the Revitalization Plan is more than ten years old, the Applicant must also provide a supplemental letter or other evidence from the ~~Plan’s~~ administrator describing progress made ~~towards the Plan~~ and confirming that the proposal continues to meet target area needs.

b. Community Input & Ownership

The Revitalization Plan must have been developed through a public process. ~~The public process may be as evidenced in the Revitalization Plan or a supplemental document~~ by any of the following:

- ~~C~~ **C**reation of the Revitalization Plan by a Community Development Corporation; or
- ~~A~~ **A**doption or endorsement of the Revitalization Plan by the local government; or
- ~~P~~ **P**roof of solicitation of public and stakeholder input.

c. Housing Policy

The Revitalization Plan must include ~~each of the following housing goals and the plans designed to accomplish them:~~

- The incorporation and integration of affordable and other housing throughout the geographic area, including but not necessarily limited to the use of existing housing; ~~and~~
- The plans designed to accomplish the above ~~incorporation and integration of other housing types throughout the geographic area, including but not necessarily limited to the use of existing housing.~~

d. Other Policy

The Revitalization Plan (or specifically referenced collateral plan) must address at least two of the following non-housing goals and the plans designed to accomplish them:

- ~~E~~xpansion or preservation of economic activity and/or employment opportunities;
- ~~E~~xpansion or preservation of access to public transit;
- ~~I~~mprovement of schools that are accessible to residents of the target area; or
- ~~M~~itigation or avoidance of adverse health conditions (such as lead-based paint hazards, environmental justice issues, and crime prevention).

~~If the Revitalization Plan specifically incorporates, adopts, or references collateral plans that meet the above requirements, OHFA will deem this section satisfied.~~

e. Implementation Measures

The Revitalization Plan must include implementation measures which may include but are not limited to: general timeframes ~~for the to~~ achievement of the above policies, potential funding sources, and entities responsible for execution. A final ~~and ratified~~ plan need not be fully implemented or have funding sources committed.

~~The following are not considered revitalization plans: Short term work plans, consolidated plans, municipal zoning plans, planned unit developments (PUD), or plans that OHFA determines were created in bad faith exclusively for the purposes of satisfying QAP criteria. Draft plans will not be considered.~~

31. Scattered Site Development Map

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

Proposals ~~that constitute a scattered site development as defined in~~ meeting the Scattered Site Definition & Requirements section criteria must ~~shall~~ provide a detailed map clearly identifying the location of all buildings and parcels ~~under ownership or control and otherwise~~ considered for the application.

32. Site Visit Documents

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

Unless required at an earlier stage ~~for competitive scoring~~, OHFA may conduct a site review ~~for all proposals~~ prior to final application submission and may deem the site unsuitable ~~to evaluate and determine the suitability of a prospective site for housing development. In its discretion, OHFA may waive the site visit requirement for any project that previously received a site visit. If a prospective site is deemed unsuitable based on the site review, the application will be removed from further consideration.~~

~~Up to two applicant representatives familiar with the proposal application are encouraged to accompany OHFA staff to answer any questions. The applicant may request in advance that additional representatives be present if necessary and acceptable to OHFA. Applicants for~~

~~scattered site developments must be available to provide a tour of the sites and surrounding areas. OHFA will coordinate scheduling for all site visits.~~

The ~~a~~ Applications shall must include the following information:

- ~~▪ A cell phone and email contact information for all development team members;~~
- A detailed aerial map clearly depicting the physical location of the site, the nearest intersection, and all roads leading to the site; and
- P photos of the site and surrounding properties.

33. Supportive Services Plan & Providers

Competitive HTC			Non-Comp. HTC		BGF			FHA c150	
<u>P*</u>	F	<u>8609</u>	S	<u>8609</u>	P	F	<u>8609</u>	<u>§</u>	<u>8609</u>

a. ~~*~~ Supportive Services Plans (SSP) are due no later than the request for IRS Form 8609 for all projects except the following which are due with the proposal application:

- Service Enriched developments;
- Senior developments seeking points for Experienced Service Provider; or
- Single family lease purchase developments.

b. ~~All developments shall provide service coordination to the resident population and linkages to information and resources appropriate to the population. The a~~ Applications or requests for Form 8609 shall must include evidence of salaried or in-kind service coordination on-site, contiguous, or accessible to the development and linkages to information and resources appropriate to the population. All service coordinators shall must have a history of serving the targeted area or population. ~~OHFA recommends service providers post hours of operation and maintain a physical presence in a visible location at the development.~~

c. The ~~Supportive Services Plan (SSP)~~ must be unique to the development, identify the population served, ~~and~~ be customized to that population. ~~OHFA may reject any generic SSP that is not tailored to the proposal. The SSP must and~~ include the following information:

- P performance period and, if different, length of service coordinator’s contract term;
- P project service coordination funding amount and funding sources;
- M methods to provide residents with information and referrals to all appropriate resources; and
- S specific services to be provided, including ~~all of the following~~:
 - I dentification of partnerships with qualified service-provider agencies
 - M methods to assess resident needs and develop a plan for service delivery
 - H how transit will be provided to off-site services and referral entities
 - M memorandum of understanding with all applicable local service providers
 - M methods to monitor and evaluate service delivery and outcomes

d. Service Enriched Developments: Service Enriched developments may submit a plan accepted by the local Continuum of Care or ~~Department of Housing and Urban Development (HUD)~~, in place of the items specified above. The SSP is due at proposal application but local service provider agreements may be submitted upon request for IRS Form 8609. All SSPs for Service Enriched developments must address the following:

- Population(s) to be served and the experience that the supportive services provider(s)

- have serving the target population(s);
- Formal and informal methods that will be used to evaluate the success of the supportive services plan in meeting the individual needs of the residents, addressing overall issues of homelessness, and how this information will be conveyed to OHFA and other organizations;
- Methods to provide assistance in applying for Medicaid and other benefits to ensure the needs of residents are met;
- Methods to link residents to services not offered on-site;
- Physical characteristics of the site, design and/or location that will enhance the lives of residents; ~~and~~
- Sources of funding for all supportive services and how the supportive services will be sustained over the 30-year extended use period.

34. Utility Allowance Information

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

a. Competitive HTC at Proposal / Non-Competitive at Submission: ~~The a~~Applications shall must include a utility allowance projection determined using any permissible or reliable calculation method.

b. Final Application: ~~The a~~Applications shall must include utility allowance information consistent with ~~the requirements of Section 42 of the IRC, IRS Regulation 1.42-10, and OHFA's Utility Allowance Policy.~~ Applicants may refer to the OHFA Utility Allowance Policy for guidance ~~on methods available to calculate utility allowances for various project types.~~

~~For p~~Properties with OHFA-awarded HOME funds ~~committed on or after August 23, 2013, the cannot use the PHA estimate or other estimates that are not project-specific cannot be used for HOME units.~~ ~~HCGF~~Focusing Credit Gap Financing applicants must ~~review follow~~ those program requirements ~~and the Utility Allowance Policy for further information.~~ OHFA will accept the ~~following utility allowance methods and must approve these following methods:~~

- Utility Company Estimates
- HUD Utility Schedule Model
- Engineer's Energy Consumption Model, calculated by a properly licensed engineer or qualified professional

35. Zoning

Competitive HTC			Non-Comp. HTC		BGF			FHAct50	
P	F	8609	S	8609	P	F	8609	S	8609

a. The aApplications shall must include either ~~evidence that all sites are currently zoned for the proposed use in the form of~~

- a valid building permit ~~or~~
- a letter from the local municipality stating that either the current zoning will permit the proposed development or ~~For jurisdictions with no zoning regulations are in effect, a letter from the jurisdiction stating so is required.~~

Evidence must be dated within one year of the application due date.

b. ~~Scattered Site Developments:~~ For scattered site developments only, any sites added to the project after proposal application ~~shall~~ must be identified in the final AHFA and applicable zoning documentation provided at final application.

c. OHFA ~~reserves the right to~~ may waive or modify zoning requirements ~~in circumstances it deems necessary for effective program administration. Formal zoning exceptions will be considered for developments that meet the following:~~

~~Extreme, Unforeseeable Event. The zoning requirement may be waived for projects involving new construction that encounter an extreme and unforeseeable delay. Requests for zoning exception will only be granted where the applicant can demonstrate that~~

- correctly following the local zoning process ~~was correctly followed,~~
- providing all necessary documents ~~were provided~~ for local review, and
- giving adequate time ~~was given~~ for local consideration and
- not receiving approval ~~but,~~ due to circumstances beyond the applicant's control, ~~final approval was not timely granted.~~

The exception request form must include a narrative describing the ~~unique~~ circumstances and a letter from the unaffiliated entity ~~that caused~~ responsible for the delay describing the situation and ~~setting forth~~ the timeline for obtaining the appropriate approval. OHFA ~~reserves the right to~~ may require zoning either with the final application or prior to the release of funding decisions, ~~based on the information provided by the applicant.~~

B. HTC PROGRAMMATIC REQUIREMENTS & OVERSIGHT

The following requirements apply to all HTC applicants unless otherwise specified.

1. Assisted Living

Competitive HTC	Non-Comp. HTC	BGF	FHAet50
-----------------	----------------------	-----	--------------------

Affordable Assisted Living proposals will are only ~~be considered in~~ eligible for the Non-Competitive HTC (non-BGF) program. ~~All Assisted Living applications shall and must~~ meet the requirements ~~set forth~~ in the ~~Assisted Living Policy as outlined in the~~ OHFA Multifamily Underwriting Guidelines.

2. Average Income Minimum Set-Aside

Competitive HTC	Non-Comp. HTC	BGF	FHAet50
------------------------	---------------	-----	----------------

Applicants planning to elect the Average Income minimum set-aside ~~requirement on IRS Form 8609 should reference OHFA's~~ must comply with the Average Income Policy to determine if the proposed development will be able to comply with the requirements needed to make the election.

3. Competitive Application and Developer Award Limitations

Competitive HTC	Non-Comp. HTC	BGF	FHAet50
------------------------	---------------	-----	--------------------

~~a. Developers and owners, including Applicants and~~ their related and affiliated entities, may submit the following number of Competitive HTC applications and receive the following number of Competitive HTC allocations each year:

Type of Previous Experience	Number of Applications	Number of Awards
Allocated Ohio 9% HTC, 8609(s) not yet issued Applicant has received their first award of Ohio HTCs but has not yet received Form 8609 for the associated project. —These applicants may request an exception to submit 1 application and receive 1 award.	0	0
No Previous Ohio 9% HTC Allocated Applicant has never received Ohio 9% HTCs but meets the minimum eligibility requirements as described in Appendix C.	1	1
Allocated Ohio 9% HTC, 8609(s) issued Applicant has received Ohio 9% HTCs and received Form(s) 8609s for at least one project in the past 10 years.	2	1
Applicant has received Ohio 9% HTCs and received Form(s) 8609s for at least two projects in the past 10 years.	3	2+ (total credit allocation per applicant may not exceed \$2.5 million)
- Applicant has received Ohio 9% HTCs and received 8609s for at least three projects in the past 10 years.	4	2 (total credit allocation per applicant may not exceed \$2.5 million)
- Applicant has received Ohio HTCs and received 8609s for at least 5 projects in the last 10 years, and has a staff of at least 10 persons.	5	3 (total credit allocation per applicant may not exceed \$2,500,000)

The above application and award limits are inclusive of any projects on which an entity or individual is serving in a role of Development Consultant, Co-Developer, or other member of a development team. ~~The only exception is for entities serving as the experienced co-developer/partner as outlined in Appendix C: Experience & Capacity Characteristics. Those entities are permitted to submit one additional application.~~

OHFA will utilize information provided as part of the [Experience and Capacity](#) submission to determine eligibility. ~~and may request Additional information may be requested for verification.~~

~~b. Applicants submitting multiple proposals may provide a letter to OHFA indicating their preferred rank of each proposal being submitted. Rankings may be amended by the applicant prior to awards being announced, but OHFA must be made aware of the amended rankings prior to May 1, 2021. This information may be used in the case that the applicant could be awarded HTCs for multiple proposals that exceed the eligible award limit as defined above. The ranking does not guarantee the highest ranked proposal(s) will be selected, but the information provided will be considered as part of OHFA's decision making process. If the applicant elects not to rank their proposals, OHFA will determine which proposal(s) will be awarded (if any).~~

4. Community Housing Development Organization (CHDO) Certification

An applicant seeking to participate in a development as a state-certified CHDO (meaning they will be applying for the CHDO set-aside HOME funds from OHFA for the development) must submit the CHDO Certification Application by the deadline indicated in the [Program Calendar](#). ~~Those elements of the certification that can be completed prior to the organization's association with a particular project, such as confirming proper board composition, nonprofit status, mission to provide affordable housing, target/service areas, and involving the community and assessing housing development experience will be evaluated prior to the submission of the HTC proposal application.~~

~~OHFA will notify Applicants will be notified of deficiencies with sufficient time to correct issues prior to the proposal application deadline. Once the proposal application is received and the details of the development become known, OHFA will make the final determination as to whether the applicant meets the definition of owner, sponsor, or developer for the development. Final determination of CHDO eligibility will be assessed, in part, by evaluating the financial capacity of the organization.~~ The application ~~nt~~ will must include a letter from the syndicator confirming that the CHDO has the financial capacity to provide the requisite project guarantees.

All CHDO requirements can be found on OHFA's [CHDO webpage](#). Questions and correspondence regarding CHDO certification may be directed to CHDOcertification@ohiohome.org.

5. Competitive Scoring

~~To distinguish the highest ranking applications for each pool, OHFA will first complete a competitive review of proposal applications according to the scoring criteria established for each pool. Applicants must submit proper evidence for applicable criteria and will be held to all commitments represented in the application if the proposed development is awarded an allocation of HTCs.~~

~~Applicants may not use T~~the competitive review period ~~may not be used~~ to finish an application that was incomplete at the time of submission. ~~OHFA will permit T~~threshold cures ~~are permitted~~ for administrative errors only and ~~OHFA~~ may require proof ~~that~~ the cure documentation existed on or before the application deadline.

~~OHFA will complete a threshold review to ensure that required items were submitted and are complete and correct. Proposal a~~Applications that are selected for an award of HTCs will continue to the final application stage. ~~The financial and threshold underwritings may be completed at any time OHFA deems necessary for the orderly progression of the review calendar.~~

If any development has multiple sites and crosses scoring boundaries (multiple counties, urban/non-urban areas, multiple census tracts, etc.), regardless of whether it meets the above definition of scattered site, the scoring category will be applied to the development area with the most affordable units unless otherwise stated in the scoring criteria.

6. Compliance with Multifamily Underwriting Guidelines

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

~~In accordance with the OHFA Multifamily Underwriting Guidelines and Section 42(m) of the IRC, OHFA will perform a financial underwriting analysis to ensure that developments are awarded the minimum amount of subsidy necessary to finance a cost-effective, financially viable, and sustainable affordable housing development. Developments will be subject to the following financial evaluations:~~

~~**a. Competitive HTC.** Developments proposed for the Competitive HTC program will undergo a financial underwriting analysis to determine eligibility for a competitive award of HTCs, a complete An underwriting analysis at final application prior to issuing a Carryover Allocation Agreement, and an additional underwriting analysis at the time the development is placed in service and when the owner requests IRS Form(s) 8609. FHAct50 developments will undergo an underwriting analysis upon receipt of a complete application, upon receipt of the 10% test documentation prior to issuing a Carryover Allocation Agreement, and upon request for IRS Form(s) 8609.~~

~~**b. Non-Competitive HTC.** Developments proposed for the Non-Competitive HTC program (with or without OHFA gap financing) will undergo a An underwriting analysis upon receipt of a complete application prior to issuing a 42m Letter of Eligibility. ~~An additional underwriting analysis will be completed at the time the development is placed in service~~ and when the owner requests IRS Form(s) 8609.~~

7. Cost Containment

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

OHFA will set the maximums according to the criteria below.

a. No later than one month prior to the application deadline, OHFA will post the maximum amounts per unit and/or per square foot for new affordability vertical construction line items (hard construction costs, general requirements, builder's overhead, builder's profit, and contingency).

OHFA will determine the limits based on public input, recently submitted cost certifications, and third-party data. The posted limits will be higher for the following proposals:

- detached single family houses;
- within a central business district;
- public housing redevelopment; or
- four or more stories using steel and concrete;

OHFA may approve other limits prior to posting.

b. The PCNA will determine costs for rehabilitation work.

c. OHFA will evaluate construction costs for adaptive re-use projects on a case by case basis.

d. OHFA will evaluate the appropriate amounts for other line-items (e.g., soft costs) based on:

- comparisons with other applications.

- recently submitted cost certifications.
- input from third parties, and
- staff's professional judgment.

Amounts outside the standard deviation may result in a requirement for the applicant to provide an explanation and/or the application being ineligible.

8. Design & Architectural Standards

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

All requirements ~~set forth~~ in the Design & Architectural Standards are specifically incorporated herein ~~and shall be implemented in all HTC developments.~~

9. Detrimental Land Uses

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

OHFA will not select New Affordability or Permanent Supportive Housing applications for Ddevelopments ~~shall not be sited adjacent to or in close proximity³ to any detrimental land use that impairs residents' proper use of the residence. or sufficiently close to impair residents' use.~~ Detrimental land uses ~~will be those deemed at OHFA's sole discretion and verified by completion of a site visit includ~~eing, without limitation:

- ~~Proximity to~~ significant numbers of uncontrolled Blighted⁴ parcels;
- ~~H~~high levels of noise and/or noxious odors; ~~or~~
- ~~L~~and uses incompatible with residential occupancy (e.g. landfills, factory farming, etc.)
- others as determined by OHFA

Blighted has the same definition as in Ohio Revised Code §1.08.

Applicants may submit the following supplemental information to negate a finding of detrimental land use with ~~(1) the proposal application and/or (2) following the site visit which is conducted on applications invited to submit a final application. Supplemental information must contain the following:~~

- A narrative explaining plans or strategies to mitigate or eliminate the adjacent conditions prior to the property being placed into service~~;~~
- If the site(s) are under third party control, documentation ~~must be provided~~ from the owner confirming the remedial plans and estimated completion time~~;~~ ~~and~~
- If the site(s) are under land bank control and scheduled for demolition or renovation, documentation ~~must be provided by from~~ the land bank proving their ownership ~~of the property and~~ confirmation of its corrective plan.

10. DevCo

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

³ ~~Proximity will vary by circumstances and is determined by whether the condition is sufficiently close to the development to impair resident use.~~

⁴ ~~Blighted parcel shall have the same definition as in Ohio Revised Code §1.08.~~

OHFA may require ~~all~~ HTC recipients to enter information into the DevCo reporting system ~~at its discretion during the application and/or underwriting periods.~~

11. Extended Use Agreement

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

All HTC developments ~~shall will~~ commit to an extended use period of a minimum of 30 years of affordability at the time of application. This commitment will be evidenced in the AHFA. If an allocation of HTCs is awarded, the owner shall file a Restrictive Covenant provided by OHFA which waives the right of the owner to petition OHFA to have the extended use period terminated as described in Section 42 of the IRC. ~~OHFA's Compliance Division will conduct on-site monitoring reviews throughout the extended use period. See the Program Compliance section for further information.~~

12. Fraud, Waste, and Abuse

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

Documented instances of fraud, waste, or abuse may result in any action listed in the Penalties section and/or any other action OHFA deems necessary.

13. Non-Competitive HTC Requirements (additional)

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

~~Developments utilizing multifamily bonds to finance 50 percent or more of the total aggregate basis may apply for an allocation of Non-Competitive HTC.~~ Specific requirements of the Multifamily Bond Financing program are provided in the most current guidelines ~~available on the OHFA website and in IRC Section 42.~~

a. Application Submission: ~~OHFA accepts A~~ applications for Non-Competitive HTC (non-BGF) ~~are accepted~~ on a quarterly basis, in accordance with dates ~~listed~~ in the Program Calendar. Applicants ~~that intend to submit an application for Non-Competitive HTCs~~ must contact OHFA at least 45 days prior to the ~~application~~ submission date to ~~establish a time to schedule a~~ meeting with staff.

b. Application Review: ~~OHFA will conduct a thorough review and evaluation of each application's ability to proceed, compliance with program threshold and underwriting requirements, and financial feasibility.~~

~~Once reviews have been completed, applicants will be~~ OHFA will notified applicants of any underwriting or threshold deficiencies and will ~~allow be given~~ two calendar weeks to correct the items. After the applicant has responded to any deficiencies, OHFA will continue to ~~work~~ communicate with the applicant to resolve any outstanding issues for two additional weeks. ~~If, a~~ After the second two-week period, ~~it becomes evident that outstanding issues cannot be resolved in a timely manner,~~ OHFA may reject the application ~~and require the developer to resubmit when the application is more complete and better positioned to advance through the review process.~~

c. HTC Reservation: ~~OHFA may take up to six weeks to review an application and issue the 42m Letter of Eligibility upon satisfactory completion of public notification requirements and corrections to all threshold deficiencies. OHFA will determine the final amount of Non-Competitive HTCs reserved for the development. and C~~conditions for final award of Non-Competitive HTCs will be listed in the 42m Letter of Eligibility. OHFA will not evaluate Aany subsequent changes to the project ~~or development budget will not be evaluated~~ until the request for Form(s) 8609s has been received by OHFA.

~~The owner has the option to elect the HTC rate during the month in which the bonds are issued or the month the development is placed in service. Please note that the rate election period is tied to the month the notice of issuance indicates. If a development closes in escrow, the rate election applies to that month, not when the final closing occurs. Furthermore, if a bond closes in escrow and does not make a rate election in that month, the credit rate utilized will be the credit rate applicable at the time and for the month in which each building is placed in service. The owner has up to five days following the month in which the bonds are issued to notify OHFA of the rate election, otherwise the month the development is placed in service will be used.~~

14. Penalties

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

Violations of ~~the QAP requirements set forth in this QAP~~, missed deadlines, failure to honor commitments made in the application process, or other instances of noncompliance with OHFA requirements may result in any or all of the following non-exhaustive sanctions:

- ~~Application Submissions~~ Reduction in the number of applications an entity may submit or awards an entity may receive in future funding cycles
- Removal from application consideration (if during current application round)
- ~~Awarded funding~~ Cancellation or reduction of an award ~~of funds~~
- Prohibition from participation in OHFA funding programs
- Permanent or temporary prohibition from participation in one or more OHFA programs
- Removal from a position of Good Standing for a period of one year or more, resulting in permanent or temporary prohibition from participation in all OHFA programs
- ~~Monetary~~ Monetary fee in an amount to be determined by OHFA
- Reduction in the developer fee in an amount to be determined by OHFA
- ~~Additional inspection/investigation~~ Referral for independent cost audit (commissioned by OHFA but paid for by the owner/developer)
- Referral to internal staff ~~(construction, compliance, or other)~~ for additional physical inspection/site visit

15. Resyndication

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

a. Competitive-Competitive: ~~Developments that received with~~ a previous allocation of Competitive HTC may not compete for another allocation of Competitive HTC until ten (10) years after the end of the Compliance Period ~~the extended use period was scheduled to expire.~~

b. Competitive-Non-Competitive: ~~Developments that received with~~ a previous allocation of Competitive HTC ~~that have not reached the end of the extended use period~~ may only seek Non-

Competitive HTCs

- five (5) years after the end of the Compliance Period, provided they can
- ~~if the application demonstrates~~ a need for replacement of major building components which exceed the available resources in the replacement reserve accounts or

~~Exceptions to the above policy may be considered on a case-by-case basis and will be granted at OHFA's discretion. Exceptions will be most viable if either (1)~~

- for extreme circumstances beyond the development's control ~~are documented~~ that require recapitalization, ~~and/or (2) the most recent credit allocation was 20 or more years ago and the applicant affirmatively demonstrates that a Non-Competitive HTC allocation is infeasible.~~

c. Developments that received a previous allocation of Non-Competitive HTC may apply for Competitive or Non-Competitive HTC at the end of the compliance period ~~(15 years)~~.

16. Scattered Site Definition & Requirements

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

A development qualifies as scattered site if there are 10 or more sites and 50 percent or fewer of those sites are contiguous. Scattered site developments cannot include non-HTC/market rate units.

Applicants must adhere to ~~scattered site specific documentation~~ requirements identified in the Architectural Plans, Market Study, Public Notification, Site Visit Documents, and Scattered Site Development Map sections ~~of the QAP.~~

~~If any development has multiple sites and crosses scoring boundaries (multiple counties, urban/non-urban areas, multiple census tracts, etc.), regardless of whether it meets the above definition of scattered site, the scoring category will be applied to the development area with the most affordable units unless otherwise stated in the scoring criteria.~~

17. Scoring Reassessments

Competitive HTC	Non-Comp. HTC	BGF	FHAct50
-----------------	---------------	-----	---------

OHFA will reassess ~~All~~ applications that receive with a reservation of Competitive HTCs ~~will be reassessed for scoring~~ at final application and again upon request for IRS Form 8609.

Applications must maintain all elements and features of the proposal application regardless of whether even if elimination ~~thereof~~ would ~~not~~ affect scoring or ranking, including cost increases and unit configuration changes.

OHFA may assess any sanction listed in the Penalties section for failure to conform to the preceding ~~requirements~~. ~~OHFA may discuss remedies with the development partners; however, the final penalty assessed will be at OHFA's sole discretion. In assessing a penalty pursuant to this section, OHFA will consider the development team's attempt(s) to mitigate circumstances beyond its control and the number of successful projects the owner and/or developer delivered in prior years.~~

18. Substantial Rehabilitation

The definition and requirements for substantial rehabilitation ~~can be found~~ are in the Design & Architectural Standards. ~~Requirements may vary by funding source. OHFA may require the applicant to adjust the scope of work if the proposed scope of work does not meet the definition and requirements for substantial rehabilitation.~~

19. Broadband Infrastructure

All developments must install broadband infrastructure in compliance with Federal Register 81 FR 31181 “Narrowing the Digital Divide through Installation of Broadband Infrastructure”.

Installation must result in speeds in each unit (living or dining room and each bedroom) and all common areas meeting the Federal Communications Commission's (FCC's) definition in effect at the time of generating the pre-construction estimates. Residents must have access to multiple internet providers. Owners are not required to pay for tenants' service but must provide free access in all common areas through the Extended Use Period (does not apply to developments in areas that lack broadband service).

20. HUD 811

Applicants will commit at least 10 units in the proposed development to participation in the Section 811 Project Rental Assistance Program upon OHFA request. (The applicable requirements may result in fewer units.) OHFA will select developments based on need and demand. This commitment does not guarantee selection.

21. Tenant Protections

The ownership entity and management agent will:

- expressly include reasonable accommodations in the application for tenancy;
- not ask applicants/residents for medical or other protected information unless and only to the extent legally necessary (e.g., processing reasonable accommodations);
- use standard leases with the same rights available to, and responsibilities expected of, all households, including duration of tenancy (cannot be transitional);
- ensure participation in any supportive services is entirely voluntary (not a formal or implied condition of occupancy); and
- not give a preference based on either disability type (actual or perceived) or being a client of a particular provider.

The ownership entity's members/partners, the management agent, and affiliates thereof may not engage in medical, therapeutic, or other activities regulated by the U.S. Centers for Medicare & Medicaid Services with respect to the residents.

C. DEVELOPER COSTS AND FEES

1. Development Support Budget

The “Development Support Budget” is defined as the developer fee, as calculated below, plus the total of all application or development consultant fees, construction management fees, guarantee fees, developer asset management fee and any financing fees charged by the developer. OHFA may add other fees to the calculation as appropriate.

For Competitive HTC projects, the maximum Development Support Budget is \$1,750,000.

2. Competitive HTC Developer Fee Calculation

The base developer fee plus the developer fee supplement represent the maximum amount of fee a developer may seek.

The base developer fee for all Competitive HTC applications, including those participating in the FHAct50 Building Opportunity Fund, is calculated as follows:

Pool	Developer Fee
New Affordability: Urban Opportunity Housing	\$30,000 per affordable unit
New Affordability: General Occupancy Urban Housing	\$25,000 per affordable unit
New Affordability: Senior Urban Housing	\$25,000 per affordable unit
New Affordability: Non-Urban Housing	\$25,000 per affordable unit
Preserved Affordability: HUD Subsidy Preservation	30% of rehabilitation hard costs \$20,000 per affordable unit
Preserved Affordability: USDA Subsidy Preservation	\$20,000 per affordable unit
Service Enriched Housing	\$25,000 per affordable unit
Single Family Development	\$25,000 per affordable unit
FHAct50 Building Opportunity Fund	\$20,000 per affordable unit

The following activities will supplement the base developer fee as specified, however they will not count toward the \$1,750,000 maximum Development Support Budget.

Activity	Fee Supplement
New Affordability developments with <u>at least 25%+ extremely low income (ELI) units</u>	\$75,000
State-certified CHDO	\$75,000
Developments receiving points for Market Rate Integration	\$75,000
Development required by law to pay prevailing wage rates <u>(the application must contain proof)</u> ⁵	\$75,000
Developments leveraging State or Federal Historic Tax Credits	\$75,000

Developer fees for Competitive HTC applications will be locked in at proposal application and may not ~~be~~ increased.

Applicants must show that any deferred developer fee can be paid in full from development cash flow within the first 15 years. ~~Any unpaid or deferred balance after year 15 will be deducted from the HTC eligible basis. If this results in a lower amount of eligible basis, the basis will be reduced to the appropriate amount and may result in a lower HTC allocation.~~

3. Non-Competitive HTC Developer Fee Calculation

Developer fee shall be no more than 25 percent of the total acquisition, rehabilitation, and new construction eligible basis. The developer fee itself is not included in this calculation. Developer fees in excess of 20 percent must be deferred or ~~put back into the development as~~ a capital contribution ~~and must be~~ included in the sources of permanent financing either way. All cost

⁵ ~~Applicant must submit proof of a legal requirement to pay Davis Bacon or Ohio prevailing wage rates with the Competitive Support Documents.~~

containment must be satisfied inclusive of developer fee.

D. **6-2-6: CONTRACTOR COST LIMITS**

The maximum amount of the contractor's fee is ~~determined and~~ locked in at either (a) final application. ~~Alternately, HTC recipients may elect to lock in the contractor's fee at or~~ (b) execution of the signed general contractor agreement by delivering a copy of that agreement and a lock-in request to OHFA within 30 days of ~~the agreement's~~ execution. ~~Upon lock-in, t~~his amount cannot ~~be increased if costs are higher but is also not required~~ There is no obligation to ~~be decreased~~ the amount if final hard construction costs are lower ~~than underwritten~~.

~~Contractor Cost Limits and additional detail on this requirement can be found in the OHFA Multifamily Underwriting Guidelines.~~

E. **BASIS BOOST POLICY**

1. **Codified Basis Boost**

Developments located in a Small Difficult Development Area (DDA) or Qualified Census Tract (QCT) ~~as defined by reference to IRC Section 42~~ are eligible for an allocation of credits increase ~~of~~ up to 130 percent of the eligible basis ~~for new construction or rehabilitation~~.

2. **Discretionary Basis Boost**

~~For Competitive HTC applications only, because each of t~~he following development types are ~~not financially feasible nor viable, due to increased pre-development, transactional, and building costs, they will be~~ eligible for a **130 percent** basis boost:

- ~~Developments~~ competing in the Service Enriched Housing pool;
- ~~Developments~~ located in a High or Very High Opportunity census tract as designated by the USR Opportunity Index; or
- ~~Developments~~ located in Moderate USR Opportunity Index areas that also have a Strong Growth or higher Community Change Index rating; or
- ~~Developments that promote market rate integration by providing at least 15 percent of units that are not income restricted.~~

~~For Competitive HTC applications only, because t~~he following development types are ~~not financially feasible nor viable, due to lack of access to mainstream financing mechanisms available in more metropolitan areas and the increased cost burden and reduced cash flow associated with reduced rents, they will be~~ eligible for a 115 percent basis boost:

- ~~Developments~~ competing in the Non-Urban Housing and USDA Subsidy Preservation pools;
- ~~Developments competing in the HUD Subsidy Preservation pool that are located in a Non-Urban area; or~~
- ~~Developments in the~~ New Affordability pool in which 25 percent or more of units are affordable to ELI households.

H. **LIMITS ON HOUSING CREDIT GAP FINANCING FUNDS**

Competitive HTC applicants may seek one Housing Credit Gap Financing source funds at the time of proposal application ~~and are subject to development need. Applicants may seek only one of the following HCGF sources:~~

1. **Ohio Housing Trust Funds (OHTF)**

- Service Enriched developments may request up to \$300,000.

- New Affordability family housing developments located in a High or Very-high Opportunity census tract, ~~as defined by the USR Opportunity Index~~ may request up to \$300,000.

2. HOME Funds

Applications in any pool ~~that will meet HOME set aside requirements~~ may request up to \$600,000 in HOME funds. ~~To qualify for the HOME set aside, the development must be if~~ “sponsored”, ~~as defined in 24 CFR 92.300 and commonly understood to mean owned or developed~~ by, ~~a nonprofit housing development organization that will certify as a state-certified CHDO.~~

OHFA will consider ~~P~~ projects with a prior HDAP award ~~will be considered~~ on a case-by-case basis following the submission of an Exception Request Form.

III. HOUSING POLICY POOLS AND COUNTY LIMITS – COMPETITIVE HTC

OHFA will distribute the annual per capita amount credit allocation will be distributed among the following allocation pools. ~~Descriptions and requirements of each pool are outlined in this section.~~ The New Affordability and Preserved Affordability pools refer to the affordability of the units being funded – not the type of construction. ~~Applicants should refer to the Competitive Criteria section and Competitive Scoring Workbook in the AHFA for additional guidance.~~

Pool	Allocation Amount
New Affordability: Urban Opportunity Housing	<u>21% (32% of 65% for New)</u> \$4,500,000
New Affordability: <u>Suburban</u> General Occupancy Urban Housing	<u>27% (42% of 65% for New)</u> \$3,000,000
New Affordability: <u>Rural</u> Senior Urban Housing	<u>17% (26% of 65% for New)</u> \$3,500,000
New Affordability: Non-Urban Housing	\$6,000,000
Preserved Affordability: HUD Subsidy Preservation	<u>20%</u> \$3,500,000
Preserved Affordability: USDA Subsidy Preservation	\$2,000,000
Service Enriched Housing: Permanent Supportive Housing	<u>15%</u> \$4,250,000
Service Enriched Housing: Substance Abuse Recovery	\$1,000,000
Single Family Development	\$1,000,000

~~For all set-asides, eligible developments will compete against like applications for the extent of the set-aside. If no applications are receive an awarded through the competitive selection process, OHFA may allocate the extent of these set-asides to the next highest scoring application in the pool. Developments not awarded a set-aside will continue to compete against the full pool.~~

A. NEW AFFORDABILITY

Applications in which the majority of units propose new construction or renovation of existing structures creating units that are newly affordable, meaning not previously rent- or income-restricted or occupied, may compete ~~for an allocation of HTCs~~ in one of the below allocation New Affordability pools. Renovation of existing structures ~~that create newly affordable units~~ must be in the form of either:

- A ~~adaptive~~ reuse of a building not originally designed or built for residential purposes, or ~~OR~~
- R ~~enovation~~ of a building which may have been previously used for residential purposes, but has been 100% vacant for at least three years.

~~Jump to Competitive Criteria for New Affordability~~

Urban Opportunity Housing

Approximate funding target: ~~————~~ \$4,500,000

Maximum per application: ~~————~~ \$1,000,000 ~~————~~

1. Set-Aside: Non-R/ECAP Area (1)

For each of the three Pools OHFA will award One housing development ~~in~~ outside of a

HUD-defined ~~Non-Racially- or Ethnically-Concentrated Area of Poverty (R/ECAP) area;~~ meeting all of the following criteria:

Eligibility (must meet ALL of the below criteria):

- ~~• A majority of units in the proposed development will be newly affordable;~~
- The proposed development is located in an Urban area and in one of the following census tract types: A High or Very High Opportunity area as defined by the USR Opportunity Index; or A Moderate Opportunity Census tract area that (the latter must also has have a Community Change Index rating of Strong Growth or Strongest Growth) as defined by the USR Opportunity Index.
- ~~• The proposed development will serve families, including but not limited to tenant populations of individuals with children⁶; AND~~
- The proposed development will not be restricted to occupancy by persons 55 years of age or older.

Requirements:

- No more than 35% percent of affordable units may be one-bedroom and/or efficiencies; ~~and~~
- ~~Five percent~~ 5% of all affordable units must be three-bedroom or larger and also be affordable to those earning 60 percent AMI or less.

~~Jump to Competitive Criteria for New Affordability: Urban Opportunity Housing~~

~~General Occupancy Urban Housing~~

~~Approximate funding target: \$3,000,000~~

~~Maximum per application: \$1,000,000~~

2. Set-Aside: Revitalization Area (1)

For each of the three Pools OHFA will award ~~One~~ housing development in a QCT meeting all of the following criteria; and also

- ~~i~~ In an area subject to a Revitalization Plan as defined in the Revitalization Plan section.

Eligibility (must meet ALL of the below criteria):

- ~~• A majority of units in the proposed development will be newly affordable;~~
- The proposed development is not located in an High or Very High Opportunity Census tract, an Urban area and NOT in the areas eligible for participation in the Urban Opportunity Housing pool;
- ~~• The proposed development will serve workforce, family, general, or mixed populations; AND~~
- The proposed development will not be restricted to occupancy by persons 55 years of age or older.

Requirements:

- No more than 35% percent of affordable units may be one-bedroom and/or efficiencies; ~~and~~
- ~~Five percent~~ 5-10% of all affordable units must be three-bedroom or larger and also be affordable to those earning 60 percent AMI or less.

~~⁶ However, development must be available to all income-eligible households with or without children.~~

3. Single Family Development

OHFA will award one development in the Urban Pool involving the new construction of single family homes or townhomes, including but not limited to those intended for eventual resident ownership.

~~*Jump to Competitive Criteria for New Affordability: General Occupancy Urban Housing*~~

Senior Urban Housing

~~Approximate funding target: \$3,500,000~~

~~Maximum per application: \$1,000,000~~

Eligibility (must meet ALL of the below criteria):

- ~~• A majority of units in the proposed development will be newly affordable;~~
- ~~• The proposed development is located in an Urban area; AND~~
- ~~• The proposed development is intended and operated for occupancy by persons 55 years of age or older.
 - ~~◦ Proposed developments in this pool may not refuse to rent to a qualifying head of household who is the legal guardian to a minor child due to that familial status; this requirement does not apply to facilities that are intended for, and solely occupied by, persons 62 years of age or older.~~~~

Requirements:

- ~~• At least 60 percent of affordable units must be one bedroom and/or efficiencies; and~~
- ~~• Affordable units larger than two bedrooms are not permitted.~~

~~*Jump to Competitive Criteria for New Affordability: Senior Urban Housing*~~

Non-Urban Housing

~~Approximate funding target: \$6,000,000~~

~~Maximum per application: \$900,000~~

~~No more than two projects in the same county will be funded in the Non-Urban Housing sub-pool.~~

Set-Aside: Non-Urban Opportunity Housing (2)

~~Two housing developments involving the production of newly affordable units in Non-Urban areas that serve families, including but not limited to tenant populations of individuals with children, and are not restricted to occupancy by persons 55 years of age or older in one of the following census tract types:~~

- ~~▪ High or Very High Opportunity areas as defined by the USR Opportunity Index; or~~
- ~~▪ Moderate Opportunity areas that also have a Community Change Index rating of Strong Growth or Strongest Growth as defined by the USR Opportunity Index.~~

Set-Aside: Non-Appalachian County (2)

~~Two housing developments in non-Appalachian counties.~~

Eligibility (must meet ALL of the below criteria):

- ~~• A majority of units in the proposed development will be newly affordable;~~
- ~~• The proposed development is located in a Non-Urban area; AND~~

- ~~The proposed development will serve workforce, family, general, mixed populations, or will be restricted to occupancy by persons 55 years of age or older.~~
 - ~~Proposed developments in this pool may not refuse to rent to a qualifying head of household who is the legal guardian to a minor child due to the familial status; this requirement does not apply to facilities that are intended for, and solely occupied by, persons 62 years of age or older.~~

Requirements:

- ~~For developments intended and operated for occupancy by persons 55 years of age and older:~~
 - ~~At least 60 percent of affordable units must be one bedroom and/or efficiencies; and~~
 - ~~Affordable units larger than two bedrooms are not permitted.~~
- ~~For all other developments:~~
 - ~~No more than 35 percent of affordable units may be one bedroom and/or efficiencies; and~~
 - ~~Five percent of all affordable units must be three bedroom or larger and also be affordable to those earning 60 percent AMI or less.~~

~~Jump to Competitive Criteria for New Affordability: Non-Urban Housing~~

B. PRESERVED AFFORDABILITY

Includes A applications in which the majority of units preserve existing affordability by maintaining project-based ~~rental assistance or project-based operating~~ subsidies ~~may compete for an allocation of HTC's in one of the below allocation pools. All~~ and all developments undergoing a Rental Assistance Demonstration (RAD) conversion ~~must compete in a Preserved Affordability pool.~~

~~Jump to Competitive Criteria for Preserved Affordability~~

HUD Subsidy Preservation

Approximate funding target: ~~_____~~ \$3,500,000

Maximum per application: ~~_____~~ \$1,000,000

1. Set-Aside: RAD Conversion (1)

OHFA will award One housing development that is approved by HUD to proceed with a RAD conversion as demonstrated by a Commitment to enter into a Housing Assistance Payment (CHAP).

Eligibility (must meet ALL of the below criteria):

A majority of units ~~in the proposed development will~~ must maintain existing project-based ~~rental assistance or project-based operating~~ subsidies through a program administered by HUD.

~~Jump to Competitive Criteria for Preserved Affordability: HUD Subsidy Preservation~~

2. USDA Subsidy Preservation (1)

Approximate funding target: ~~_____~~ \$2,000,000

Maximum per application: ~~_____~~ \$800,000

Set-Aside: Rural Subsidy Preservation (1)

OHFA will award ~~One~~ housing development ~~preserving USDA rental assistance and also~~ designated as a ~~development~~-priority by the State of Ohio USDA Rural Development Office.

Eligibility (must meet ALL of the below criteria):

A majority of units in the proposed development will must maintain existing project-based ~~rental assistance or project-based operating~~-subsidies through a program administered by USDA.

~~*Jump to Competitive Criteria for Preserved Affordability: USDA Subsidy Preservation*~~

C. SERVICE ENRICHED HOUSING

~~Applications that provide service-enriched housing may compete for an allocation of HTC's in one of the below allocation pools.~~

~~*Jump to Competitive Criteria for Service Enriched Housing*~~

~~Permanent Supportive Housing~~

~~Approximate funding target: \$4,250,000~~

~~Maximum per application: \$1,000,000~~

~~Set-Aside: Balance of State and Smaller CoCs (2)~~

~~CoC Primary or Secondary Priority Letter Required~~

~~Two PSH developments in Canton/Stark, Youngstown/Mahoning, Lucas County, or the Balance of State.~~

~~Set-Aside: Transition Aged Youth (1)~~

~~CoC General Support Letter Required~~

~~One PSH development serving transition-aged youth, ages 16-24 who are homeless, aging out of foster care, living in unsafe environments, and/or who are at high risk of homelessness.~~

Eligibility:

- ~~At least 25 percent of the units in the development must serve the target population.~~

~~The p~~Proposed developments s must meet the State of Ohio Permanent Supportive Housing definition and ~~serve target populations~~-meeting all ~~three~~ of the following criteria ~~(the Target Population)~~:

- ~~Extremely Low Income~~, meaning households Serve target populations at or below 30% AMI ~~percent of Area Median Income~~; with a Disability, as defined in the Interagency Council on Homelessness and Affordable Housing Permanent Supportive Housing Policy Framework; and Vulnerability, as evidenced by one of the following factors set forth in HUD Coordinated Entry Notice CPD-17-01: Section II.B.3 ~~dated January 23, 2017~~:
 - Significant challenges or functional impairments, including physical, mental, developmental, or behavioral health challenges, which require a significant level of support in order to maintain permanent housing;
 - High utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities;
 - Vulnerability to illness or death;
 - High risk of homelessness; and/or

- ~~V~~vulnerability to victimization, including physical assault, trafficking, or sex work.
- A minimum of ~~50% percent~~ of the total affordable units in the development must have a commitment for ~~federal~~ rental subsidy ~~that covers the difference between 30 percent of the resident's income and the fair market rent for the unit at proposal.~~
- The majority General Partner(s) must be a nonprofit organization with experience developing, owning, or managing ~~permanent~~ supportive housing ~~for the homeless or formerly homeless, and individuals and families with special needs.~~
- ~~Developments must demonstrate~~ Has support from the applicable Continuum of Care (CoC) through either a primary or secondary priority letter ~~accompanying the proposal application or, only if specifically permitted by the set-aside criteria, a general support letter.~~
 - ~~All support letters need to (1) demonstrating~~ that the CoC believes the project can prevent homelessness ~~(2) briefly~~
 - ~~summarizing~~ what, if any, relationship the development will have with the CoC regarding the coordinated entry system, referral services, and data sharing; and ~~(3)~~
 - ~~confirming~~ that there is sufficient market demand for the project in its defined market area.

The applicable CoC shall designate a primary and may designate a secondary priority; ~~if a second priority is designated, the CoC shall clearly~~ by ~~indicating~~ the rank of each ~~proposal in the required letter of support.~~ CoCs have explicit authority to

- prioritize projects that meet OHFA's minimum requirements in any manner they determine, ~~and necessary to serve local need, which may include~~
- imposing more restrictive population or eligibility criteria.

Substance Abuse Recovery

Approximate funding target: ~~————~~ \$1,000,000

Maximum per application: ~~————~~ \$1,000,000

Eligibility:

- ~~At least 75 percent of the units in the development must serve the target population;~~
- ~~The proposed development must serve persons, or families including persons, recovering from a substance abuse disorder;~~
- ~~A minimum of 50 percent of all affordable units must have a commitment for rental subsidy that covers the difference between 30 percent of the resident's income and the fair market rent for the unit at proposal;~~
- ~~The majority General Partner(s) must be a nonprofit organization with experience developing, owning, or managing supportive housing for the homeless, formerly homeless, and individuals and families with special needs;~~
- ~~Applicant must have experience in developing, owning, and operating HTC housing that serves a target population of individuals or families recovering from a substance use disorder;~~
- ~~Applicant must meet the National Alliance for Recovery Residences' quality standards by obtaining associate certification from Ohio Recovery Housing;~~
- ~~Applicant must adhere to HUD's Recovery Housing Guidance;~~
- ~~Applicants must provide a primary or secondary recommendation letter from the area Alcohol, Drug, Addiction, and Mental Health (ADAMH) Services Board in which the development will be sited; and~~

- ~~• Applicants must demonstrate that residents have choice within the community and within the development, and this shall be documented in the ADAMH recommendation letter.~~

~~SINGLE FAMILY DEVELOPMENT~~

~~Approximate funding target: \$1,000,000~~

~~Maximum per application: \$1,000,000~~

~~Eligibility (must meet ALL of the below criteria):~~

- ~~• The proposed development involves the new construction of single family homes or townhomes, including but not limited to those intended for eventual resident ownership.~~

~~[Jump to Threshold and Competitive Criteria for Single Family Development](#)~~

D. STRATEGIC INITIATIVES

After reserving the majority of credits in each pool based on the results of the competitive scoring process, the remaining credits in the pool will be reserved for Strategic Initiatives funding. A minimum of \$1,000,000 will be awarded through Strategic Initiatives.

Proposals must apply for consideration in one of the above allocation pools, must meet all threshold criteria, and must obtain at least 75% of the total available points for the applicable sub-pool to be considered for Strategic Initiatives funding.

OHFA will give priority selection consideration to each of the following:

- Proposals that address priority housing needs evidenced in the [Fiscal Year 20202021 Housing Needs Assessment](#);
- Proposals meeting a quantifiable need and targeting policy and/or geographic areas left underserved through the competitive selection process, including but not limited to meeting OHFA's CHDO set-aside obligation;
- Proposals that assist Ohio in meeting our obligation to Affirmatively Further Fair Housing including but not limited to projects that enhance mobility strategies and encourage development of new affordable housing in areas of opportunity, as well as place-based strategies to encourage community revitalization;
- Resubmitted applications that met all threshold and minimum scoring criteria for funding in a prior round but did not receive an award due to competitive rankings; and
- Proposals with a significant community and population impact.

E. COUNTY LIMITS

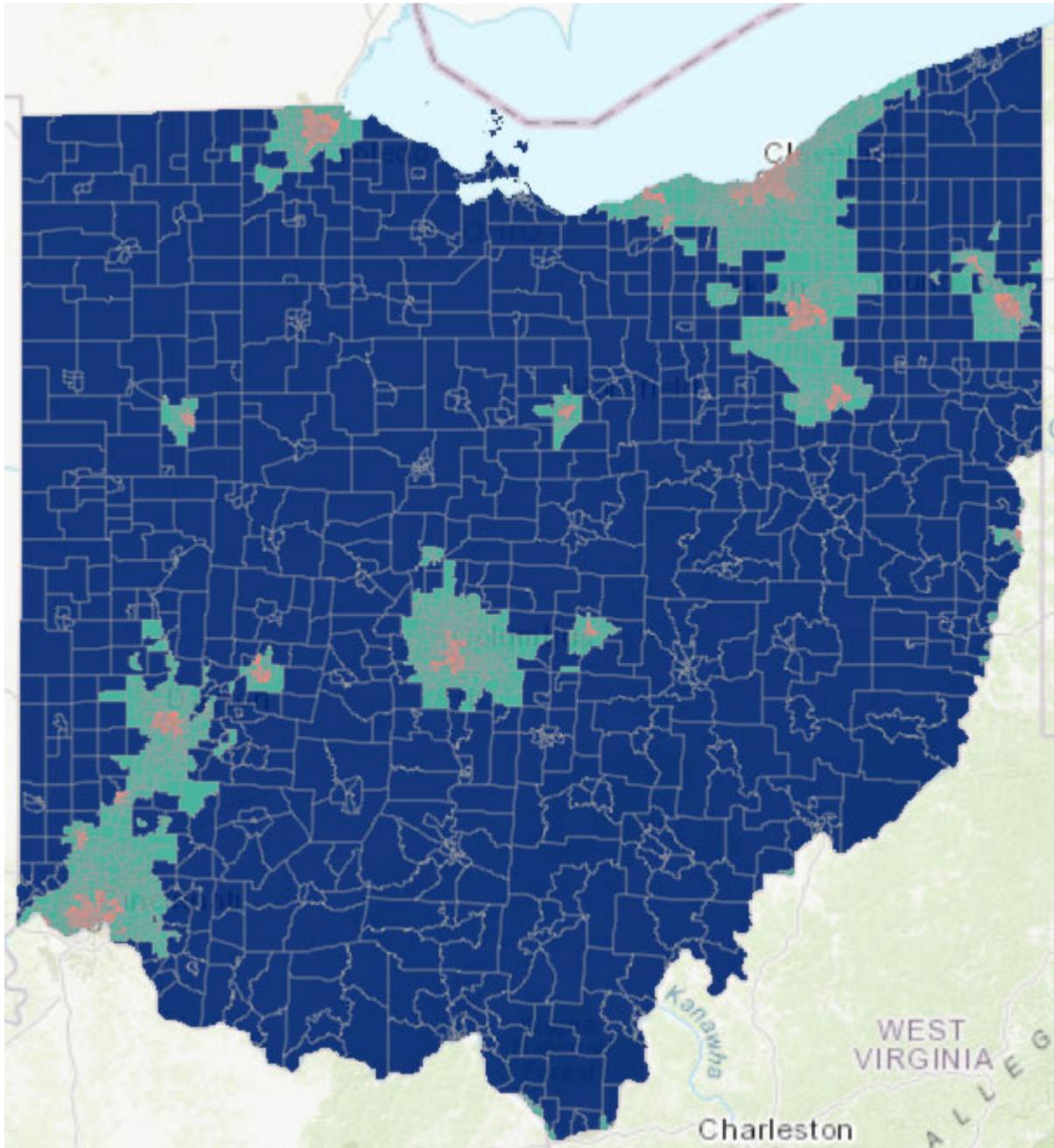
[OHFA will make no more than the following awards per county. If applications across multiple Pools would qualify for awards in excess of these limits, OHFA will base the order on how each placed in its respective competition.](#)

- [Seven \(7\): Cuyahoga, Franklin](#)
- [Five \(5\): Hamilton](#)
- [Three \(3\): Summit, Montgomery, Lucas](#)
- [Two \(2\): Butler, Stark, Lorain](#)
- [One \(1\): all others](#)

F. GEOGRAPHIC DEFINITIONS

[An interactive map showing Urban, Suburban, and Rural Pools is available at:](#)

<https://arcg.is/0a0yij>



An interactive map of Urban and Non-urban areas can be found [here](#).

For the purposes of this QAP, “Urban” areas have the same definition as the U.S. Census Bureau; these are contiguous areas with population densities of 1,000 residents per square mile or more and at least 50,000 residents overall; by rule, every metropolitan statistical area (MSA) includes at least one Urban area. “Non-urban” areas are all locations that are not “Urban”.

~~FHAct50 Building Opportunity Fund~~

~~OHFA will set aside a total of \$9 million in HTC in years 2019, 2020~~2021~~, and 2021~~2022~~ for the FHAct50 Building Opportunity Fund to further the creation of diverse and accessible communities. During that three year period, each of Ohio's three largest cities will be permitted to commit up to \$3 million from this fund for eligible projects within the boundaries of one eligible Target Area Plan (TAP). OHFA will distribute any FHAct50 funds that are not committed by the end of the 2021~~2022~~ application cycle or that are otherwise waived or forfeited by the local jurisdiction through Strategic Initiatives funding.~~

~~**Each of the eligible cities elected to participate in FHAct50 by the deadline of September 28, 2018.**~~

~~A city's election to participate does not prohibit developers from seeking funding for sites located within those cities but being developed with HTC resources distributed outside the FHAct50 process. Additionally, developments selected for FHAct50 funding will not count against the developer application limits.~~

~~Target Area Plan Development~~

~~**The Target Area Plan for each of the three eligible cities have been approved by OHFA as of April 1, 2020~~2021~~.**~~

~~Each city may submit to and receive approval from OHFA for one TAP. Once approved, the geographic boundaries of TAPs may not be amended, altered, or substituted. All TAPs shall meet the following requirements:~~

- ~~▪ Meet the definition and all requirements set forth in the 2021~~2022~~ QAP for a Revitalization Plan;~~
- ~~▪ Be geographically limited to a single neighborhood with boundaries that are generally accepted by the community and will likely be less than two miles east-west or north-south;~~
- ~~▪ Include at least one high-impact partnership designed to promote resident well-being and neighborhood success which may include but is not limited to a school district, anchor institution, social service provider, philanthropic organization, or legal rights or advocacy organization;~~
- ~~▪ Establish, identify, or otherwise incorporate a detailed competitive selection process for how FHAct50 developments will be solicited, reviewed, and committed;~~
- ~~▪ Specify how the TAP responds to the conditions and objectives identified in the city's Affirmatively Furthering Fair Housing analysis or Analysis of Impediments, whichever is most recent; and~~
- ~~▪ Create or otherwise empower a committee that is responsible for advising and consulting on TAP implementation and serves as a single point of community contact to partners and potential funders regarding the TAP. The committee must include, but is not limited to, low-income neighborhood residents.~~

~~OHFA may consult with relevant experts and/or local residents when reviewing each TAP to ensure it meets the intent of this QAP. OHFA may require modifications prior to approving a TAP to ensure it meets all requirements.~~

~~**TAPs must be approved by OHFA prior to the city committing any FHAct50 funds to individual developments.**~~

Development Commitments by Cities

Cities may commit funds on any schedule they determine necessary to furthering the TAP goals (all commitments may be evenly distributed through the three-year period, or may be skewed to the back-end to permit additional planning and stakeholder engagement). Cities may choose any number of developments that are necessary to further the TAP goals.

Developers must submit an application to the city in the format they proscribe. All applications and any documents related to the competitive selection process shall be made available for public inspection upon request.

Upon selection, the city will provide a commitment letter that specifies the amount of FHAct50 funds it is committing to the development and proof of leveraged market rate units.

The city is responsible for:

- Adhering to the competitive selection process identified in the TAP;
- Ensuring at least fifty percent of the total affordable units committed in their target area will be dedicated to serving a family population; and
- Demonstrating that either (1) building permits or (2) certificates of occupancy were issued for an equivalent number of newly constructed⁷ residential, market rate rental units or newly constructed for sale housing units within the target area within the eighteen months preceding the development application to OHFA.
 - For these purposes, “market rate” is defined as units that are not rent or income-restricted and are available to the general public. Any market rate unit that is included within the proposed development may be used to satisfy this requirement. The city may submit both building permits and certificates of occupancy for the same units on different occasions; they may only use a market rate unit once, regardless of the method.

Application Submission to OHFA

Upon receipt of a commitment letter from the city, the development will be eligible to submit an application to OHFA for funding.

Developments selected by the city will complete a FHAct50-specific AHFA made available on [OHFA's website](#) and all other required final application documentation as outlined in the QAP. A copy of the city's commitment letter must be included in the application submission. Developments nominated by the cities will not be scored competitively.

OHFA will accept FHAct50 development applications at any point during the year, with two caveats:

- Applications cannot be submitted during the competitive tax credit application review period (generally February 1-May 30); and

⁷ In its sole discretion, OHFA will consider the following development types to be newly constructed for leveraging purposes: new construction; gut rehabilitation/substantial rehabilitation; adaptive reuse of non-residential structures; and/or the demolition and rebuilding of vacant buildings that were not habitable. Moderate rehabilitations will not be considered. Developments involving any element of rehabilitation or repair of existing structures must be supported by clear evidence demonstrating that the construction will result in a housing unit that was not recently available for residential purposes at any income range.

- ~~Applicants must send a notification to the analyst at least 30 days prior to their expected submission so that the analyst can appropriately plan their time.~~

~~Exception requests must be submitted to OHFA on or prior to the 30-day notice described above.~~

~~FHAct50 development applications must be received no later than August 2, 2021~~[2022](#).

FHAct50 Development Requirements

Cost Containment and Fees:

- ~~There is no TDC per unit cap or TDC per Gross Square Foot cap for FHAct50 developments.~~
- ~~There is no cap on the amount of tax credits a project can receive. It is up to the cities to determine how to allocate the \$3,000,000.~~
- ~~For New Affordability developments, costs are limited to \$20,000 credits/unit;~~
- ~~For Preserved Affordability developments, costs are limited to \$13,000 credits/unit;

 - ~~Preserved Affordability developments that propose demolition of an existing structure and new construction of replacement may submit an exception request for the above credit/unit cap.~~~~
- ~~The base Developer Fee is \$20,000 per affordable unit.~~
- ~~The application fee is a one-time fee of \$5,000.~~

Other OHFA Funding:

- ~~HDAP funding is only permitted for HOME set-aside eligible developments, contingent on availability.~~
- ~~Applicants may seek HDL funding, contingent on availability. Projects should not be reliant on an award of HDL funding to move forward so should provide evidence of project feasibility in the event HDL funding is not available.~~

Additional Requirements:

- ~~Developments must meet all QAP General Requirements and HTC Requirements unless specifically exempted.~~
- ~~Developments must meet all criteria set forth in the OHFA Multifamily Underwriting Guidelines and Design and Architectural Standards.~~
- ~~Lease-purchase, substance abuse recovery, and assisted living developments are not permitted.~~
- ~~Each project must have a local place-based, nonprofit owner with a 25 percent General Partnership interest. The nonprofit should be able to demonstrate that it has a history of serving the community in which the project is located, and should have as part of its mission the provision of affordable housing to the area(s) it serves. It is intended that the nonprofit owner hold an integral, ongoing, and relevant position in the project.~~
- ~~For family developments, no more than 35 percent of affordable units may be one-bedroom and/or efficiencies. Five percent of all units must be three-bedroom or larger and also be affordable to those earning 60 percent AMI or less;~~
- ~~For senior developments, at least 60 percent of affordable units must be one-bedroom. Three-bedroom or larger affordable units are not permitted;~~
- ~~All newly constructed affordable units must meet the Aging in Place requirements specified in the 2019 QAP, or the mandatory Universal Design criteria as specified in Appendix D (exceptions will be considered);~~

- ~~One-for-one replacement is required for demolition of currently affordable units that have place-based rent and/or income restrictions; and~~
- ~~All currently affordable developments that have place-based rent and/or income restrictions must consult with residents on redevelopment plans.~~

~~In order to meet the IRS requirement of three underwrites per project, developments receiving funding through FHAct50 will be required to submit an updated AHFA along with any commitments for funding sources that have changed at the time of 10% test/Carryover Agreement.~~

~~Following underwriting approval, developments will progress through the constructing monitoring and program compliance stages per usual. Participants agree to cooperate in any data collection and/or reporting requirements OHFA deems necessary for efficient program evaluation.~~