



2010 LIHTC Permanent Supportive Housing Pool

Application evaluation meeting guidelines

To: OHFA 2010 LIHTC PSH pool applicants

From: Arthur G. Krauer

Date: November 6, 2009

Re: 2010 application process

In accordance with the 2010 Qualified Allocation Plan, OHFA will require applicants competing in the Permanent Supportive Housing (PSH) pool to meet with OHFA staff after the March 18, 2010 application deadline. The purpose of these meetings will be for OHFA staff and PSH applicants to meet and discuss in detail the merits of each project submitted. This meeting will allow for a more thorough understanding of the goals of each project, the priority populations and need in each community, as well as the strength of the team proposing the application. OHFA staff will schedule these meetings at their convenience, after April 5, 2010. The following is a list of people expected to participate in each meeting as well as the general discussion topics.

1. **The following persons will be required to attend (one person could serve in multiple roles)**
 - A representative from each prospective General Partner
 - Individual from the organization with decision-making authority for the HDAP Recipient
 - Representative from the developer
 - Representative from the local Continuum of Care
 - Any consultant serving in the development of the project
 - Supportive service providers if distinct from the applicants

2. **Items to be discussed (Maximum 2 hours):**
 - The priority population as defined by local need
 - Preliminary Proforma
 - Challenges being faced: NIMBY; Local Gov't., site, etc.
 - Estimated Dev. Costs (Hard & Soft)
 - ER issues
 - Amenities/services
 - Site quality
 - Preliminary site/unit plans
 - PSH service plan and sources of rental subsidies
 - Capacity of development team

OHFA encourages all partners considering an application for Housing Credits in the PSH pool to meet with OHFA staff prior to the March 18, 2010 deadline. However, OHFA staff would prefer potential applicants to meet prior to January 15, 2010 to maximize the effectiveness of the feedback. OHFA staff will provide input on any of the above subjects if materials are provided for review and discussion. Applicants who choose not to seek preliminary feedback apply at their own risk. Please contact Kevin Clark at 614-752-4550 if you have any questions, or wish to schedule a preliminary discussion.