



To: All Interested Parties
From: Kevin Clark, Housing Credit Allocation Manager
Date: October 13, 2010
RE: Discussion Topics for the 2011 Housing Credit Program

The Ohio Housing Finance Agency (OHFA) will be holding Proposal Meetings with the development team for each application submitted for the 2011 Housing Credit Program. The goal of these meetings is to discuss and evaluate each affordable housing proposal as part of our selection process.

A list of discussion topics for these meetings is provided below, so that each development team can be prepared to present information needed for OHFA to determine which proposals receive an award. We expect all development team members in attendance to contribute to the conversation in their area of expertise. OHFA staff will ask appropriate questions during the discussion based on the information given.

The meetings will be scheduled beginning Monday, October 18. Meetings will take place starting the first week of November, and will continue until mid-February. We ask that applicants be as flexible as possible in scheduling due to the expected volume of applications. Each meeting will be scheduled for two hours, and the discussions will be recorded. Computer equipment and projectors will be available for use, and application materials will be readily available for viewing during the meetings.

Discussion Topics

- Briefly describe your proposal, including the location, number of units, and population to be served.
- Discuss the strength of the market, including vacancy, capture and penetration rates, and the effect of new units on any OHFA-financed properties existing or under construction.





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- Describe the roles and capacity of the development team members, including members of the ownership entity (general partners), HDAP recipient, developer, property manager, general contractor (if selected), and any consultants. Briefly describe the experience of each entity with the type of project under consideration.
- Discuss the design of the units and buildings, and amenities to be provided at the property, and why they are appropriate for the location and population to be served.
- Discuss characteristics of the site, including visibility and accessibility, availability of public and community services, and potential development concerns, incompatible uses or environmental issues.
- Describe how your proposal will promote the policies and goals of OHFA. Focus on the following policies that apply to your particular proposal:
 - How the development team is collaborating with local governments and neighborhood organizations in order to contribute to local development objectives. This may include community development plans and support for the proposal at the local level.
 - How the proposal will leverage other federal, state or local development subsidy, such as HOME, local trust fund dollars, HUD or Rural Development loans, PHA sources, federal or state historic tax credits, or other financing vehicles.
 - How the proposal will incorporate universal design and concepts of healthy, sustainable development.
 - Whether any previous development of OHFA-financed multifamily properties has taken place in the market area.
 - How the proposal will assist with redevelopment of vacant properties in areas impacted by foreclosure.



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- Whether the proposal will serve very-low income households or provide rental subsidy to residents.
 - Describe any features that may distinguish the development from other proposals and will provide tangible benefits for the residents.
 - Give an overview of the preliminary proforma and explain any cash flow issues, items that fall outside of OHFA guidelines, and exceptionally high project costs.
 - Describe any supportive services that will be provided for the residents.
 - Discuss the scope of work for rehabilitation and the need for proposed improvements, including any items that will be deferred and paid for from replacement reserves.
 - Briefly describe the relocation plan for existing properties.
 - Describe any local opposition or other challenges to the successful development of the proposal.
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