2008

Housing Credit Program

Qualified Allocation Plan

FINAL

October 17, 2007

Ohio Housing Finance Agency
Office of Planning, Preservation, & Development
57 East Main Street
Columbus, OH 43215-5135
(614) 466-0400

www.ohiohome.org

TED STRICKLAND
GOVERNOR
STATE OF OHIO

October, 2007

I am pleased to present the Ohio Housing Finance Agency's (OHFA) 2008 Qualified Allocation Plan (QAP). This plan will provide detailed information to use as you apply for available housing credits.

The Housing Credit Program increases the supply of quality, affordable rental housing using federal income tax credits. Housing credits offset the federal tax liability of an individual or corporation and provide incentives for the development of affordable housing. These credits create equity to assist with the costs of building acquisition, new construction and substantial rehabilitation.

OHFA evaluates the housing needs throughout the state and identifies strategies to provide affordable housing for Ohio residents. OHFA has awarded approximately $322 million in housing credits to more than 1,400 properties, resulting in the creation of more than 72,000 affordable housing units. Strong public and private sector partnerships ensure the creation and maintenance of quality, rental housing.

I encourage you to apply for the assistance available through OHFA's Housing Credit Program. Help open the doors to an affordable place to call home for Ohio residents.

Sincerely,

Ted Strickland

Ted Strickland
Governor of Ohio

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TABLE OF CONTENTS

I. GENERAL PROGRAM INFORMATION

A. Introduction

The Housing Credit (also know as the Low-Income Housing Tax Credit) is a tax incentive program designed to increase the supply of quality affordable rental housing. These federal income tax credits offset the building acquisition, new construction, or substantial rehabilitation costs for rental housing developments. Since 1987, the Ohio Housing Finance Agency (OHFA) has used the Housing Credit Program to facilitate the development of over 72,000 affordable rental housing units in Ohio.

The Internal Revenue Service (IRS) regulations for the Housing Credit Program can be found under Section 42 of the Internal Revenue Code (IRC). It is the responsibility of the applicant to be knowledgeable of Section 42 of the IRC, regulations and administrative documents (rulings, notices, and procedures), and all relevant materials published by the IRS. OHFA strongly encourages all applicants to seek experienced legal and accounting advice in order to comply with all program requirements.

The Qualified Allocation Plan (QAP), described under Section 42(m) of the IRC, contains OHFA's procedures and policies for the distribution of the state's allocation of Housing Credits. The QAP may be subject to change, pending developments in federal and state legislative requirements and/or OHFA policy.

B. Description of the Housing Credit

The Housing Credit was created by Congress in 1986, replacing earlier federal tax incentives for the development of affordable rental housing.

Housing Credits are used to offset an individual or corporation's federal income tax liability. The amount of Housing Credit received can be subtracted on a dollar-for-dollar basis from the federal income tax liability.

The Housing Credit is received each year for 10 years - the period the taxpayer claims the Housing Credit on his/her federal income tax return. The owner must maintain income and rent restrictions continuously for 15 years - this is the compliance period. Additionally, the owner must enter into an extended use period of an additional 15 years by filing a Restrictive Covenant on the project with the County Recorder.

The taxpayer may claim the Housing Credit beginning either with the taxable year in which the building is placed-in-service, or in the following year at the owner's election (or the OHFA's determination, if necessary). The allocated Housing Credit amount taken by the taxpayer is based on the portion of the building occupied by low-income residents at the end of the first year of the Housing Credit period.

C. Federal Program Requirements

The following are brief descriptions of the federally-mandated program requirements. The list does not include all rules and requirements. Applicants should refer to Section 42 of the IRC for more information.

Income Targeting. A project qualifies for the Housing Credit if at least 20% of the project is occupied by households with incomes at or below 50% (20/50 projects) of the Area Median Gross Income (AMGI) or at least 40% of the project is occupied by households with incomes at or below 60% (40/60 projects) of the AMGI. The AMGI limits are published annually by the U.S. Department of Housing and Urban Development (HUD) (see Exhibit A). Incomes are adjusted by household size. The OHFA has provided the income limits by county.

Rent Restriction on Units. The rent limits are based on the income limits and the number of bedrooms in a unit. Rent subsidies paid on behalf of the resident (such as Section 8 program payments) and overage defined by the USDA Rural Development (RD) 515 program are not included in gross rent calculations. Gross rent includes a utility allowance for the utilities paid by the resident.

In order to assure the units are rented at the specified level elected at application, the OHFA requires owners to file a Restrictive Covenant in the County Recorder's office where the project is located. The Restrictive Covenant details the restrictions on rent, as well as the term of affordability. Furthermore, the Restrictive Covenant also includes restrictions on the income levels the project is targeting per the election the owner selects on the application.

Utility allowance information is obtained from HUD or the Public Housing Authority in the county where the project is located, or based upon any policies and procedures established by OHFA. Please refer to Treasury Regulation 1.42-10 for more information. For a USDA RD 515 project, the utility allowance can be obtained from the Rural Development office.

Extended Low-Income Use. Income and rent limitations must be maintained for a minimum period of 15 years and through the extended use period, which is an additional 15 years. Project owners must enter into an extended low-income use agreement with OHFA.

IRS Revenue Ruling (2004-82) indicates that residents of a project that received Housing Credits may not be evicted without good cause. OHFA intends to enforce this restriction along with all other IRS compliance regulations. The definition of good cause may be found at 24 CFR § 247.3 of the Code of Federal Regulations.

Safe, Decent, & Sanitary Housing. All projects must meet applicable building codes promulgated by the Ohio Board of Building Standards and local governmental agencies.

"No More Credit Than Necessary". Section 42 of the IRC mandates that state housing finance agencies ensure the amount of Housing Credits awarded to a project is the minimum amount necessary for the project to be placed in service as affordable rental housing. OHFA completes this designated task by underwriting every project receiving Housing Credits.

Civil Rights Compliance. It is the responsibility of the owner/developer/borrower and any of its employees, agents or sub-contractors in doing business with OHFA to adhere to and comply with all Federal Civil Rights legislation, inclusive of the Fair Housing Laws, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act, as well as any state and local Civil Rights legislation along with any related codes and laws. Should OHFA not specify any requirements, such as design, it is nonetheless the owners' responsibility to be aware of and comply with all non-discrimination provisions relating to race, color, religion, sex, handicap, familial status and national origin. This includes design requirements for construction or rehabilitation, Equal Opportunity in regard to marketing and resident selection and reasonable accommodation and modification for those residents covered under the Laws. OHFA has provided a brief guide to federal accessibility requirements (see Exhibit M).

D. Eligible Use of the Housing Credit

The Housing Credit can be used to offset the cost of acquiring, substantially rehabilitating, and/or constructing residential rental housing to be occupied by low-income individuals and families. These units must be available to the general public and have initial leases of six months or longer.

Costs to develop the low-income units become the building's eligible basis. The Housing Credit can be allocated to common areas as long as these facilities are provided to all residents without additional fees or charges. It is important to note that units created solely for occupancy by the manager, maintenance personnel and/or security guard are considered common space.

The applicable fraction multiplied by the eligible basis becomes the project's qualified basis. The applicable fraction is defined as the lesser of (a) the number of low-income units divided by the total number of units (unit fraction) or (b) the amount of low-income unit square footage divided by the total amount of residential unit square footage (floor-space fraction). Low-income units are defined as units occupied by households with incomes at or below 50% or 60% of AMGI, depending on the minimum set-aside selected by the owner.

Qualified basis is the product of the eligible basis multiplied by the applicable fraction. The applicable Housing Credit percentage (commonly referred to as the 9% and 4% Housing Credit rate) is the percentage used to determine the annual Housing Credit amount by multiplying it by the total qualified basis. The Housing Credit rates fluctuate from month to month, and the IRS publishes the new rates monthly. A recipient of Housing Credits may "lock-in" the Housing Credit rates upon entering a Binding Reservation Agreement with OHFA, or use the rates in effect at the date each building is placed into service.

The following types of projects are eligible for Housing Credits:

- **Acquisition/Substantial Rehabilitation.** Housing Credits are available for the acquisition and substantial rehabilitation of a building. The 4% Housing Credit rate is applied to the acquisition basis. Generally, the 9% (or 4% in certain circumstances) Housing Credit rate is applied to the substantial rehabilitation basis. The property cannot have been placed in service within 10 years prior to acquisition. In addition, capital improvements on the building are not eligible cost items if within the previous 10 years, major capital improvements have been made to the building. The new buyer or related entity cannot currently own the building; however, 10% of the ownership may remain unchanged.

- **Substantial Rehabilitation only.** The Housing Credit may be claimed on the basis of costs incurred for the substantial rehabilitation of a property without claiming credit on the acquisition basis of the project.

- **New Construction.** Housing Credits at the 9% (or 4% in certain circumstances) Housing Credit rate are available for the eligible costs to construct a new building or buildings.

Ineligible Costs. Certain project costs are not subject to inclusion into eligible basis upon which the Housing Credits are derived. These include:

1. Commercial Building Costs.
2. Land.
3. Permanent Financing Fees.
4. Reserves.
5. Off-Site Improvements.
6. Syndication Expenses (including legal, accounting, and bridge loan interest).
7. Any expense that cannot be depreciated with the building.
8. OHFA Application, Reservation, & Compliance Fees.
9. In-kind contributions to a project.

This list is not inclusive of all costs that may be ineligible for Housing Credits. Please refer to Section 42 of the IRC for more information.

The Housing Credit is not available for any of the following facilities: hospitals, nursing homes, sanitariums, lifecare facilities, retirement homes (if providing significant services other than housing are mandatory for residents), employer housing, mobile homes and student housing. Factory-made housing that is permanently fixed to real property may qualify for the Housing Credit. Congregate care facilities may be eligible if the "additional supportive services" are provided to the resident as a voluntary option and the resident is not charged mandatory fees for those services. Please refer to Section 42 of the IRC for more information.

The costs of constructing or rehabilitating a community service facility (such as a daycare building) located in a qualified census tract may be included with the eligible basis of a Housing Credit project. These additional costs cannot exceed 10% of the eligible basis for the entire project. All community service facilities that are part of the same qualified project shall be treated as one facility. A community service facility must be designed to serve primarily individuals, not necessarily residents of the project, whose incomes are 60% or less of the AMGI. Please refer to IRS Revenue Ruling 2003-77 for more information.

E. Policy Statements

OHFA seeks to utilize the Housing Credit Program to create sustainable affordable housing (both financially and physically) by distributing resources through a transparent allocation process that addresses the mandates of the law, the needs of our primary customers and respects the interests of our stakeholders. Primary customers include low- and moderate-income residents, the development community, and owners of existing Housing Credit properties.

The following policy statements have been developed using input and feedback from OHFA Board members, program stakeholders, and primary customers, as well as the expertise of our staff regarding affordable housing needs in Ohio. These policy statements are the basis for the allocation process outlined in later sections of the Qualified Allocation Plan. The statements are not listed in any particular order; rather the priority of each policy is reflected in the allocation process.

Housing credits will be allocated to proposals that promote the policies and goals indicated in the QAP and are determined to be in the best interest of the citizens of the State of Ohio. OHFA reserves the right to award credits irrespective of competitive score if a proposal furthers the policies stated in the plan.

1. Types of housing
   a. OHFA supports the development of three broad types of housing: Multifamily apartments; properties designed for senior populations; and single-family rental homes with a Lease-Purchase model.
   b. This development objective will include a preference for the preservation of existing affordable housing that is in the greatest need of rehabilitation and has expiring Section 8 or equivalent federal rental assistance contracts.
   c. OHFA also supports the development of Permanent Supportive Housing for the homeless.
   d. Consideration will be given to distribute credits throughout various geographic regions of the state.

2. Types of subsidy
   a. OHFA will finance properties with substantial federal development subsidy, such as the USDA Rural Development Section 515 program and the HUD HOPE VI program.
   b. A preference will be given for the development of projects that will serve very low-income populations and provide federal rental subsidy for the residents.

3. Project characteristics
   a. Select properties based on strength of the market area, including vacancy rates, penetration rates, the condition of other housing credit properties and the projected growth rate of the low-income population.
   b. Consider the project and unit amenities in the selection process.
   c. Support Universal Design in all properties receiving housing credits. "Visitability" guidelines shall be incorporated into all newly constructed properties.
   d. Support development of properties that meet Green Communities standards.
   e. Give preference to proposals that are the highest priority projects of the community and/or the developer.
   f. Consider other unique characteristics with tangible benefit for the residents and/or housing in the selection process.

4. Development team characteristics
   a. Favor development team members with successful experience in the location and type of housing being proposed.
   b. Support the endeavors of community-based non-profit housing organizations to develop housing in their service area.
   c. Judge the development team on the ability of each member to meet key responsibilities in a timely and efficient manner, including the general partners, developers, contractors and property manager.

5. Financial considerations
   a. Encourage the development of properties that meet OHFA financial underwriting requirements and are forecast to have sufficient long-term operating income.
   b. Consider construction costs of a reasonable level when comparing proposals for similar types of projects.

6. Vacant housing properties: OHFA will take steps to advance recommendations of the Ohio Foreclosure Prevention Task Force regarding vacant housing properties. OHFA will engage our customers and stakeholders in a dialogue regarding this issue, then determine Housing Credit Program policies that will advance such recommendations.

II. ALLOCATION PROCESS

A. Instructions

All applications for 2008 Housing Credits at each stage of the allocation process must be submitted to the Office of Planning, Preservation & Development; OHFA; 57 East Main Street; Columbus, Ohio 43215. Applications must be received no later than 5:00 p.m. by the dates listed in the program calendar, unless the project is financed with tax-exempt bonds (see Page 50). Applicants must use the 2008 Affordable Housing Funding Application (AHFA) available on the OHFA web site at www.ohiohome.org.

The application review process will consist of three stages. The first stage is a review of the experience and capacity of all organizations that wish to participate as general partners or developers during the program year. This review will result in a maximum number of credits for which each organization will be eligible. The second stage is a review and evaluation of proposed project sites, including market criteria, project design and amenities, site location and quality, and the scope of work for rehabilitation projects. This review will result in a competitive ranking for these items. Applicants who elect to continue to the third stage of the process must submit a full application for review of all other selection criteria. OHFA will assure that any changes to or withdrawal of applications at any stage of the review process will affect all applicants in a fair and equitable manner.

<u>Interpretation of Policies</u>. The QAP is intended to provide sufficient information to prospective Housing Credit applicants. However, due to the complexity of the program and the housing development process in general, not every potential circumstance is covered in the QAP. OHFA will interpret the policies and guidelines contained in the QAP upon review of an application for Housing Credits, and may accept or reject an application based on its interpretation. Applicants are strongly encouraged to seek guidance from OHFA regarding any situation not explicitly addressed in the QAP prior to submitting their application. If an applicant fails to request such guidance, OHFA will consider this failure to disclose information in its decision making process.

<u>Special Allocation.</u> A project that has returned a Housing Credit allocation from a previous year due to the inability to proceed resulting from local government action that has been determined through the judicial system to be inappropriate may seek an allocation of credit in the current year. In order to qualify to apply for this relief, the project must meet the following requirements:

1. The project must have received an allocation of competitive Housing Credits from OHFA in a previous year.

2. The owner of the allocation must have returned the Housing Credits to OHFA prior to the required placed-in-service date.

3. The underlying reason for the return of the credit allocation must relate to action or inaction of the local government approval process to allow for plan approval or building permit issuance.

4. The owner of the project must obtain either a final judicial determination that the local action or inaction is inappropriate or a settlement or consent of all parties to an appealable judicial action that no appeal will be taken from a judicial decree or that determines the local activity

is inappropriate. As a result of this judicial decree or settlement, the owner of the project must demonstrate that the project can now proceed. OHFA legal counsel and/or the Ohio Attorney General's office will make the determination of these requirements.

5. The project will complete a current year application and request OHFA Board consideration to obtain a current year Housing Credit reservation.

6. OHFA staff will evaluate the project based on current year criteria, although waivers from current year requirements may be requested and considered. It is OHFA's expectation that comparable commitments will be made. It is expected that any monetary damages received which are related to the project, less direct costs of litigation apportioned between damages that are related and unrelated to the project, will be pledged to the project.

Qualifying requests will be summarized and presented to the OHFA Multifamily Committee and Board for consideration and approval. OHFA has no affirmative obligation to grant approval to any project seeking relief.

OHFA may also grant relief to projects that are unable to meet their placed-in-service deadline due to circumstances that are outside the control of the owner and could not be reasonably anticipated before the initial application date. The applicant must submit a formal request outlining reasons that the placed-in-service deadline cannot be met, and must agree to return their Housing Credit allocation to OHFA prior to such deadline. The request must be submitted at least 30 days in advance of the placed-in-service deadline. If the request is approved, then a new allocation of credits will be granted in the following calendar year. OHFA reserves the right to levy a reservation fee for the new credit award. OHFA has no obligation to grant approval to any project seeking relief.

<u>Previous Allocation.</u> Owners of projects that received a prior allocation of Housing Credits may apply for additional credit if necessary for the continued financial feasibility of the project. The ownership structure, development team members, rent elections, applicable fraction, developer's fee, special needs population served (if any), and physical structure of the project may not be changed unless approved in advance by the OHFA. All requests for changes must be received no later than 30 days prior to the application deadline for the Site & Market Evaluation.

Applications for additional credit must include documentation dated within one year prior to application for Housing Credits. Owners must meet all requirements contained in the 2008 QAP.

Owners of projects that received an allocation of Housing Credits in previous years and are placed-in-service may only apply for additional Housing Credits if 10% or more residential square footage, and/or 5% or more units have been added to the project. The OHFA may waive these requirements if an applicant can demonstrate that the project requires an extreme amount of repairs, is supported by the local government, and the local government and/or a federal agency is providing additional financial assistance. An extreme amount of repairs is defined as a situation in which the rehabilitation hard costs equal or exceed 50% of the total project cost. In addition, the OHFA reserves the right to place restrictions on new ownership or management, limit the developer's fee, and require a capital needs assessment with the application. Applicants must include a narrative with the application that outlines the need for the waiver. The OHFA has the sole discretion to approve such requests and will judge the requests on a case-by-case basis.

All placed-in-service Housing Credit projects (without tax-exempt bond financing) must apply during a standard application round and will be reviewed according to the current year's criteria. In addition, projects that re-apply may be subject to additional underwriting requirements. Projects must provide the previous Housing Credit allocation amount, the previous project square footage, and previous number of units on the new application and in the project narrative. Placed-in-service Housing Credit projects are also subject to rules outlined in Section 42 of the IRC and Treasury Regulations.

Duplicate Applications. Each application must consist of a legitimate stand-alone development proposal. The OHFA does not consider projects that are artificially divided or duplicate projects on adjacent or nearby sites to be legitimate development proposals, because such applications may manipulate the selection process and circumvent allocation priorities. Therefore, the OHFA will reserve the right to combine or reject applications for projects located in close proximity and sharing similar attributes, such as project type, population served, construction style, and/or development team members.

If OHFA elects to combine applications, then the developer will be required to demonstrate that the combined project will be financially feasible and is supported by the local community. The conclusions in the market study must be updated based on the total number of units, and items such as zoning documents, public notification letters and consolidated plan certification may also need to be updated. If the OHFA determines that it is appropriate to combine applications in this manner, then the applicant(s) must either submit the updated documents described above or elect to withdraw one or more of the duplicate applications. An election to withdraw an application must be in writing and signed by all parties who signed the original application.

In addition to combining applications, the OHFA will prohibit applications that receive a reservation of housing credits from later adding land or sites from other projects that were proposed in 2008, did not receive a reservation of credits and were located in the same county or, for the eight largest counties, the same submarket. The OHFA will permit a parcel of land or an existing building to be included in only one application during a funding round.

Identification of Costs. The hard construction cost line items in the proforma section of the application must only include costs for those items that are depreciable with the building. All soft cost items that are usual and customary for the construction or rehabilitation of a Housing Credit property, including professional fees and project reserves, must be included and properly identified as soft cost items. All costs relating to building acquisition must be accounted for in an appropriate manner.

The OHFA reserves the right to review the proforma of any applicant and request a breakdown of the hard construction cost line items, which must be consistent with the scope of work for the project. An applicant with a fixed price contract in which all construction costs are designated as hard costs must estimate soft cost allocations from that contract and include those estimates as soft costs in the application. The initial breakdown between hard construction costs and soft costs may not vary beyond a reasonable amount from the actual costs indicated in the final cost certification.

B. Program Calendar *(Subject to Change)*

<u>November 2007</u>

5 2008 Housing Program Training

8 Applications for Experience & Capacity Review Submitted

15 2008 Housing Program Training

<u>December 2007</u>

13 Experience & Capacity Determinations Issued

20 2008 AHFA Ready for Distribution

<u>February</u>

14 Applications for Site & Market Evaluation Submitted

<u>May</u>

1 Results of Site & Market Evaluation Issued

22 Deadline for Full Applications

<u>July</u>

3 Final Results for All Allocation Pools Released

7 Reservation Agreements Issued

22 Next Steps Meeting for Successful Applicants

<u>August</u>

4 Deadline for Reservation Agreements and Phase I Environmental Site Assessments

<u>November</u>

20 Carryover Submission Deadline

<u>December</u>

31 Carryover Allocation Agreements Issued

C. Experience & Capacity Review

OHFA will conduct a review of the experience and capacity of potential general partners and developers prior to submission of Housing Credit applications for individual properties. The result of this review will determine whether an organization may participate in the upcoming program year and the maximum credit amount that such organization may be awarded as a general partner and developer. The level of participation may be extended to other roles on the development team at the discretion of OHFA.

The following items must be submitted for OHFA to conduct the experience & capacity review:

1. A brief narrative describing the experience of the organization with regard to development of subsidized affordable housing, including the number of projects and units that have been completed and placed into service.

2. A summary of all projects under construction, including their present status and expected completion date.

3. Resumes of key development staff within the organization, focusing on their affordable housing development experience.

4. The number of Housing Credit applications proposed for submission in 2008; the allocation pools in which the applications will compete; the roles that the organization will play in the projects; development and ownership partners that the organization may be working with on the projects; and a request to be placed in one of the tiers described below.

The following criteria will be considered when making a determination:

1. Past experience developing affordable housing using OHFA programs. Properties presently in service and those under construction will be considered, and the quality and success of previous developments will be taken into account. OHFA will also consider location and experience in the geographic areas to be served, experience with the type of housing product proposed, and the past working relationships of the proposed development and ownership partners.

2. Other affordable housing development experience using government funded programs, including existing properties and those under construction.

3. The development capacity of the organization to complete construction of all current projects on time and within program requirements and application commitments.

4. The financial capacity of the organization to ensure that construction will be completed on time and that work will be guaranteed for quality.

5. The organization must remain in good standing with all OHFA programs in order to participate in the upcoming program year.

An organization will be placed into one of the following tiers as a result of the review:

1. Tier One: Eligible for no more than $3,000,000 of annual housing credits.

2. Tier Two: Eligible for no more than $2,000,000 of annual housing credits.

3. Tier Three: Eligible for a maximum of one (1) housing credit award.

4. Tier Four: Ineligible for a housing credit award during the current program year.

Placement in one of these tiers does not constitute a guarantee of any level of funding. OHFA will use information submitted by the organization and other reasonable sources available to make these determinations, including reports and opinions of other public funding sources. OHFA reserves the right to place additional restrictions on applicants, further limit the number of awards or amount of credits to an organization in any tier, and limit credit allocations due to identities of interest between organizations applying for Housing Credits.

Maximum Credit Cap Requirements

a. All users are restricted to a maximum of $3,000,000 in annual Housing Credits based on the determination made by OHFA in the Experience & Capacity Review.

   "Users" to which the credit cap applies are actual general partners, and parent organizations of general partner entities or affiliates of the general partner or managing members of entities to which Housing Credits have been awarded. "Affiliate" is any entity that directly or indirectly controls another entity or has a controlling interest in the entity. "Controlling Interest" is defined as the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of an entity, whether through the means of ownership, position, contract, or otherwise. In addition, "controlling" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of an entity, whether through the means of ownership, position, contract, or otherwise.

b. Organizations acting as users, developers, and/or general contractors are limited to a maximum of $3,000,000 in annual Housing Credits based on the determination made by OHFA in the Experience & Capacity Review.

   An "organization" to which this cap applies is defined as the actual entity indicated in the application, and any parent organization or affiliate of such entity (see the preceding paragraph for definitions of affiliate and other applicable terms). This restriction includes any applications in which such organization is indicated as a general partner or as a consultant. If a developer or general contractor enters any additional projects after reservation agreements are issued, these will count against their cap for the following year. Full disclosure of identity of interest between all development team members must be included in the application. At the time of reservation and allocation, each general partner, developer and general contractor must execute a certification that their participation in Housing Credit projects is limited to the maximum credit cap amounts. If an entity does not fully disclose all participation, then such entity and all affiliated organizations will be banned from participating in the Housing Credit program for one year from the date of discovery by the OHFA.

The OHFA reserves the right to determine to which entities the maximum credit cap may apply. Any such determinations shall apply only to the applications received in 2008 and shall not be bound or limited by any determinations made by the OHFA for any previous year. The annual credit amount for each project will be applied to each general partner, developer, or general contractor, regardless of ownership interest; thus, a 51% general partner will have the entire project credit amount applied toward its cap, rather than 51% of the credit amount.

<u>Good Standing with OHFA and ODOD Housing Programs</u>

Program participants will be considered to be not in good standing when one of the following apply to a project in which the entity or individual is involved in an executive capacity (i.e. anything other than as a passive investor or general contractor):

1. Outstanding uncorrected IRS Form 8823.
2. Default on any OHFA loan.
3. Failure to submit an annual owner certification or report.
4. Before the issuance of IRS Form 8609, the project has non-compliance issues that would be reported to the IRS if Form 8609 had been issued.
5. Failure to request Form 8609 in a timely manner.
6. Failure to abide by the regulations of the Housing Development Assistance Program (HDAP).
7. Violating the terms of a HDAP funding agreement.
8. Failure to pay applicable program fees.
9. Failure to maintain good standing with an Ohio Department of Development program.
10. Deviating from an approved project plan without OHFA approval.
11. Providing false, misleading, or incomplete information on an application or other document required by the OHFA.
12. Failure to respond in a reasonable period to requests for information or documentation.
13. Changing a management company or other approved project participant without OHFA approval.
14. Other determinations made by OHFA based on a pattern of mismanagement or non-compliance as evidenced by monitoring reviews or other information. Determinations may be directly appealed to the OHFA Multifamily Committee as described below.

A designation of not in good standing will result in the entity or individual so designated being unable to participate in any OHFA programs until the violations resulting in such designation are resolved. Parties deemed to be not in good standing under any of the above items may, upon submission of additional information, request that OHFA remove such designation. In the event OHFA denies a request, the applicant may appeal to the Multifamily Committee of the OHFA Board. Designations of not in good standing resulting from Item 14 (above) may be appealed directly to the Multifamily Committee. The decision of the Multifamily Committee is final.

Projects may request that the OHFA waive violations of the good standing policy as described in Items 1-13 above. Examples of circumstances where a waiver may be issued include when a management company or owner “inherits” uncorrected Forms 8823, or in the event of a casualty loss.

D. Site & Market Evaluation

OHFA will conduct an initial review and evaluation of proposed project sites. This review will encompass market criteria, project design and amenities, and site location and quality. The projects in each allocation pool will be compared and ranked in order of preference based on these criteria as a result of the evaluation. OHFA may also eliminate a project from further consideration following this evaluation or during the evaluation process. Properties that have an existing project-based rental assistance contract with HUD, RD, or a comparable federal source will receive first priority in the Preservation Pool.

The following items must be submitted for OHFA to conduct the site & market evaluation. Refer to the Program Calendar for application deadlines.

1. The 2008 Affordable Housing Funding Application (AHFA). The submission must include an original signed hard copy and an electronic copy on a computer disk. All project sites must be identified in the appropriate section of the AHFA. Scattered-site projects must identify at least 50% of their sites, and identify all of the submarkets in which the entire project will be located. All development team members must be identified in the application.

2. Application processing fee in the amount of $1,000. An application will be immediately rejected if a check is returned for insufficient funds.

3. A narrative describing how the project will meet or address the selection criteria in the Site & Market Evaluation.

4. A market study conducted by an approved market study professional that meets all OHFA requirements.

5. Evidence that the public notification process has been completed pursuant to the Ohio Revised Code and OHFA requirements. Copies of all public notification letters and receipts must be submitted.

6. Preliminary plans and specifications that provide a description of the proposed development, including the following:

    a. Typical unit plan(s) that include the square footage of each unit.

    b. Building elevations (photographs are acceptable for rehabilitation projects).

    c. A site plan that shows how the development is to be built. This plan must indicate the placement and orientation of buildings, parking areas, sidewalks, landscaping, amenities, easements, trash dumpsters, buffers, etc.

    d. A schematic site plan that shows the site boundaries and includes the location of any streams, ravines, gullies, drainage problems or other construction deterrents. All utility locations such as water, sewer, gas, electric, and phone lines must be indicated. If utility services are not presently located at the site, then the plan must reflect the distances from the services.

    e. The most recently available topography map of the site that clearly identifies the site contour lines at twenty (20) foot intervals or less.

f. A current aerial photograph with the location of the site clearly marked and the surrounding uses and access points to the site are clearly visible. For scattered site projects, submit a map indicating the location of each site with reasonable specificity.

g. A detailed scope of work (rehabilitation projects only) that identifies all hard construction items and their cost.

Architectural plans must be on paper no larger than 11 inches by 17 inches and must fit completely into the application binder.

7. Completed and executed OHFA Form 001 (Contractor/Architect Certification) evidencing that all minimum project requirements will be met. Any requests to waive these requirements must also be submitted with the form.

8. Mini-Phase I Environmental Site Assessment (MP-1). The scope of work for the MP-1 may be found in Exhibit O. OHFA reserves the right to reject any sites indicated to have environmental problems or hazards.

9. Projects competing in the preservation pool must submit a capital needs assessment with their application that meets the standards outlined in Exhibit L.

Additional information from the local development departments or the local MHA may also be submitted for consideration by OHFA during the site & market evaluation.

<u>Selection Criteria</u>

1. Market Criteria: OHFA prefers projects that best meet the following guidelines. Data from the OHFA Statewide Rental Housing Analysis (SRHA) and annual operating surveys will be used to determine the vacancy and penetration rates for each county and submarket. All of the sites to be included in a project must be located within one Primary Market Area (PMA).

a. Housing Credit Vacancy Rate

Projects located in counties or submarkets that have an average vacancy rate for housing credit projects equal to or less than the statewide average will receive preference. Projects will be evaluated and grouped based on project type. The three project types that will be considered are single-family, multifamily, and senior (age 55 or older). Refer to Exhibit Q for more information.

The market analyst for the project may also present statistical evidence indicating a vacancy rate equal to or less than the statewide average in the Primary Market Area (PMA) to receive preference, or may present reasons that a high vacancy rate will not affect the viability of the proposed development. OHFA reserves the right to override the analyst’s recommendation.

b. Market Vacancy Rate

Projects located in counties or submarkets that have an average vacancy rate for market rate projects equal to or less than the statewide average will receive preference. Refer to Exhibit Q for more information.

The market analyst for the project may also present statistical evidence indicating a vacancy rate equal to or less than the statewide average in the Primary Market Area (PMA) to receive preference, or may present reasons that a high vacancy rate will not affect the viability of the proposed development. OHFA reserves the right to override the analyst's recommendation.

c. Penetration Rate

Projects located in counties or submarkets that have an average penetration rate (for households with incomes between 40% and 60% AMGI) equal to or less than the statewide average will receive preference. Projects will be evaluated and grouped based on target population. The target populations that will be considered are family/individuals and senior (age 55 or older). Refer to Exhibit Q for more information.

The market analyst for the project may also present statistical evidence indicating a penetration rate equal to or less than the statewide average in the Primary Market Area (PMA) to receive preference, or may present reasons that a high penetration rate will not affect the viability of the proposed development. OHFA reserves the right to override the analyst's recommendation.

d. Growth Rate for Income-Qualified Households

Projects located in counties or submarkets that have a positive (increase of more than 25 households) growth rate of households with incomes between 0% and 60% AMGI between 2006 and 2011 will receive preference. The OHFA will use 2007 HISTA data created by Ribbon Demographics to determine the counties or submarkets eligible for the points. Projects will be evaluated and grouped based on target population. The target populations that will be considered are family/individuals and senior (age 55 or older). Refer to Exhibit Q for more information.

The market analyst for the project may also present statistical evidence indicating a positive growth rate for households with incomes between 0% and 60% AMGI in the Primary Market Area (PMA) to receive preference, or may present reasons that a negative growth rate will not affect the viability of the proposed development. OHFA reserves the right to override the analyst's recommendation.

<u>Nominal Market Impact</u>: Preference may also be given for this item if the number of proposed units is equal to or less than 2% of the 40% to 60% AMGI income qualified households in the county or submarket by project type as determined by the OHFA. Refer to Exhibit R for a listing of maximum units by project type – family or senior (age 55 or older).

2. Project Design & Amenities: OHFA prefers projects that best meet the following guidelines.

   a. Design and layout of buildings, green spaces and pedestrian areas on the site that are appropriate for the area (i.e. urban, rural, or a particular place) and population (i.e. families, seniors, permanent supportive housing, etc.) to be served.

   b. Structural amenities that are appropriate for the area and population to be served, including but not limited to safety features, laundry facilities, storage space and parking accommodations.

   c. Scale, design and architecture that are compatible with buildings located in the surrounding area.

   d. Provision for community and recreational spaces that are appropriate for the population to be served. Spaces should be located on-site where feasible, or within a reasonable distance considering the area and population to be served.

   e. Adequacy of the scope of work for rehabilitation properties. The scope of work will be compared to the capital needs assessment. All major structures, systems and components of the buildings must be accounted for and replaced or repaired as necessary.

3. Site Location & Quality: OHFA prefers projects that best meet the following guidelines.

   a. Availability of and access to appropriate public services, including: public transportation; public safety (police/fire department); schools; day care/after school programs; library; community center. The area and population to be served will be considered in the evaluation of the site.

   b. Availability of and access to appropriate community services, including: shopping (gas, grocery, banking, pharmacy, etc.); restaurants; parks; recreational facilities; hospital; health care facilities.. The area and population to be served will be considered in the evaluation of the site.

   c. Visibility and accessibility of the site to the community.

   d. Potential development concerns located on, adjacent to or near the site, such as environmental hazards, topography concerns or wetlands. The applicant must explain in their narrative whether such items will have an adverse effect on the development of the site.

   e. Effect of industrial, institutional or other incompatible uses located on, adjacent to or near the site that may adversely affect residents, including but not limited to: power transmission lines and towers; frequently used railroad tracks; high traffic corridors; factories; salvage yards; landfills; wastewater treatment facilities. The applicant must explain in their narrative whether such uses will have an adverse effect on the residents of the property.

   f. Contributes to an existing community development plan adopted by the local jurisdiction. Plans approved at the city, village, township or county level will receive consideration, and must be evidenced in a formal manner via correspondence from appropriate local officials that cite specific references in the plan, copies of applicable portions of the community development plan, and/or other written means. The type of housing to be developed (i.e. apartments, single-family homes, etc.), the location of housing within the jurisdiction, and the population to be served will be considered.

OHFA considers the term “appropriate” in a subjective manner within the above guidelines, meaning that the feature identified will likely make the project more successful (i.e. more likely to lease units, maintain cash flow and sustain long-term viability) for the population being served. Any single feature may or may not be preferred universally among all areas, populations and housing types.

OHFA may conduct a site visit in order to gather information that will be used to help rank the applications in each allocation pool. The applicant must clearly mark the physical location of the project site and provide a detailed map that depicts the roads leading to the site so that OHFA staff may easily conduct a site visit. Up to two representatives of the applicant who are familiar with the housing proposal are encouraged to accompany OHFA staff on the site visit in order to describe how the proposal meets the Site Location and Project Design criteria and to answer any questions that staff may have. The applicant may request in advance that additional representatives be present if necessary and acceptable to OHFA. Applicants for scattered site projects must be available to provide a tour of the sites and neighborhoods. All site visits will be scheduled at a time convenient to OHFA review staff.

In addition to ranking applications based on the above criteria, OHFA will compare applications of the same project type and located in the same county or market area, and may prioritize and rank such applications to determine which of these projects will receive credits following the entire application review process.

Restricted Areas

An application may not be eligible for a Housing Credit allocation if OHFA awarded an initial allocation of credits to another project between 2005 and 2007 located in the same Primary Market Area (PMA) and serving the same population. This applies only if the previous application consists of newly created affordable housing units located on single or closely grouped sites.

The number of income-eligible households in the PMA will be a factor to determine whether the application is eligible for funding. Other factors may include vacancy and penetration rates in the PMA, population to be served by the proposed project, condition and age of the existing housing stock, and whether the previous project is placed-in-service and fully leased. OHFA may also reject an application if an existing project presently in service in the PMA has occupancy difficulties due to market conditions. Applicants are encouraged to contact OHFA in advance of the application deadline with any questions regarding the status of a restricted area in which they plan to develop housing.

Market Study Requirements

A market study conducted by an OHFA-approved market study professional must be submitted with the application. A list of OHFA-approved professionals is available on the OHFA web site. In order to be placed on this list, market analysts must follow the application requirements available on the web site and must attend a mandatory meeting in late 2007 to cover the requirements and expectations of OHFA for market studies.

All information submitted in the market study will be compared with the OHFA Statewide Rental Housing Analysis. Any items that vary from the analysis may be challenged. Any market study professional submitting inaccurate information may be removed from the list of OHFA-approved market study providers. The market study professional must organize the study using the index found in Exhibit I and complete the market study checklist (OHFA Form 002).

A market study must include all of the following:

a. Executive summary in bullet format that briefly reviews all of the market study requirements and indicates any recommendations or suggested modifications to the proposed project.

b. Concise conclusion by the author that indicates a market exists for the proposed project. The conclusion must include the estimated stable year vacancy rate and the estimated time needed to fully lease-up the proposed project. If the estimated stable year vacancy rate exceeds 7% and/or the estimated lease-up time exceeds one year, provide a detailed explanation.

c. Description of the proposed project including all of the following: the site and adjacent parcels; visibility and accessibility of the site; project design (walk-up, elevators, etc.); number of units; number of bedrooms (efficiency, SRO, 1, 2, 3, etc.) and baths; unit and project amenities; proposed rents and utility allowances; and population served. This information must be consistent with the AHFA. Include color photographs of the project site(s) and surrounding areas. For a scattered-site project, color photographs of at least four (4) sites or at least 10% of the total number of sites in the project must be included (whichever number is greater). The photographs submitted should reflect the various streets or neighborhoods in which the project sites are located. The author must review the site and floor plans and indicate whether the plans are appropriate or need certain modifications.

d. Description and map of the Primary Market Area (PMA) for the proposed project, including the methodology used to determine the boundaries. Provide a detailed explanation if the PMA includes any areas outside of a five-mile radius from the proposed project. Include a discussion of the health of the overall rental housing market in the PMA. All of the sites to be included in a project must be located within one PMA.

e. Comparison of the rents of the proposed project to the market rents for comparable units in the PMA. Include the methodology for the calculation of the market rents.

f. Description of the number of **income-eligible renter households** in the PMA. An income-eligible household is defined as spending up to 35% of income on rent for families or up to 40% of income on rent for seniors. Indicate the percentage of these households that are required to fully lease-up the project ("capture rate"). If this percentage exceeds 10%, provide a detailed explanation for the higher rate.

g. Description and evaluation of the public services (including transportation, police, fire department, schools, day care, library and community center), infrastructure (including roads and traffic), community services (including shopping, restaurants, parks, recreational facilities, hospital, health care facilities, and services for special needs if applicable), and employers in the PMA. List the approximate distances to all the services. Include a map that clearly identifies the location of the project and all public and community services.

h. If the project will be serving a special needs population, identification of the number of special needs households residing in the PMA. Indicate the percentage of these households that are required to meet the project's special needs set-aside. Special needs populations are permanent supportive housing for the homeless, senior housing, housing for persons with a developmental disability, and housing for persons with severe and persistent mental illness. Information regarding the number of special needs households may be obtained from the local Continuum of Care study, local CHIS or Consolidated Plan, local Mental Health or

MR/DD Board, homeless shelters, or other community social services agencies. Please document the source of your information.

i. Description of the federally subsidized developments and Housing Credit projects (both operating and not yet placed-in-service) located in the PMA. Housing Credit projects not yet placed in service must be included in the analysis. Provide the current vacancy rate for each project and include the person(s) contacted for each competing project and the method of contact. Compare the rents, amenities, unit sizes, bedroom sizes, and populations served of the competing projects to the proposed project. The following information must also be included: name, location, population served, type of design, age and condition, number of units by bedroom type, rent levels, number of bedrooms and baths for each unit type, size in square footage of units, type of utilities and whether paid by tenant or owner, unit and site amenities. Comparisons to the subject rents should be based on comparable amenities, utilities, location, parking, and any rental concessions. Identify specific reasons why comparables are faring poorly in the market (if applicable). Projects that receive a reservation may be required to amend their market study to incorporate those other projects receiving an allocation in the same round and are located in the same primary market area. A listing of Housing Credit projects in service and in development is located on the OHFA web site. Calculate the ratio of subsidized and Housing Credit units to income eligible renter households.

j. Estimate of the vacancy rates of the Housing Credit projects (only those currently operating) located in the PMA during the first stabilized year of the proposed project. If the estimated vacancy rate exceeds 10% for any Housing Credit project, provide a detailed explanation for the higher rates.

k. Description of comparable market rate developments located in the PMA. Provide the current vacancy rate for each project and include the person(s) contacted for each competing project and the method of contact. Compare the rents, amenities, unit sizes, bedroom sizes, and populations served of the competing projects to the proposed project. The following information must also be included: name, location, population served, type of design, age and condition, number of units by bedroom type, rent levels, number of bedrooms and baths for each unit type, size in square footage of units, type of utilities and whether paid by tenant or owner, unit and site amenities. Comparisons to the subject rents should be based on comparable amenities, utilities, location, parking, and any rental concessions.

l. Evaluation of any concerns or issues raised by the most local Public Housing Authority (PHA). The applicant or market study author must send a letter via certified mail to the local PHA. The letter must contain a brief description of the project and target population, instructions for the PHA to forward all comments to the market study author, and a statement that all comments must be submitted within 30 days from receipt of the letter. If the PHA does not respond to the letter or comments are submitted after the 30-day comment period, the market study author does not need to analyze the PHA's issues or concerns. Include in the market study a copy of the letter, certified mail receipt, and a copy of any letters from the PHA.

m. An executed original OHFA Form 003 - Market Study Certification. The market analyst shall have no financial interest in the proposed project. Financial interest is deemed to be any remuneration other than the fee for preparing the market study. Furthermore, the fee assessed for the study shall not be contingent upon the proposed project being approved by the OHFA.

n. A list of all data sources used in the study.

The study must have been completed or updated by the author within one year prior to the application deadline for Housing Credits.

The characteristics listed above are the minimum required to meet OHFA threshold requirements. The OHFA reserves the right to independently determine if a market exists for the proposed project and to require additional information and/or another market study. The OHFA may also contact the market analyst during the review process if any required information cannot be found in the study.

<u>Public Notification Requirements</u>

The applicant must notify, in writing, certain officials from:

a. The political jurisdictions in which the project will be located; and
b. Any political jurisdiction whose boundaries are located within one-half mile of the project's location.

The applicant must use the letter template provided in Exhibit F of the QAP and include all information requested in such template. The notification must state the applicant's intent to develop a project using OHFA funding. The notification must be in writing and sent via certified mail, return receipt requested. Submit a copy of the stamped post office receipt (return receipt not required) for certified mail and copies of notification letters with your application.

The officials to be notified include:

a. The chief executive officer and the clerk of the legislative body for any city or village (i.e. mayor and clerk of council);
b. The clerk of the board of trustees for any township;
c. The clerk of the board of commissioners for any county;
d. State Representative(s);
e. State Senator(s).

Scattered-site projects must complete the public notification process for sites under control at application and then again for remaining sites prior to the Carryover deadline. The notification must be evidenced at Carryover.

Applicants are encouraged to contact appropriate local government officials prior to submitting an application to inform them of the details of their housing proposal.

<u>Minimum Project Standards</u>

a. In addition to meeting all new construction and rehabilitation standards required by Section 42 and local and state building codes, each unit must provide a refrigerator and stove in good working order. The OHFA may permit an exception to this requirement on a case-by-case basis.

b. Each bedroom in new construction or adaptive reuse units must be at least seven feet in each direction, at least 100 square feet total, and contain a closet in addition to the minimum square footage. Existing housing units are exempt from this criterion.

c. The minimum hard construction costs for rehabilitation must be equal to or greater than $10,000 per unit or 40% of the total project costs (minus the cost of land and any soft subordinate debt restructured by HUD under the Mark-to-Market program), whichever is greater. Applicable hard construction costs include residential hard construction costs, on-site improvements, construction contingency, furnishings and appliances. An exception to this requirement are projects with tax-exempt bond financing, in which the minimum hard construction cost for rehabilitation projects must be equal to or greater than $6,000 per unit.

d. All new construction units will incorporate the following Universal Design elements which constitute "visitability":

(1) No step entrance: Provide at least one no step entrance into the unit. The required no step entrance shall be accessed via an accessible route (driveway, sidewalk, garage floor, etc.). Ramps that extend out into the front or back yards are usually not the appropriate solution. OHFA can provide technical assistance or referral to appropriate resources at your request.

(2) Doors/Openings: All doors and openings shall have a minimum net clear width of 32 inches.

(3) Bathroom/Half Bath: Provide a bathroom or half bath on the main floor with clear floor space of 30 inches by 48 inches.

If you feel that some or all of your proposed buildings will be unable to meet the visitability requirements due to topography or other site/design limitations, complete Form 001A - Reconsideration of Visitability Requirements. An OHFA-appointed architect will contact you to work out solutions or will make a determination of whether to waive one or more of the visitability requirements.

e. A single-site multifamily project must provide a parking lot with concrete curbs and at least one parking space for each unit in the project. Exceptions to this requirement may be permitted on a case-by-case basis for projects located in dense urban areas, or for projects serving the elderly or permanent supportive housing populations.

f. All units must be provided with energy efficient central air conditioning systems. Exceptions to this requirement may be permitted for preservation pool eligible projects that, due to design issues, can only provide window units or other cooling systems for each room.

g. Three-bedroom units must contain at least one and a half bathrooms and units with four or more bedrooms must contain at least two full bathrooms. Exceptions to this requirement may be permitted for existing housing projects that, due to design issues, cannot provide the required number of bathrooms without incurring excessive costs.

h. Except for single-family homes and scattered-site developments, the owner must provide full-time (at least 20 hours per week) on-site management staff based on the following scale:

- Up to 75 units = at least one full-time staff;
- 76 to 150 units = at least two full-time staff;
- Over 150 units = at least three full-time staff.

The OHFA may permit an exception to this requirement on a case-by-case basis.

i. The owner must provide reasonable security features, such as security staff, cameras, alarm systems, secure common hallways, block watch plans, etc. for all residents. The applicant must describe such features in a narrative that cannot exceed one page in length.

j. Minimum unit size (residential living space) for new construction and adaptive reuse projects are as follows:

- SRO Units: Exceed 250 S.F.
- Efficiency Units: Exceed 450 S.F.
- 1-Bedroom Units: Exceed 650 S.F.
- 2-Bedroom Units: Exceed 850 S.F.
- 3-Bedroom Units: Exceed 1000 S.F.
- 4-Bedroom Units: Exceed 1150 S.F.

k. Single-family homes must:

- Contain three or more bedrooms;
- Provide a two-car garage, or provide a one-car garage and a full basement;
- Include washer/dryer hook-ups.

A full basement must contain at least 200 square feet with ceilings at least seven feet high and may not be used as bedrooms.

All requests for exceptions to items a., e., f., g., h., and k. above must be submitted to the OHFA no later than one month prior to the application deadline. In addition, the OHFA may waive any of the minimum project standards for rehabilitation projects with tax-exempt bond financing if the applicant can reasonably demonstrate that the standards are not appropriate or cost effective. The OHFA will evaluate each project on a case-by-case basis and staff decisions will be final. OHFA Form 001 must be submitted to certify all structural requirements previously listed.

E. Allocation Pools

The OHFA has divided the state's annual per capita credit allocation into three target pools, three geographic pools, and the maximizing outcomes pool. Each application will compete in only one of the target or geographic pools. Applications will be assigned to a target pool at the discretion of OHFA based on the qualifications for each target pool. The amount reserved to each pool is the maximum amount that will be awarded in that pool. Credits that are not awarded in any pool will be distributed in the maximizing outcomes pool. OHFA may, at its discretion, approach applicants during the review process regarding adjustments to their requested credit amount in order to maximize the number of projects funded per pool.

Target Pools (not to exceed $9,500,000 of the annual credit allocation)

1. Rural Development Funding (not to exceed $2,000,000)
   a. Includes new construction projects with a Section 515 loan, and new construction or rehabilitation projects with a Section 538 loan guarantee with interest subsidy.

   b. All buildings must be financed with a Section 515 loan or Section 538 loan guarantee. Evidence that the financing has been or will be obtained must be submitted with the application.

   c. The amount of a Section 538 loan guarantee must be equal to at least 10% of total project costs. The applicant must submit correspondence from RD that verifies the eligibility of their project for the upcoming loan guarantee program. A complete application for the guarantee must then be submitted to the appropriate RD office by September 2, 2008 or the credit reservation may be recaptured. The RD office will determine the completeness of such application.

   Projects that receive a Section 538 Loan Guarantee are ineligible for points in the Single-Family Lease-Purchase category. Applicants who receive an RD Section 538 Loan Guarantee for a lease-purchase development must submit by the Carryover deadline a legal opinion indicating that the units may be sold to residents after the 15-year compliance period.

   d. If a project qualifies for the Preservation Pool it is ineligible for the Rural Development Pool.

2. Permanent Supportive Housing (PSH) for the Homeless (not to exceed $2,500,000)
   a. Projects are designed for persons/households that are homeless (primary residence is a publicly or privately operated shelter designed to provide temporary living accommodations, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings) and have one or more of the following characteristics: physical, mental or developmental disabilities; alcohol and/or substance abuse problems; HIV/AIDS and related diseases; chronically unemployed (the project owner must provide appropriate employment services); or other persons/households that qualify under the HUD Shelter Plus Care Program.

   b. At least 50% of the units within the housing development must be reserved for occupancy by the targeted population.

c. A comprehensive service plan that is satisfactory to the OHFA and meets all the requirements listed in Exhibit J must be submitted with the application that identifies (i) the services to be provided; (ii) the anticipated sources of funding for such services; (iii) the physical space that will be used to provide such services; and (iv) the applicant or the contracted (or equivalent relationship) supportive services provider and their experience in providing services to the targeted population.

d. The applicant must provide a commitment for rental subsidy for at least 50% of the units. The subsidy must be specifically committed to the project. Sources may include project-based vouchers or other assistance from the local PHA, McKinney-Vento Homelessness grant, or other federal, state or local government source. The organization providing the subsidy must continue to hold the project in good standing while their funding is in place.

e. The project will not be considered for single-family lease purchase and senior housing points.

f. Preference will be given first to projects located in a Geographic Pool A city or in a county with a Geographic Pool A city.

g. All proposals for permanent supportive housing must compete in the PSH Pool.

h. In the Site & Market Evaluation, criteria for Housing Credit Vacancy Rate, Market Vacancy Rate, Penetration Rate, and Growth Rate of Income-Qualified Households will not be used in the PSH Pool.

i. General partners must be non-profit organizations with experience in developing, owning, or managing supportive housing for the homeless or special needs individuals/families.

3. Preservation (not to exceed $5,000,000)
Includes the following projects:

a. Projects receiving project-based rental subsidy through a Section 8 Housing Assistance Payment Program (HAP) contract. Preference will be given first to contracts due to expire on or before December 31, 2010 and in effect at the time of application. Documentation from HUD or the applicable Contract Administrator that evidences the assistance and length of the contract must be submitted with the application.

A new owner must accept the project-based rental subsidy if it is offered by HUD. If a compelling reason exists for the new owner not to accept the subsidy, the applicant must submit a narrative that explains this decision and include letters supporting this decision from the resident council (if one exists), local government official(s), and a local or statewide low-income housing advocacy group that receives OTAG funding from HUD.

b. Troubled projects that have received assistance through the USDA Rural Development (RD) office. Applicants must provide a letter from the RD office that details the current situation for the project, explains the need for housing credits, and approves of the current or proposed owner(s) and management company.

c. Projects participating in the HUD Portfolio Reengineering Program. Applicants must provide a letter of eligibility from HUD and be assigned to a Participating Administrative Entity (PAE). Projects that have closed their financing under this program and have not yet placed-in-service are eligible for the pool.

d. Existing HUD Section 202 or 811 projects.

e. Existing HUD Section 236 projects. The Interest Reduction Payment (IRP) must be decoupled from the Section 236 agreement if housing credits are awarded (exceptions may be permitted on a case-by-case basis). The affordability requirements indicated in the Section 236 agreement must also be maintained for the property.

f. Projects that received a previous allocation of Housing Credits between 1987 and 1994 and were later completed and placed in service.

g. Other properties judged by OHFA to encompass the preservation of existing affordable housing.

The first priority of the Preservation Pool will be properties that have an existing project-based rental assistance contract with HUD, RD, or a comparable federal source. This preference will be reflected in the Site & Market Evaluation. All of the units in a project must be located in buildings meeting the definition of preservation. Additional community rooms and common space may be added to the project. Projects competing in the preservation pool must submit a capital needs assessment with their application that meets the standards outlined in Exhibit L. The OHFA will use this assessment to determine whether the costs indicated in the application are appropriate considering the rehabilitation needs of the project.

Preservation projects with HUD assistance must submit a copy of the most recent REAC score for the property. If this score is less than 60, then the existing general partners and management company may not participate on the development team for the project, unless such entities demonstrate that they are in good standing with HUD and that their continuing participation will result in improvement of the condition of the property.

The preservation pool will be divided into two pools based on the geographic pool definitions. An amount not to exceed four million dollars ($4,000,000) of the state's annual per capita credit allocation will be designated to preservation projects, meeting one of the definitions above, located in Geographic Pools A or B. An amount not to exceed one million dollars ($1,000,000) of the state's annual per capita credit allocation will be designated to preservation projects, meeting one of the definitions above, located in Geographic Pool C.

In the Site & Market Evaluation, criteria for Housing Credit Vacancy Rate, Market Vacancy Rate, Penetration Rate, and Growth Rate of Income-Qualified Households will not be used in the Preservation Pool.

<u>Geographic Pools</u> <u>(not to exceed $10,500,000 of the annual credit allocation)</u>

All buildings in a project must be located in one pool area. Projects located in multiple pools will not be permitted. For a definition of the pools refer to Exhibit G.

4. Geographic Pool C (rural areas): Not to exceed $2,500,000.

5. Geographic Pool B (suburban areas & mid-sized counties): Not to exceed $3,000,000.

6. Geographic Pool A (urban areas): Not to exceed $5,000,000.

<u>Maximizing Outcomes Pool</u>

The remainder of the annual credit allocation (approximately $2,500,000) will be awarded from the Maximizing Outcomes Pool at the discretion of OHFA. Applicants who do not receive credits in the target and geographic pools are eligible for this pool. Projects will be selected based on the criteria indicated below and other factors at the discretion of OHFA in order to meet program policies and goals that were not achieved in the other pools.

1. Preference will be given to projects located in counties or submarkets that received the fewest number of credit awards in the target and geographic pools. The population and housing need in these areas will be considered.

2. Preference will be given to target and geographic pools in which the total amount of credits awarded is significantly less than the maximum amount available in such pools.

3. CHDO Ownership: Consideration will be given if the majority owner/managing member is a state-certified Community Housing Development Organization (CHDO) and the proposed project is located in the established service area of the CHDO. This criterion is intended to meet the non-profit set-aside mandated in the IRC, and the CHDO set-aside for the HOME program.

4. Housing Authorities: Consideration will be given to projects under development by the local Public Housing Authority (PHA) using HOPE VI funds, Replacement Housing Factor (RHF) funds, or a loan secured by the assets and/or capital funds of the PHA as the primary source of financing.

5. Geographic Regions: Consideration will be given based on project location if the awards in the target and geographic pools have not achieved the following levels. The percentages are based on the number of income-eligible households in each region. (*See Exhibit H on Page 81 for a list of Geographic Regions.*)

    a. Northeast: minimum of 18% of the total allocation.

    b. Northwest: minimum of 6% of the total allocation.

    c. Central: minimum of 10% of the total allocation.

    d. Southeast: minimum of 4% of the total allocation.

    e. Southwest: minimum of 14% of the total allocation.

6. Housing Types: Consideration will be given based on project type if the awards in the target and geographic pools have not achieved the following levels:

   a. Senior Housing: minimum of 20% of the total allocation.

   b. Lease-Purchase Homes: minimum of 20% of the total allocation, with consideration for vacant housing properties as recommended by the Ohio Foreclosure Prevention Task Force.

   c. Family Apartments: minimum of 20% of the total allocation.

7. Consideration will be given to a Tier One or Tier Two organization (see Experience & Capacity Review) that did not receive credits in the target or geographic pools.

Awards from this pool will be determined following the announcement of all other pool results. Refer to the Program Calendar for the announcement date.

<u>Waiting List:</u> Projects that do not receive a reservation will be placed on a waiting list for Housing Credits that become available via returns or the national pool later in the year.

If a project returns Housing Credits that were reserved during 2007 in a target or geographic pool, then applications from that pool will receive first consideration for any award of credits. Any other available credits will be distributed according to the criteria of the maximizing outcomes pool. Please note that if a project returns credits that were awarded during 2007, then any HDAP or HDLP awarded must also be returned. Projects that receive credits from the waiting lists may then be considered for HDAP or HDLP funding, although that funding cannot be assured.

The OHFA will contact representatives of the waiting list projects when Housing Credits become available. The OHFA will set a deadline for the applicant to respond to any offer.

F. Threshold Review for Full Applications

Threshold review is a basic review of the full application to determine if it is complete; all necessary forms, supporting evidence, and fees are included; and the project meets minimum program requirements. Unless noted otherwise, projects with tax-exempt bond financing must also meet all threshold requirements to receive Housing Credits.

The OHFA will complete threshold reviews of applications and offer the applicants the opportunity to correct deficiencies in their applications.

The criteria are as follows:

1. Meets Section 42 Requirements

The project must meet all the requirements set forth in Section 42 of the Internal Revenue Code (IRC) of 1986, as amended, and all relevant U.S. Department of the Treasury regulations, notices, and rulings.

2. Complete, Organized Application

Applications must be submitted in a three-ring binder, utilizing the index provided with the application and an index tab for each numbered or lettered section. Applications must be complete and consistent with all supporting documentation. An original signature of a representative of each general partner/managing member is required in the program certification section of the application. Any applications that are incomplete, inconsistent, and/or illegible will be rejected. An electronic copy of the AHFA must be submitted on a computer disk.

Application Fee: The appropriate processing fee must accompany each application. If a check is returned for insufficient funds, the application will be immediately rejected. The amount of the application fee is $1,000 for the full application. This fee is in addition to the application fee previously paid for the site & market evaluation.

Projects with threshold deficiencies will be charged a resubmission fee. The resubmission fee will equal $50 per corrected threshold review criterion up to a maximum of $500. This fee will apply to all applicants, including tax-exempt bond projects seeking an award of Housing Credits. Any items that will not be supplied with the initial application for a tax-exempt bond project must be agreed upon in advance in order to avoid the resubmission fee. If a resubmission fee check is returned for insufficient funds, the application will be rejected.

3. Extended Use

All projects must commit to an extended use term of a minimum of 30 years of affordability. Projects with tax-exempt bond financing must commit to an extended use term of the greater of 30 years or the outstanding term of the bonds. If an allocation of Housing Credits is received, the owner must file a Restrictive Covenant (provided by the OHFA) to waive the right to petition the OHFA to terminate the extended use term as described in Section 42 of the IRC.

4. Evidence of Site Control

The applicant must submit copies of the executed and recorded deed(s) of the current owner if the property is owned by a general partner or limited partner in the project.

If the current owner is not a general partner or limited partner in the project, then one of the following must be submitted to properly evidence site control:

a. Executed purchase option with date certain performance;

b. Executed purchase contract;

c. Executed land contract;

d. Executed long-term (35 or more years) lease agreement with an executed and recorded memorandum of lease; or

e. Executed option to enter a long-term lease agreement.

If parcels will be purchased from a City land bank, then a copy of the final City Council Resolution approving the transfer of all applicable lots may be submitted with the deeds of the current owner as evidence of site control.

Each of the site options or contracts may not expire until a reasonable period of time following the scheduled announcement date for Housing Credit awards. All option agreements relating to the transfer of a site must be included in the application.

The items listed above are the minimum required to meet threshold requirements. The OHFA reserves the right to require, as needed, additional documentation that evidences proper site control.

A scattered-site project is required to have at least 35% of the sites under control. A project qualifies as scattered-site if there are 10 or more sites AND no more than 50% of the sites are contiguous. Contiguous sites are defined as two or more sites that share common boundaries, and cannot be separated by vacant or developed land, roadways, railroad tracks, rivers, creeks, etc. A site is defined as a parcel with an assigned permanent parcel number as it exists at application. The OHFA reserves the right to reduce basis at Carryover if the minimum site control percentage at application is not maintained at Carryover.

5. Zoning

The applicant must demonstrate that the zoning for each site on which the project will be located allows for the use(s) proposed by the applicant. Thus, at a minimum, the zoning designation for each site must allow residential use. Applicants must submit a letter from the local jurisdiction to confirm the zoning that must include the following:

a. The actual zoning designation and a description of this designation;

b. Density and/or lot coverage requirements (if any);

c. If a conditionally permitted use, an explanation of the conditions to be met for the project to be considered a permitted use; and

d. A description of any overlay or planned development district regulations that would further condition the development of the project.

For jurisdictions with no zoning regulations in effect, a letter from the jurisdiction so stating is required.

6. Affirmative Marketing Plan

The applicant must complete an Affirmative Fair Housing Marketing Plan (Form AFHM-98). **All items on the form must be completed correctly including all attachments.** The applicant must include on the form a description of the outreach, marketing, and advertising methods used in order to affirmatively market the project. A separate Plan is required for each census tract in which the project is located.

7. Conditional Financial Commitments

All non-OHFA construction and permanent financing, grants, equity sources and deferred fees or expenses shall be conditionally committed at the time of application. An executed conditional commitment letter from each source must be included with the application. A conditional financing commitment must contain, at a minimum, (a) the amount of financing; (b) the interest rate of the loan; (c) the term of the loan; (d) the amortization period or other repayment terms for the loan; and (e) the contact person's name and telephone number. A letter or explanation for all sources must be submitted.

Those applicants seeking funding from a local government, Federal Home Loan Bank, or other public or quasi-public funding source that does not issue a funding decision prior to the Housing Credit application deadline must substitute a letter of application or letter of intent from the funding source. The letter of application or intent must be signed by the funding source and shall include the name of the project, the number of units, the amount of funding sought, the terms and rates for the funding sought, the anticipated date of funding decision, and a statement that the project is, or will be, considered for funding.

A conditional equity commitment must contain, at a minimum, (a) the amount of Housing Credit equity (net and gross); (b) the pay-in schedule for the equity; (c) the cents per Housing Credit dollar factor used; and (d) the amount of historic equity (if any). The conditional commitment letters must be consistent with the information provided on the Housing Credit application and must be signed and dated no more than six months prior to the application deadline.

The OHFA reserves the right to verify any financial commitment(s) and to require a legal opinion indicating whether the project's sources should or should not affect the project's eligible basis and/or Housing Credit percentage.

Projects participating in the HUD portfolio re-engineering program (Mark-to-Market) must provide a copy of the most recent underwriting model, if available, or other acceptable evidence to substantiate the anticipated amount of any HUD second mortgage.

Applicants who have been denied other OHFA financing for their project may be required to submit conditional financial commitments that will replace funding sought from the OHFA. Failure to provide these conditional commitments may result in rejection of the application or revocation of the project's Housing Credit reservation.

8. Maximum Credit Per Project

A project may receive no more than $1,000,000 in annual Housing Credits.

9. Unit Cost Cap

The total development cost (total project cost minus cost of land, commercial hard construction, bridge loan interest, operating reserves, OHFA compliance monitoring fee and replacement reserves) per unit must not exceed the 2007 HUD 221 (d)(3) mortgage limits by bedroom size (see Exhibit B).

Projects receiving historic rehabilitation tax credits will be allowed to deduct the residential portion of the historic tax credit from the project cost to allow for stricter rehabilitation standards. The OHFA may, on a case-by-case basis, allow a project receiving historic rehabilitation tax credits or participating in the HUD portfolio re-engineering program to exceed the unit cost cap. A request to waive this requirement must be submitted with the application. However, total adjusted eligible basis (before qualified census tract adjustment) will be limited to the HUD 221(d)(3) mortgage limits in any case.

10. Utility Allowance Information

Utility allowance information must be submitted that is consistent with Section 42 of the IRC and IRS Regulation 1.42-10.

11. Adherence to Agency Underwriting Standards

Projects must meet certain underwriting standards to pass the threshold review. In addition, the OHFA may require a legal opinion stating that any government sources utilized by the project will or will not affect the eligible basis and/or credit rate as a condition of the Housing Credit reservation. The OHFA reserves the right to combine the costs for projects located in close proximity to each other and sharing similar attributes. The OHFA will use the combined costs to evaluate the fee percentages for the projects. The project must comply with the following underwriting standards:

a. Developer fees & overhead and any consultant fees may not exceed the sum of:

   i. 15% of total rehabilitation and new construction eligible basis, and

   ii. 5% of total acquisition eligible basis; however, a fee up to 10% of total acquisition eligible basis will be permitted for projects that require the approval of HUD for the transfer of the property.

b. Contractor's profit, overhead, and general requirements may not exceed 14% of total rehabilitation and new construction eligible basis.

c. Total soft costs may not exceed 35% of total eligible basis. Total soft costs is the sum of general requirements, contractor overhead, contractor profit, architectural fees, survey costs, engineering fees, permanent loan fees, cost of tax-exempt bond issuance, taxes, appraisal, market study, environmental report, rent-up/marketing costs, title & recording fees, non-syndication legal fees, accounting fees, developer fees & overhead, consultant fees, organizational fees, and syndication expenses.

d. The total permanent financing sources must equal the total project costs at the time of application. After the initial OHFA underwrite, any financial shortfalls cannot exceed 10% of total project costs.

e. Proposals found to be either financially feasible without a credit allocation, or to be financially infeasible in any case, will be rejected.

12. Consistency with HDAP Funding

Projects seeking funding through the Housing Development Assistance Program (HDAP) must initially meet the following requirements:

a. A minimum of 40% of the units must be occupied by and affordable to households at or below 50% of AMGI for projects located in a Participating Jurisdiction (PJ). The HDAP/HOME-assisted units cannot exceed the HUD Low- and High-HOME rent for the county where the project will be located. If the project is located in a non-participating jurisdiction, a minimum of 35% of the units must be occupied by and affordable to households at or below 50% of AMGI, with rents for the HDAP/HOME-assisted units at the HUD Low- and High-HOME rent.

b. Completion of the appropriate section of the AHFA.

c. The applicant must comply with all requirements of the HDAP Guidelines.

d. A project that receives HOME funds must comply with all HOME program rules, including environmental review and the requirement that residents may not be evicted other than for good cause.

e. A sole for-profit applicant that receives Ohio Housing Trust funds must comply with State Prevailing Wage requirements.

13. Conformity with Local Consolidated Plan or CHIS

Applicants must evidence that their project meets community housing needs through the local Consolidated Plan or Comprehensive Housing Improvement Strategy (CHIS). Applicants will be required to secure approval from the local agency that administers the Consolidated Plan or CHIS. It is the responsibility of the applicant to determine which plan applies. Please see Exhibits D and E for a listing of cities and counties with a Consolidated Plan or CHIS. If no local Consolidated Plan or CHIS exists in the community in which the project is located, the project must conform to the state Consolidated Plan. A completed OHFA Form 004 signed by the appropriate official from the city, county, or state must be included with the application.

14. Development Team Standards

a. **Management Company.** The proposed management company must meet the following standards:

i. The company must currently be a member of at least one of the following organizations or associations:

- National Assisted Housing Management Association (NAHMA)
- Midwest Assisted Housing Management Association (MAHMA)
- National Leased Housing Association (NLHA)
- Council for Affordable Rural Housing (CARH)
- Council for Rural Housing and Development of Ohio (CRHDO)
- American Association for Homes and Services for the Aging (AAHSA)
- Association for Ohio Philanthropic Homes and Housing for the Aging (AOPHA)
- A special needs association with a focus on housing management training for that special needs population
- American Association of Service Coordinators
- National Apartment Association
- Institute Of Real Estate Management (IREM)
- National Association of Housing and Redevelopment Officials (NAHRO)

ii. A representative of the management company has earned one of the following certifications: Housing Credit Certified Professional (HCCP) sponsored by the National Association of Home Builders; Specialist in Housing Credit Management (SHCM) sponsored by NAHMA; or equivalent certification from a nationally recognized consultant or association, including but not limited to TheoPro Compliance & Consulting Inc., Quadel Consulting or Spectrum Seminars.

iii. The company must have managed at least five housing credit and/or federally subsidized developments (at least 10 units each) for at least one year each or have managed two housing credit projects (at least 10 units each) for at least three years each. All projects currently managed by the proposed company must not have any uncured Forms 8823. Exceptions may be granted on a case-by-case basis for 8823 events that are not the fault of the management company, such as a casualty loss, or if a management company inherits non-compliance issues from the prior manager. Also, exceptions to the experience requirement will be made for new companies that meet requirements (i.) and (ii.) above and whose principals can demonstrate previous management experience with no record of uncorrected noncompliance.

15. Ohio Housing Locator

The owner and/or property manager of all Housing Credit properties funded in 2008 and in the future will be required to list their properties in the Ohio Housing Locator (www.OhioHousingLocator.org), the OHFA-sponsored statewide affordable housing database, as soon as the units are placed in service.

G. Competitive Review for Full Applications

Projects will be judged using a competitive system divided into two parts. Each project is required to earn at least 60 points in the Part I Criteria. The proposed development team will be judged based on the Part II Criteria, and this assessment will be considered with the rankings from the Site & Market Evaluation to determine the final ranking of applications in each of the target and geographic pools. The applicant must submit proper evidence of each item elected and will be held to all commitments if their application receives an award of housing credits.

Part I Criteria

1. Additional Rent Restrictions – 25 points

   Applicants who select one of the following elections will receive 25 points:

   a. 60% of the units affordable to households with incomes at or below 50% AMGI (projects located in Geographic Pool A or B); or

   b. 40% of the units affordable to households with incomes at or below 50% AMGI (projects located Geographic Pool C, except for counties listed in Item "c" below); or

   c. 30% of the units affordable to households with incomes at or below 50% AMGI (projects located in either Belmont, Lawrence, or Washington Counties).

2. Senior Housing – 5 points

   Applicants who set aside 100% of the units for households containing at least one person who is age 55 years or older will receive 5 points. Experienced service coordinators, evidence of service coordinator salary or an in-kind service agreement, additional market study requirements and supportive service plans containing specified services (see Exhibit J) are required for all special needs populations. With regard to the supportive service plans, applicants will be permitted to provide minimal updates to their plans during the Competitive Cure period. However, in order to receive the points, a reasonable quality plan must be included with the original application by the submission deadline.

   Additional requirements are as follows:

   a. All buildings must contain only one story unless an elevator is provided;

   b. Units may contain no more than two bedrooms;

   c. The project must qualify for the maximum points in the universal design category;

   d. The project must contain common space equal to the lesser of 5% of the total residential square footage for the entire project, or 20 square feet per number of units in the entire project;

e. The project must set-aside at least $100 per unit annually for service coordination, evidenced as an operating expense in the AHFA; and

f. An application cannot receive points for Single-family Lease Purchase or MR/DD or SMI Unit Set Aside.

3. Additional Income Targeting – 10 points

Applicants who select one of the following elections will receive ten points:

a. 5% of the units occupied and affordable to households with incomes at or below 35% AMGI (projects located in non-Participating Jurisdictions); or

b. 10% of the units occupied and affordable to households with incomes at or below 35% AMGI (projects located in Participating Jurisdictions).

These units may be included as part of the rent restricted units as restricted in competitive criterion 1, Additional Rent Restrictions.

4. Universal Design Features – 10 points

Projects that incorporate specific universal design features into all units and buildings will receive a maximum of ten points. Please see Exhibit N for the specific universal design features required for points in this category.

5. Single-Family Lease Purchase – 5 points

Preference will be given to projects that offer homeownership opportunities to qualified residents after the initial 15-year compliance period. Applicants must have a viable homeownership strategy for residents who inhabit the units during the compliance period. The strategy must incorporate an exit strategy, calculation of the estimated purchase price for the resident, homeownership counseling, and a minimum amount of funds set-aside by the owner to assist the resident in the purchase. Family supportive services must also be provided for the residents as outlined in Exhibit J.

All sites must be owned (long-term leases are unacceptable) and properly sub-divided by the Carryover submission deadline. If the owner is unable to subdivide parcels before the Carryover deadline, then the OHFA will add a condition to the Carryover Allocation Agreement that will require that the site(s) be subdivided and new updated legal descriptions be submitted to the OHFA prior to the request for the 8609 Forms.

All units must be single-family detached structures with a lease-purchase option to be eligible for points in this category. The detached structures in new construction projects must be at least four feet apart and neither joined nor touching in any manner.

Applications that receive points in this category cannot also receive points for Historic Buildings and/or Senior Housing.

6. Family Supportive Services – 5 points

Five (5) points will be awarded to projects that provide the following services: providing referrals to local jobs programs; counseling residents as to available educational and training programs that can secure one's place in the workforce or enhance the likelihood of advancement; credit counseling and consultation; and referrals to day care, after school, and health care / wellness programs. The building design may be multi-family or single-family. Applicants will be required to submit a supportive service plan containing specific services and demonstrating linkages with local services agencies as outlined in Exhibit J.

Grandparent Housing: Five (5) points will be awarded to family projects that opt to target a minimum of 10% of the units to grandparents with legal custody of their grandchildren. The applicant must submit, no later than 30 days prior to the application submission deadline, a supportive service plan detailing appropriate services that will be provided to this population. The family supportive services outlined above must be provided to other families residing in the project.

The maximum score in this category is five points. These points will be mutually exclusive with the following point criteria: Senior Housing, MR/DD or SMI Unit Set-Aside and Single-Family Lease Purchase.

7. Historic Buildings – 2 points

Two (2) points will be given to projects that evidence use of historic rehabilitation tax credits. Projects are eligible to receive points if the building(s) is/are individually listed in the National Register of Historic Places. Applicants must include documentation indicating that the project is indeed individually listed in the National Register of Historic Places. If the building(s) is/are not individually listed in the National Register, then the project applicant must have submitted a Part 1 application ("Evaluation of Significance") and received a recommendation for approval by the Ohio Historic Preservation Office. Applicants must submit their complete Part 1 application to the Ohio Historic Preservation Office no later than 30 days prior to the round application submission deadline. At least 75% of the total units must be located in eligible historic buildings in order for a project to receive points in this category. In addition, to be eligible for these points, one of the project's General Partners or the Contractor must provide evidence of having successfully completed and placed-in-service at least one other historic project by including with the housing credit application a certificate of occupancy or 8609 Form(s).

8. Accessible Units – 5 points

Projects that include units that meet the federal section 504 (Section 504 of the Rehabilitation Act of 1973 as amended) accessibility standards will receive five points. At least 10% of the total units in the project must be designed for persons with mobility disabilities as defined in the Section 504 regulations. Applicants must complete the relevant section of OHFA Form 001.

Applicants must also notify the appropriate statewide accessibility group at the time of application that accessible housing is being proposed, agree to accept referrals for potential residents, and agree to receive design suggestions for the property. Such notification must take place again when the project is placed into service. Copies of correspondence between the applicant and accessibility group must be submitted to evidence these requirements.

9. MR / DD or SMI Unit Set-Aside – 5 points

Five (5) points will be given to projects that agree to serve persons with a developmental disability or persons with severe and persistent mental illness. Experienced service coordinators, evidence of service coordinator salary or an in-kind service agreement, additional market study requirements and supportive service plans containing specified services (see Exhibit J) are required for all special needs populations. The family supportive services outlined in Exhibit J must also be provided for the households that are not included in the unit set-aside for this category. An application that receives points in this category cannot also receive points for Senior Housing.

Additional requirements are as follows:

a. Persons with a developmental disability (MR /DD): 20% maximum unit set-aside and exact percentage must be established in collaboration with the local MR/DD agency (owners must initially offer 20% of the units to be set-aside). The MR/DD agency must specify reasons for a lower set-aside in writing. The final set-aside must be equal to or greater than 5% of the total units.

b. Persons with severe and persistent mental illness (SMI): 20% maximum unit set-aside and exact percentage must be established in collaboration with the local ADAMHS or Mental Health Board (owners must initially offer 20% of the units to be set-aside). The local board must specify reasons for a lower set-aside in writing. The final set-aside must be equal to or greater than 5% of the total units.

10. Energy Efficient Design – 5 points

Projects, including all residential buildings, that are energy efficient and meet the rating standards as listed on OHFA Form 001 will receive five points. Please note that there are different standards for newly constructed and existing buildings.

11. Green Communities – 5 points

Five (5) points will be awarded to projects that meet all requirements and guidelines of the Green Communities Initiative developed by Enterprise Community Partners, Inc. The application must include evidence that the Enterprise designation has been received.

<u>Part II Criteria</u>

OHFA will assess the proposed development team based on the following criteria. This assessment will then be considered with the rankings from the Site & Market Evaluation to determine the final ranking of applications in each of the target and geographic pools. Development team members that will be considered are the general partners/managing members, developer, and management company.

The applicant must submit a narrative describing the merits of the development team based on the characteristics described below. The development team is judged on the ability to successfully produce quality, sustainable affordable housing in a timely manner, and is not required to meet all of these criteria.

1. Development Team with Ohio Presence

OHFA prefers projects whose development team has a presence within the State of Ohio. An application may qualify if the general partners/managing members (other than the investor member), developers, and/or management company have their principal offices located in Ohio, or have successfully developed, have an ownership interest in and/or manage, affordable housing properties in Ohio.

2. Local Ownership

OHFA prefers projects in which one of the general partner entities is a local organization, defined as having a central office located in the same county in which the project will be developed. The central office must be the entity's main/corporate headquarters and must have been located in the project county for a minimum of one year prior to application.

An entity that serves multiple counties may also qualify if the central office is not located in the project county. The proposed project must be located in a Geographic Pool B or C area and must be located in a county that is directly adjacent to the county where the central office is located.

The following entities will also be considered to be local organizations if the project is located in their particular service area as defined in the organization's bylaws:

- An Area Agency on Aging or Community Action Agency located in Ohio.
- Other organizations created under the auspices or direction of an Area Agency on Aging or Community Action Agency as referenced above.

3. Experience with Product Type

OHFA prefers projects whose development team members have experience developing and/or managing the type of housing product proposed in the application. Product types may include senior housing, lease-purchase projects, permanent supportive housing, substantial and/or historic rehabilitation, or other relevant types of housing.

4. Experience in Location Type

OHFA prefers projects whose development team members have experience developing and/or managing affordable housing in the location or type of geographic area proposed in the application. This may include development in a particular city or county, or development in urban, suburban, rural or other types of geographic areas.

5. Affordable Housing Development Experience

OHFA will evaluate the previous housing development and ownership experience of the general partners and developers for the proposed project. This includes Housing Credit properties developed in Ohio or other states, and other affordable housing properties developed with public funds in Ohio or other states. These properties must be constructed and placed into service to be considered in this category. The success, quality and time period in which projects were developed will also be taken into account.

6. Vertical Integration or Past Working Relationships

OHFA prefers projects with a vertically integrated development team (developer, property manager and one general partner), or whose development team members have previous experience working together to successfully develop affordable housing properties.

Part III Criteria

The following criteria will also be considered with the rankings from the Site & Market Evaluation to determine the final ranking of applications in each of the target and geographic pools.

1. OHFA prefers to distribute credit awards to projects located in various counties and submarkets throughout the state. The population and housing need in these areas will be considered.

2. Community Impact: OHFA prefers projects that are a high priority for the local community based on the following factors.

   a. Location in a Qualified Census Tract or Difficult Development Area and contributing to a local revitalization plan that is separate from a Consolidated Plan or CHIS. The revitalization plan must be in effect, have been approved by a local jurisdiction such as a county, township, municipal government or neighborhood commission, and demonstrate other significant economic development initiatives or infrastructure improvements planned for the area.

   b. A previous phase of the same multifamily development has been successfully constructed and placed into service and is operating at a high occupancy rate.

   c. For the Permanent Supportive Housing (PSH) pool, a proposal that is the top-ranked project by the applicable Continuum of Care. The number of PSH projects and units developed in the county with housing credits in recent years will also be considered.

3. Leveraging Resources: OHFA prefers projects that utilize scarce federal housing resources, including, but not limited to: a new USDA Rural Development Section 515 Loan; funding from

a U.S. Department of HUD HOPE VI Grant; or Section 8 Rental Assistance from the U.S. Department of HUD.

Application Corrections: Applicants will have the opportunity to correct administrative errors or omissions found during the application review process.

During the review periods, OHFA will notify each applicant of any administrative deficiencies, and applicants will have one week to submit additional information to correct any administrative errors. The OHFA will not accept any additional information after the one week correction period. All changes including but not limited to changes in ownership, development team, project physical structure, project costs, project financing, site(s), special needs population, and project location will not be permitted. Please be advised that certain items are date-sensitive and must have been completed on or before the application deadline.

Appeals: Applicants may appeal determinations made by OHFA solely on objective grounds during any part of the application review process. Appeals may only be submitted regarding decisions that may be factually incorrect. Appeals of decisions that are the subjective judgments of OHFA will not be considered. The applicant must submit the appeal in writing to the Director of the Office of Planning, Preservation & Development. The appeal must be sent to the OHFA within one week of notification of results.

In the appeal, the applicant must state objections to OHFA's determinations and give specific reasons why a decision should be overturned. An appeal is judged solely upon the materials that were properly and timely submitted with the original application or during an application correction period.

H. Financial Underwriting

If a project is selected to receive a reservation or allocation of Housing Credits, OHFA will underwrite said project to ensure that it receives the minimum amount of Housing Credits necessary to assure project feasibility and viability throughout the Housing Credit period. This includes tax-exempt bond financed projects that are excluded from the state's Housing Credit allocation ceiling. OHFA is required to perform the Housing Credit evaluation three times:

1) Prior to issuing a Binding Reservation Agreement or Letter of Eligibility.
2) Prior to issuing a Carryover Allocation Agreement (does not apply to tax-exempt bond projects).
3) At the time the project is placed-in-service and requests IRS Form(s) 8609.

After the first underwriting analysis, OHFA will issue a Binding Reservation Agreement. The reservation amount will not necessarily equal the amount of Housing Credits requested in the application. In addition, the Housing Credit amount may be reduced at any underwriting stage.

If the credit percentage has not been elected, then OHFA will use the current month's applicable Housing Credit Percentage at Binding Reservation and/or Carryover to calculate the value of the Housing Credits. The owner may elect to lock in the current month's applicable Housing Credit Percentage at reservation or at placed-in-service. HOWEVER, THE RESERVATION HOUSING CREDIT AMOUNT IS THE MAXIMUM AMOUNT THAT THE PROJECT CAN RECEIVE NO MATTER WHAT THE HOUSING CREDIT RATE MAY BE IN THE FUTURE.

An owner may appeal a reduction of credits resulting from a violation of <u>any</u> of OHFA's underwriting standards. OHFA will only consider an appeal if the owner can demonstrate that the reason(s) the project cannot meet OHFA underwriting standards is outside the control of the owner and could not be reasonably anticipated before the initial application date. OHFA will review each appeal independently and will have discretion in its decisions. In order to appeal, the owner must submit a complete appeal in writing along with an appeal processing fee of $250. These appeal requirements are retroactive to projects funded in prior years.

OHFA will review all projects receiving a Binding Reservation Agreement, Carryover Allocation Agreement, 8609 Forms, or Letter of Eligibility using the following procedures:

1. The applicant's determination of adjusted qualified basis will be reviewed. All non-eligible costs will be deducted from the basis.

a. OHFA will verify the applicable fraction for each project. The applicable fraction is defined as the lesser of (a) the number of low-income units divided by the total number of units, or (b) the residential low-income unit square footage divided by the total residential square footage.

b. Owners of projects with market rate units must demonstrate in the application that all amenities (i.e. garages, community buildings, parking spaces, etc.) are available to ALL units. If certain amenities are only available to the market rate units, the costs for these amenities must be deducted from the eligible basis. Also, if the market rate units are larger and of higher quality than the low-income units, the basis for the market rate units will be reduced to match the basis for the low-income units. OHFA reserves the right to request additional information to clarify any issues regarding the market rate units.

c. The acquisition eligible basis cannot exceed the value of the property at or before the date of acquisition (the date of acquisition equals the date the deed or lease is recorded) as determined by the appraisal of the property (see G. Carryover Allocation). The estimated value cannot include the value of the Housing Credits.

d. For projects receiving “soft” loans (e.g. HOME, deferred fees, AHP, etc.), owners must adequately explain in their application and cost certification form the repayment schedule of these loans. Projects with deferred interest and principal exceeding the total project cost at the end of the 15th year must submit a legal opinion upon issuance of a reservation. The legal opinion must state whether the “soft” loans should be considered grants and be deducted from eligible basis.

e. Applicants must include an operating reserve as part of the total project cost. The operating reserve must equal at least four months of operating expenses and hard debt payments. The maximum operating reserve allowable must be equal to or less than twelve months of operating expenses and hard debt payments. This reserve is not included as part of the project’s eligible basis. Applicants who believe a reserve is unnecessary for their project may, upon clear demonstration to OHFA, request a waiver. The request and reasons for the waiver must be in writing and must accompany the application. OHFA reserves the right to approve or disapprove requests and to exclude reserves from its unit cost analysis on a case-by-case basis. For projects financed with tax-exempt bonds with credit enhancement, the minimum operating standard is reduced from four to two months of operating expenses (does not include replacement reserves) and hard debt payments.

f. Projects may receive an allocation of credit based upon 130% of the qualified basis for new construction or substantial rehabilitation if the project is located in designated high cost areas of the state. High cost areas are defined as qualified census tracts and difficult development areas. The U.S. Department of HUD publishes a list of qualified areas for 130% basis (refer to Exhibit C for a list of QCT).

g. The evaluation of each type of basis is separately determined. Losses in one type of basis (e.g., acquisition) cannot be offset by increases in another type of basis (e.g., rehabilitation).

2. All fees, costs, and assumptions will be checked to determine if they meet Agency standards.

a. OHFA will assume that all projects will receive no less than $.85 per dollar of Housing Credit for equity. Applicants for projects located in a qualified census tract that have difficulty achieving the $.85 per dollar of Housing Credit may, upon clear demonstration to OHFA, request a waiver. The request and reasons for the waiver must be in writing and must accompany the application. OHFA reserves the right to approve or disapprove requests on a case-by-case basis. The equity per dollar of tax credit will be evaluated based on the percentage of the limited partner ownership of the project. OHFA reserves the right to modify the equity standards at any time based on extreme fluctuations in the equity market. Updated equity standards will be published on the OHFA web site.

b. The number of units and square footage in the project must remain constant from date of application to the placed-in-service date. If the number of units or square footage decreases at any time, the project’s eligible basis may be proportionally reduced by the decrease in units or square footage, potentially reducing the Housing Credit amount.

c. Applicants must show that the deferred developer's fee (principal and interest, if any) can be paid in full from annual income within the first 12 years. Any unpaid or deferred balance after Year 12 will be deducted from the housing credit eligible basis.

3. The project's total sources must always equal the total project cost. If the sources exceed the costs, OHFA will reduce the Housing Credit equity by reducing the annual Housing Credit allocation or reduce the amounts of other OHFA resources, such as HDAP or Housing Development Loans.

4. The Net Operating Income (NOI) is calculated according to OHFA standards, and is then compared to the annual debt service payments to make sure there is positive and adequate debt service coverage.

a. The hard debt coverage ratio (DCR) must be above 1.15. Owners of projects with a hard debt coverage ratio lower than 1.15 must provide a written explanation from their lender(s) describing the reasons for their willingness to accept a low DCR. OHFA has discretion to waive this requirement based on documentation provided by the owner.

b. Project must be able to obtain a Hard DCR of 1.15 and fully fund replacement reserves for each year during the 15-year compliance period. For projects with no hard debt, annual income must equal 115% of operating expenses and reserves for each year during the 15-year compliance period.

c. Only rental income will be used in the cash flow analysis. Income from commercial space, fees, and other income will not be considered. Exceptions may be granted for special situations – i.e., existing commercial, long-term lease, documented prior income, etc.

d. For market rate units, OHFA will assume the lower of the proposed rents or the maximum Housing Credit program rents (60% of AMGI) in it's analysis.

e. The DCR for all debt sources may be no higher than 1.30. If the DCR is too high, the following will happen:

OHFA will first reduce the amounts of other OHFA resources, such as HDAP or Housing Development Loans. If further reductions are necessary, a new loan amount will be calculated to reflect a lower DCR. The characteristics of the new loan will be: rate = prime + 3 (published in the Wall Street Journal) and term/amortization period = 25 years. The new loan will be added to the project's permanent sources. The new loan amount is an artificial gap created by OHFA. If the gap exceeds 10% of total project costs, OHFA will require that the owner obtain additional financing to cover the gap before issuing a reservation/allocation.

f. For owners who are not syndicating the Housing Credits, OHFA will include the annual Housing Credit amount as part of the total cash flow in order to determine the DCR.

g. The project's annual operating expenses per unit must fall within 10% of the average costs, based on region and project type (see Exhibit P). Exceptions may be made for projects with special circumstances. Owners must provide persuasive evidence in order to secure a waiver of these standards.

h. OHFA has adopted maximum and minimum annual replacement reserve standards.

Project Type:	New Construction – Senior Housing	Acquisition/Rehabilitation or New Construction – non-senior
Maximum:	$350 per unit	$400 per unit
Minimum:	$250 per unit	$300 per unit

For Rural Development and FHA-financed projects, OHFA will use the reserve limits prescribed by those agencies. Exceptions may be made for projects with special circumstances. Owners must provide persuasive evidence in order to secure a waiver of these standards.

i. OHFA will assume an annual income increase of 2% and an annual expense increase of 3%.

I. Binding Reservation Agreement

After OHFA has determined which projects will receive Housing Credits, a Binding Reservation Agreement will be mailed to the primary project contact. The original Binding Reservation Agreement and Credit Rate Election form must be signed and notarized by the owner/general partner during the month the agreement was issued. The Binding Reservation Agreement, Credit Rate Election form and reservation fee (equal to 5% of the reservation amount), and any additional documentation listed in the Agreement, must be sent to the OHFA by the fifth day of the following month in which the agreement was issued, or the reservation of Housing Credits will be invalid.

A copy of the Phase I Environmental Review (ER) report for all sites must be submitted with the executed Binding Reservation Agreement. The report(s) must comply with current OHFA standards available at www.ohiohome.org. The owner must submit a narrative that addresses any issues raised in the report(s). OHFA reserves the right to reject any sites indicated to have environmental problems or hazards.

J. Carryover Allocation

All projects must meet all Carryover Allocation requirements as described in Section 42 of the Internal Revenue Code (IRC) and in Treasury Regulation 1.42-6.

The following items must be submitted for all projects that received a reservation of Housing Credits by the Carryover submission deadline:

1. Completed OHFA Cost Certification forms (the most current version) signed by the owner and by the accountant or attorney. The forms must evidence that the "10% test" required by Section 42 of the IRC has been met. The forms and instructions are available on the OHFA web site or by contacting the Office of Planning, Preservation & Development at (614) 466-0400 or (888) 362-6432.

2. Evidence that a Federal Tax ID number has been obtained for the ownership entity.

3. The project owner must, at a minimum, acquire all property or have entered into a long-term leasehold agreement. Acquisition must be evidenced by a copy of a recorded deed or recorded long-term lease for each site. Owners must also provide legible legal descriptions and permanent parcel numbers for each site. These items will be used to facilitate the production of the project's Restrictive Covenant. If the owner is unable to subdivide parcels before the Carryover deadline, then the OHFA will add a condition to the Carryover Allocation Agreement that will require that the site(s) be subdivided and new updated legal descriptions be submitted to the OHFA prior to the request for the 8609 Forms.

4. Conditional commitment letters, including equity commitments, from non-OHFA lenders must be updated from those submitted with the application.

5. An appraisal meeting OHFA requirements if the project is seeking acquisition credit. Those requirements include:

   a. Preparation by a third-party appraiser licensed in the State of Ohio. Name, address, and license number must be included.

b. A statement of the estimated value of the property at or before the date of acquisition (the date of acquisition equals the date the deed or lease is recorded). The estimated value cannot include the value of the Housing Credit.

c. Adherence to the Uniform Standards of Appraisal Practice. A statement to this effect must be included in the report.

d. Conducted during 2008, although the OHFA will consider earlier reports on a case-by-case basis. An appraisal submitted with the original application that meets all other requirements will be accepted.

6. All rehabilitation projects must submit a capital needs assessment performed by a third party professional. The assessment must meet the standards outlined in Exhibit L. For scattered-site rehabilitation projects, a capital needs assessment must be performed for only 50% of the buildings. Based on the assessment, the OHFA reserves the right to adjust the project's total project costs and eligible basis, which may affect the OHFA's financial analysis of the project.

7. Any additional conditions that appeared on the reservation with a performance date by Carryover submission.

Projects that meet all requirements will be given a Carryover Allocation Agreement and a Building Identification Number (BIN) for each building in the project. Those buildings receiving credits for both acquisition and rehabilitation will receive one BIN for both Housing Credit types.

A Carryover Allocation Agreement is considered to be binding and will give the applicant 24 months from the end of the allocation year to complete the project and place the units in service. The OHFA reserves the right to add conditions or require follow-up items in the Carryover Agreement that must be met before the OHFA will issue 8609 Forms to the owner.

A request to extend the Carryover submission deadline for the 10% test or property ownership requirements must be submitted in writing with an extension fee in the amount of 5% of the Binding Reservation fee. Extensions will not be granted to applicants proposing scattered-site projects. The OHFA will only approve extensions if the owner is unable to acquire the property until a later date and arrangements are made with the OHFA in advance.

Projects that will be completed and placed-in-service in the same year in which they received a reservation should request 8609 form(s) and not a Carryover Allocation Agreement. The owner of the project must submit all appropriate request documentation by the Carryover submission deadline for that year.

K. Project Completion Stage / 8609 Request

Upon project completion, the owner must notify the OHFA of the placed-in-service date of each building and submit the following items to request 8609 Forms:

1. Complete OHFA Cost Certification forms (the most current version) signed by the owner and by an independent accountant. The accountant will be required to conduct a complete audit of the project costs. The required audit language is included on the forms. The forms and instructions are available on the OHFA web site. An electronic copy of the forms must also be submitted on a computer disk.

2. Final Certificates of Occupancy from the issuer of the building permits. Certificates of completion or similar information from the owner will be accepted for rehabilitation projects if certificates of occupancy are not issued. Temporary certificates of occupancy are required if the dates on such certificates will be used as the placed-in-service dates for the buildings. The OHFA reserves the right to conduct a site visit of a property to verify completion before issuing 8609 Forms to the owner.

3. All permanent financing sources (except for the first or primary mortgage) must be closed before the 8609 Forms are issued. An executed promissory note that includes the amount, interest rate, term, and amortization or repayment terms of the loan must be submitted for each source. In lieu of a note for the first or primary mortgage, a firm financing commitment signed by the lender and owner within 30 days of the request for the 8609 Forms may be submitted. This requirement is retroactive to projects that have not yet received 8609 Forms.

4. Final limited partnership agreement executed by the limited and general partners. The agreement must include all equity amounts and the pay-in schedule for the equity.

5. A copy of the executed and recorded OHFA Restrictive Covenant, and a consent of recorded lienholder form from each non-OHFA lending source.

6. Payment of the appropriate compliance monitoring fee.

7. Evidence that a representative of the project has attended the OHFA Basic Tax Credit Compliance Training within six (6) months prior to the placed-in-service date for the first building completed.

8. Completion of the final Energy Efficiency Certification form for the year of allocation (if applicable).

9. Narrative describing any material changes to the project since time of application.

The request for 8609 Forms must be submitted by the date listed in the Carryover Allocation Agreement. An extension of this deadline may be granted by the OHFA upon request. However, any extension will not apply to payment of the compliance monitoring and multiple building project fees.

Requests for 8609 Forms and corrections or clarifications to previous submissions are reviewed in the order submitted. The OHFA will issue 8609 Form(s) up to 90 days after a **complete** request has been submitted. An incomplete or insufficient request will not be processed until all items are submitted, which may result in a delay of the 8609 Form issuance. Any corrections or clarifications requested by the OHFA must be submitted within three (3) months or a resubmission fee of $250 will be charged. The OHFA reserves the right to defer processing 8609 Form requests that are received during a future competitive funding round.

When a project financed with tax-exempt bonds is eligible for a higher amount of credit, the owner must inform the OHFA of the benefit of the additional housing credits and advise if any documentation must be updated due to the increase.

L. Projects with Tax-Exempt Bond Financing

Projects receiving tax-exempt bonds that finance over 50% of the project's total aggregate basis may apply for an award of Housing Credits. These applicants must submit all items indicated in the Site & Market Evaluation and Threshold Review for Full Applications sections, and must meet all threshold review requirements in each section of the QAP and the financial underwriting standards in order to receive a letter of eligibility for Housing Credits. These projects are not subject to the competitive criteria indicated in the QAP. OHFA is the final judge of eligibility for the amount of Housing Credits awarded to all tax-exempt bond financed projects. Project-specific conditions will be listed in the eligibility letter. The Maximum Credit Cap requirements do not apply to these projects. In addition, OHFA may waive the Unit Cost Cap criterion for tax-exempt bond financed projects. Applicants must include a narrative with the application that describes the need for this waiver. OHFA has the sole discretion to approve such requests and will judge each request on a case-by-case basis.

In addition to the threshold and underwriting requirements listed in the QAP, the applicant must also meet the following requirements:

1. For non-OHFA-issued bonds, the inducement resolution or final approval resolution of the issuer is required. In addition, a letter from the bond underwriter indicating the anticipated interest rate, term, and amortization of the bonds must be submitted.

2. For OHFA-issued bonds, the Housing Credit letter of eligibility will be executed following final approval of the bond issuance by the OHFA Board.

3. OHFA reserves the right to require a legal opinion stating that the project is eligible to receive an allocation of Housing Credits pursuant to Section 42(h)(4) of the Internal Revenue Code.

4. The developer must submit a resume of their past experience, including affordable housing references that may be checked by OHFA. The developer will be required to respond to any negative references found by OHFA.

5. A representative of the developer or management company must meet with OHFA Program Compliance staff within six (6) months following issuance of the letter of eligibility to review management practices and establish a timetable for the placed-in-service review.

6. All rehabilitation projects must submit a capital needs assessment performed by a third party professional. The assessment must meet the standards outlined in Exhibit L. For scattered-site rehabilitation projects, a capital needs assessment must be performed for only 50% of the buildings. Based on the assessment, OHFA reserves the right to adjust the project's total project costs and eligible basis, which may affect the financial analysis of the project.

These projects will be underwritten using the same standards outlined in these guidelines except that the owner has the option to elect the Housing Credit rate during the month in which the bonds are issued or the month the project is placed-in-service. Please note that the rate election period is tied to the month the notice of issuance indicates. If a project 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. Please note that the owner has up to five days following the month in which the bonds are issued to notify the OHFA of the rate election, otherwise the month the project is placed-in-service will be used.

Applications for bond-financed properties may be submitted at any time during the year. The items required for the Experience & Capacity Review must be submitted two weeks in advance for OHFA consideration. All other required items may then be submitted with the full application for housing credits. If public notification requirements have been met and any threshold deficiencies have been corrected, OHFA may take up to six (6) weeks to review an application and issue a letter of eligibility. These projects will not need a Carryover Allocation Agreement, but the owner must follow all 8609 Form request procedures outlined in the QAP (see Page 49) and any conditions outlined in the letter of eligibility. Applicants must provide to the OHFA (by November 20, 2008 or date specified in the eligibility letter) the following items:

1. A copy of the property's recorded deed, legal description, and permanent parcel numbers.

2. An appraisal meeting OHFA requirements if the project is seeking acquisition credit. Those requirements include:

    a. Preparation by a third-party appraiser licensed in the State of Ohio. Name, address, and license number must be included.

    b. A statement of the estimated value of the property at or before the date of acquisition (the date of acquisition equals the date the deed or lease is recorded). The estimated value cannot include the value of the Housing Credit.

    c. A statement of adherence to the Uniform Standards of Appraisal Practice. A statement to this effect must be included in the report.

    d. Evidence that the appraisal was conducted during 2008, although OHFA will consider earlier reports on a case-by-case basis. An appraisal submitted with the original application that meets all other requirements will be accepted.

FOR OHFA ISSUED BONDS, PLEASE CONSULT THE MOST RECENT OHFA MULTIFAMILY BOND PROGRAM GUIDELINES FOR APPROPRIATE SUBMISSION DEADLINES.

III. MONITORING

A. Introduction

The monitoring process determines if a project is complying with requirements of the Internal Revenue Code (IRC). The Housing Credit monitoring process is outlined in IRC Section 42, IRS Regulation 1.42, the QAP, and OHFA policies.

Compliance with the requirements of the IRC is the sole responsibility of the owner of the building for which the Housing Credit was allocated.

B. Monitoring Process

ALL Housing Credit projects are required to comply with the following:

1. All residents must be income qualified, adjusted for family size prior to moving into the unit. Units must be rent restricted as provided for in the IRC. All units allocated Housing Credits must be safe, decent and sanitary housing units complying with local building, health, safety, and zoning codes.

2. Before placing the project in service, the owner/manager must schedule a meeting with the OHFA New Properties and Training team to discuss the lease up of the tax credit project. The OHFA may elect to waive this requirement.

3. The owner/agent individual(s) responsible for final approval of tenant files or the site manager/leasing consultant who processes the Tenant Income Certifications for buildings receiving 8609 Forms is required to attend the OHFA Basic Tax Credit Compliance Training, or an approved training, a maximum of six (6) months prior to the placed-in-service date. Please contact the OHFA Office of Program Compliance or refer to the OHFA web site to register for this training.

4. Within 15 days of placing in service the last building in a project, the project owner must forward a letter to the OHFA New Properties and Training Manager indicating the date on which the last building was placed in service. Based on this communication, the project will be preliminarily scheduled for a lease up monitoring visit.

5. The owner of a Housing Credit project must keep records for each qualified low-income building in the project for each year of the compliance and extended use period. These records must include:

    a. The total number of residential rental units in the building (including the number of bedrooms and the size in square feet of each residential rental unit);

    b. The percentage of residential rental units in the building that are low-income units;

    c. The rent charged on each residential rental unit in the building (including any utility allowances);

    d. The number of occupants in each low-income unit;

e. The unit vacancies in the building and information showing when, and to whom, the next available units were rented;

f. The annual income certification of each low-income tenant per unit;

g. Documentation to support each low-income tenant's income certification. Tenant income is calculated in a manner consistent with the determination of annual income under Section 8 of the United States Housing Act of 1937 ("Section 8"), not in accordance with the determination of gross income for federal income tax liability;

h. The eligible basis and qualified basis of the building at the end of each year of the credit period, compliance and extended use periods; and

i. The character and use of the non-residential portion of the building included in the building's eligible basis under section 42(d).

6. The owner of a Housing Credit project is required to retain the records described in Section 5 above for the entire period of extended use.

7. The owner is responsible for reporting to the OHFA annually in the form and manner that the OHFA specifies (reporting is currently composed of an owner certification and a tax credit summary report), the project's compliance with the Internal Revenue Code and restrictive covenant and for certifying under penalty of perjury that the information provided is true, accurate, and in compliance with Section 42 of the IRC. The owner certifies that for the preceding 12-month period the owner met the following requirements:

a. The 20-50 test under section 42(g)(1)(A), the 40-60 test under section 42(g)(1)(B), whichever minimum set-aside test was applicable to the project; and if applicable to the project, the 15-40 test under sections 42(g)(4) and 142(d)(4)(B) for "deep rent skewed" projects;

b. There was no change in the applicable fraction (as defined in section 42(c)(1)(B)) of any building in the project, or that there was a change, and a description of the change;

c. The owner has received an annual income certification from each low-income tenant, and documentation to support that certification; or, in the case of a tenant receiving Section 8 housing assistance payments, the statement from a public housing authority described in paragraph (b)(1)(vii) of this section;

d. Each low-income unit in the project was rent-restricted under section 42(g)(2);

e. All units in the project were for use by the general public and used on a non-transitional basis (except for transitional housing for the homeless provided under section 42 (i)(3)(B)(iii));

f. Each building in the project was suitable for occupancy, taking into account local health, safety, and building codes;

g. There was no change in the eligible basis (as defined in section 42(d)) of any building in the project, or if there was a change, the nature of the change (e.g. a common area has become commercial space, or a fee is now charged for a tenant facility formerly provided without charge);

h. All tenants facilities included in the eligible basis under section 42(d) of any building in the project, such as swimming pools, other recreational facilities, and parking areas, were provided on an comparable basis without charge to all tenants in the building;

i. If a low-income unit in the project became vacant during the year, that reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to tenants having a qualifying income before any units in the project were or will be rented to tenants not having a qualifying income;

j. If the income of tenants of a low-income unit in the project increased above the limit allowed in section 42(g)(2)(D)(ii), the next available unit of comparable or smaller size in the building was or will be rented to tenants having a qualifying income;

k. The owner has not refused to lease a unit in the project to a Section 8 applicant because the applicant holds a Section 8 voucher or certificate;

l. No finding of discrimination under the Fair Housing Act has occurred for the project (a finding of discrimination includes an adverse final decision by HUD, an adverse final decision by a substantially equivalent state or local fair housing agency, or an adverse judgment from a Federal court);

m. For the preceding 12-month period no tenants in low-income units were evicted or had their tenancies terminated other than for good cause and no gross rents were increased other than permitted under Section 42; and

n. An extended low-income housing commitment as described in Section 42(h)(6) was in effect.

8. The OHFA requires that the owner of a Housing Credit project annually certify the resident's income and assets using the form(s) specified by the OHFA. This requirement is waived if an owner receives a recertification waiver as described in IRS Revenue Procedure 2004-38 and the OHFA recertification waiver policy.

9. The OHFA has the right to review tenant files throughout the 15-year compliance period and the 15-year extended use period. The OHFA has the right to perform on-site inspections of any low-income housing project through the end of the extended use period. Buildings receiving new allocations of credit will be inspected no later than the end of the second calendar year following the year the last building in the project is placed in service. The OHFA will provide prompt written notice to the owner of a Housing Credit project if the OHFA does not receive the required certification or discovers through inspection, review, or any other manner that the project is in non-compliance. The owner will have up to 60 days from the date of the notification to correct any non-compliance issues found and give a written response to the OHFA of corrective actions taken. The OHFA may, with good cause, extend the correction period for up to six months. During the correction period, an owner must correct any non-compliance and provide evidence to the OHFA of such corrections.

10. When the OHFA identifies non-compliance, it is required to file Form 8823, "Low-Income Housing Credit Agencies Report of Non-Compliance" with the IRS no later than 45 days after the end of the correction period, and no earlier than the end of the correction period, whether or not the non-compliance is corrected. The OHFA must explain on Form 8823 the nature of the non-compliance or failure to certify (reference 26 CFR Par. 2. 1.42-5 (e)(3)).

11. Compliance with the requirements of Section 42 of the IRC is the responsibility of the owner of the building(s) for which the Housing Credit is allowable. THE OHFA's obligation to monitor for compliance does not make the OHFA liable for owner/agent non-compliance.

12. If the OHFA is unable to serve notice on the property owner by mail and/or telephone during the compliance and extend use periods as defined by the IRS, the OHFA will consider the property out of compliance and notify the IRS by filing Form 8823, or take other appropriate action such as designating the project and its owner and management agent as not in good standing with the Agency. **Please note that the OHFA will maintain one contact person per project. The owner/agent will agree upon the contact person and notify the OHFA immediately of any change.**

13. The OHFA requires Housing Credit owners to pay a one-time compliance monitoring fee. The fee amount for projects receiving a reservation in 2007 will be $900 per unit.

14. OHFA reserves the right to charge the owner and/or management company for costs incurred as the result of compliance reviews conducted outside of the normal inspection cycle.

15. It is the responsibility of the owner and its agents to ensure that the property management agent has all documents and information necessary to meet all rent, income, or other requirements attached to all sources of funding used to develop the project. Such documents may include, but are not limited to, the Housing Credit restrictive covenant(s), Housing Development Assistance Program (HDAP) restrictive covenant, and the HDAP funding agreement.

16. Compliance requirements are communicated to owners and managers of Housing Credit projects through the OHFA Program Compliance Handbook and other means such as the Agency newsletter. Owners and managers are expected to consult these and other resources to ensure they are up to date regarding policies and procedures established by OHFA.

17. Prior to placing in service, the owner and/or management agent must meet with OHFA Program Compliance staff to discuss the status of the project and to review long term compliance requirements. Program Compliance staff will contact the owner and/or management agent to arrange this meeting.

18. Changes in management company that occur after the project has placed in service must be approved by OHFA Program Compliance. The owner must apprise Program Compliance of the proposed change 60 days prior to terminating the services of the current management company. OHFA may require the proposed management company to fill out a due diligence questionnaire to ensure the proposed company is sufficiently qualified to manage a Housing Credit project in Ohio.

IV. MISCELLANEOUS

Project Changes. All project changes require OHFA approval, and all changes will be reviewed by OHFA on a case-by-case basis. Any change in a project that reduces the competitive score or ranking may result in a reduction or revocation of the Housing Credit reservation or allocation. A new application, fee, public notification letters and competitive review may be required if any project characteristics change. New owners without experience in the Housing Credit program must contact the Office of Program Compliance prior to consideration by OHFA.

Failure to inform OHFA of any changes in the applicant's situation or project structure at any time may cause the application to be rejected or the Housing Credit reservation to be revoked.

OHFA may allow the admission of an additional general partner after Housing Credits are awarded in order to address a related-party loan issue. A letter from the owner's legal counsel that adequately explains the need for this action must be submitted. A letter signed by both the new general partner and the current controlling general partner must also be submitted to confirm the following:

a. The new general partner will not own more than 24% of the general partner shares.

b. The new general partner must agree to not materially participate in the project.

c. The new general partner must gain little or no financial benefit from the project.

d. The new general partner may not count the project toward experience points in future funding applications to the OHFA.

OHFA will review and issue a decision for each request on a case-by-case basis. Approval of the OHFA Board may also be necessary for the HDLP and HDAP programs.

Document Correction Fee. OHFA will assess a correction fee of $250 if a Carryover Allocation Agreement, Restrictive Covenant, or 8609 Form must be re-issued due to an error on the part of the owner or applicant.

Agency Information Sources. The OHFA web site contains important, easily accessible information regarding the application process and program policies, such as Housing Credit percentages, frequently asked questions, important program dates, and downloadable files such as the QAP and Affordable Housing Funding Application. The web site address is www.ohiohome.org. It is the responsibility of applicants to regularly browse the web site to obtain current information on the Housing Credit and other OHFA programs.

Contacting the Applicant. OHFA will only contact the person listed in the application as the project contact. OHFA asks that other parties involved in a project communicate with the project contact prior to contacting the agency.

Requesting Information. At the end of each allocation round, OHFA will make available a listing of all applications, along with a detailed report featuring the projects awarded Housing Credits in that round. Please visit the OHFA web site or contact OHFA to obtain this information. Interested parties requesting project specific information must do so in writing according to the OHFA Freedom of Information Request procedures.

<u>Project Events.</u> OHFA is pleased to send representatives to project events such as groundbreakings, ribbon cuttings and grand openings at the request of the development team. Please notify us at least two weeks in advance of such events to aid with scheduling.

V. 2008 QAP EXHIBITS

NOTE: The final version of Exhibit A will be released in early 2008 following issuance of new Rent & Income Limits by the U.S. Department of HUD.

A. RENT AND INCOME LIMITS

Instructions

County	Rent: Bedrooms (*Residents*) / Income: *Residents*		Eff (*1*)	1 (*1.5*) / *1*	2 (*3*) / *2*	3 (*4.5*) / *3*	4 (*6*) / *4*	5 (*7.5*) / *5*	6 (*9*) / *6*	*7*	*8*	[5.] / [2.]
Adams	50% rent	[6.]	453	485	582	673	751	828				
[1.]	50% income	[3.]		18150	20700	23300	25900	27950	30050	32100	34200	
	60% rent	[7.]	544	582	699	807	901	994				
	60% income	[4.]		21780	24840	27960	31080	33540	36060	38520	41040	

1. Name of County.

2. The number of residents in a household, used for the 50% and 60% income figures in the table.

3. The 50% Area Median Gross Income (AMGI) for the county, adjusted for the number of residents in a household. The source of these income figures is the HUD very low-income limits, which are updated and published annually.

4. The 60% Area Median Gross Income (AMGI) for the county, adjusted for the number of residents in a household. The 60% income figures are computed using the 50% income figures as follows:
   [50% income] * 2 * 60% = [60% income]

5. The number of bedrooms in a unit, used for the 50% and 60% rent figures in the table. The number of residents in each type of unit (1 resident for SRO & efficiency units; 1.5 residents per bedroom for units with one or more bedrooms) is used to compute the rent figures in the table.

6. The 50% monthly rent figures for the county, adjusted for the number of bedrooms in a unit. The rents are computed using the 50% income figures, and the number of residents in each type of unit, as follows:
   ([50% income for the number of residents] * 30%) / 12 = [50% monthly rent]

7. The 60% monthly rent figures for the county, adjusted for the number of bedrooms in a unit. The rents are computed using the 60% income figures, and the number of residents in each type of unit, as follows:
   ([60% income for the number of residents] * 30%) / 12 = [60% monthly rent]

A. 2007 RENT AND INCOME LIMITS

H.U.D. Effective Date: *March 20, 2007*

County	**Rent:** Bedrooms (***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Adams	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Allen	50% rent	472	506	607	701	782	863			
	50% income		18900	21600	24300	27000	29150	31300	33450	35600
	60% rent	567	607	729	842	939	1035			
	60% income		22680	25920	29160	32400	34980	37560	40140	42720
Ashland	50% rent	473	507	608	703	785	865			
	50% income		18950	21650	24350	27050	29200	31400	33550	35700
	60% rent	568	609	730	843	942	1038			
	60% income		22740	25980	29220	32460	35040	37680	40260	42840
Ashtabula	50% rent	526	564	677	782	872	963			
	50% income		21050	24100	27100	30100	32500	34900	37300	39750
	60% rent	631	677	813	939	1047	1155			
	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Athens	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Auglaize	50% rent	508	545	653	755	842	929			
	50% income		20350	23250	26150	29050	31350	33700	36000	38350
	60% rent	610	654	784	906	1011	1115			
	60% income		24420	27900	31380	34860	37620	40440	43200	46020
Belmont	50% rent	421	451	542	626	698	771			
	50% income		16850	19300	21700	24100	26050	27950	29900	31800
	60% rent	505	542	651	752	838	925			
	60% income		20220	23160	26040	28920	31260	33540	35880	38160
Brown	50% rent	463	496	596	688	768	848			
	50% income		18550	21200	23850	26500	28600	30750	32850	35000
	60% rent	556	596	715	826	922	1017			
	60% income		22260	25440	28620	31800	34320	36900	39420	42000
Butler	50% rent	565	605	726	840	936	1033			
	50% income		22600	25850	29050	32300	34900	37450	40050	42650
	60% rent	678	726	871	1008	1123	1240			
	60% income		27120	31020	34860	38760	41880	44940	48060	51180
Carroll	50% rent	480	514	617	713	796	878			
	50% income		19200	21950	24700	27450	29650	31850	34050	36250
	60% rent	576	617	741	856	955	1054			
	60% income		23040	26340	29640	32940	35580	38220	40860	43500
Champaign	50% rent	518	555	667	770	860	948			
	50% income		20750	23700	26700	29650	32000	34400	36750	39150
	60% rent	622	666	801	924	1032	1138			
	60% income		24900	28440	32040	35580	38400	41280	44100	46980

County	Rent: Bedrooms (***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Clark	50% rent	526	564	677	782	872	963			
	50% income		21050	24100	27100	30100	32500	34900	37300	39750
	60% rent	631	677	813	939	1047	1155			
	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Clermont	50% rent	565	605	726	840	936	1033			
	50% income		22600	25850	29050	32300	34900	37450	40050	42650
	60% rent	678	726	871	1008	1123	1240			
	60% income		27120	31020	34860	38760	41880	44940	48060	51180
Clinton	50% rent	543	583	700	808	902	995			
	50% income		21750	24900	28000	31100	33600	36100	38550	41050
	60% rent	652	699	840	970	1083	1194			
	60% income		26100	29880	33600	37320	40320	43320	46260	49260
Columbiana	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Coshocton	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Crawford	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Cuyahoga	50% rent	537	575	691	798	890	981			
	50% income		21500	24550	27650	30700	33150	35600	38050	40500
	60% rent	645	690	829	957	1068	1178			
	60% income		25800	29460	33180	36840	39780	42720	45660	48600
Darke	50% rent	465	498	597	690	770	849			
	50% income		18600	21250	23900	26550	28650	30800	32900	35050
	60% rent	558	597	717	828	924	1019			
	60% income		22320	25500	28680	31860	34380	36960	39480	42060
Defiance	50% rent	515	551	662	765	853	941			
	50% income		20600	23550	26500	29450	31800	34150	36500	38850
	60% rent	618	662	795	918	1024	1130			
	60% income		24720	28260	31800	35340	38160	40980	43800	46620
Delaware	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000
Erie	50% rent	526	564	677	782	872	963			
	50% income		21050	24100	27100	30100	32500	34900	37300	39750
	60% rent	631	677	813	939	1047	1155			
	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Fairfield	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000

County	**Rent:** Bedrooms (***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Fayette	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Franklin	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000
Fulton	50% rent	515	551	662	765	853	941			
	50% income		20600	23550	26500	29450	31800	34150	36500	38850
	60% rent	618	662	795	918	1024	1130			
	60% income		24720	28260	31800	35340	38160	40980	43800	46620
Gallia	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Geauga	50% rent	537	575	691	798	890	981			
	50% income		21500	24550	27650	30700	33150	35600	38050	40500
	60% rent	645	690	829	957	1068	1178			
	60% income		25800	29460	33180	36840	39780	42720	45660	48600
Greene	50% rent	526	564	677	782	872	963			
	50% income		21050	24100	27100	30100	32500	34900	37300	39750
	60% rent	631	677	813	939	1047	1155			
	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Guernsey	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Hamilton	50% rent	565	605	726	840	936	1033			
	50% income		22600	25850	29050	32300	34900	37450	40050	42650
	60% rent	678	726	871	1008	1123	1240			
	60% income		27120	31020	34860	38760	41880	44940	48060	51180
Hancock	50% rent	527	565	678	783	873	965			
	50% income		21100	24100	27150	30150	32550	34950	37400	39800
	60% rent	633	678	814	940	1048	1158			
	60% income		25320	28920	32580	36180	39060	41940	44880	47760
Hardin	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Harrison	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Henry	50% rent	508	545	653	755	842	929			
	50% income		20350	23250	26150	29050	31350	33700	36000	38350
	60% rent	610	654	784	906	1011	1115			
	60% income		24420	27900	31380	34860	37620	40440	43200	46020

County	**Rent:** Bedrooms (***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Highland	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Hocking	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Holmes	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Huron	50% rent	477	511	613	710	791	873			
	50% income		19100	21850	24550	27300	29500	31650	33850	36050
	60% rent	573	614	736	852	949	1048			
	60% income		22920	26220	29460	32760	35400	37980	40620	43260
Jackson	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Jefferson	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Knox	50% rent	462	495	593	686	765	845			
	50% income		18500	21100	23750	26400	28500	30600	32750	34850
	60% rent	555	594	712	823	918	1014			
	60% income		22200	25320	28500	31680	34200	36720	39300	41820
Lake	50% rent	537	575	691	798	890	981			
	50% income		21500	24550	27650	30700	33150	35600	38050	40500
	60% rent	645	690	829	957	1068	1178			
	60% income		25800	29460	33180	36840	39780	42720	45660	48600
Lawrence	50% rent	403	432	518	599	668	738			
	50% income		16150	18450	20750	23050	24900	26750	28600	30450
	60% rent	484	519	622	719	802	885			
	60% income		19380	22140	24900	27660	29880	32100	34320	36540
Licking	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000
Logan	50% rent	521	558	670	775	863	953			
	50% income		20850	23850	26800	29800	32200	34550	36950	39350
	60% rent	625	670	804	930	1036	1144			
	60% income		25020	28620	32160	35760	38640	41460	44340	47220
Lorain	50% rent	537	575	691	798	890	981			
	50% income		21500	24550	27650	30700	33150	35600	38050	40500
	60% rent	645	690	829	957	1068	1178			
	60% income		25800	29460	33180	36840	39780	42720	45660	48600

County	**Rent:** Bedrooms (***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Lucas	50% rent	515	551	662	765	853	941			
	50% income		20600	23550	26500	29450	31800	34150	36500	38850
	60% rent	618	662	795	918	1024	1130			
	60% income		24720	28260	31800	35340	38160	40980	43800	46620
Madison	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000
Mahoning	50% rent	456	488	586	677	755	833			
	50% income		18250	20850	23450	26050	28150	30200	32300	34400
	60% rent	547	586	703	813	906	1000			
	60% income		21900	25020	28140	31260	33780	36240	38760	41280
Marion	50% rent	463	496	596	688	768	848			
	50% income		18550	21200	23850	26500	28600	30750	32850	35000
	60% rent	556	596	715	826	922	1017			
	60% income		22260	25440	28620	31800	34320	36900	39420	42000
Medina	50% rent	537	575	691	798	890	981			
	50% income		21500	24550	27650	30700	33150	35600	38050	40500
	60% rent	645	690	829	957	1068	1178			
	60% income		25800	29460	33180	36840	39780	42720	45660	48600
Meigs	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Mercer	50% rent	513	550	660	763	851	939			
	50% income		20550	23500	26400	29350	31700	34050	36400	38750
	60% rent	616	660	792	915	1021	1127			
	60% income		24660	28200	31680	35220	38040	40860	43680	46500
Miami	50% rent	526	564	677	782	872	963			
	50% income		21050	24100	27100	30100	32500	34900	37300	39750
	60% rent	631	677	813	939	1047	1155			
	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Monroe	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Montgomery	50% rent	526	564	677	782	872	963			
	50% income		21050	24100	27100	30100	32500	34900	37300	39750
	60% rent	631	677	813	939	1047	1155			
	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Morgan	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Morrow	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000

County	Rent: Bedrooms (*Residents*) / Income: *Residents*	Eff (*1*)	1 (*1.5*) / *1*	2 (*3*) / *2*	3 (*4.5*) / *3*	4 (*6*) / *4*	5 (*7.5*) / *5*	6 (*9*) / *6*	*7*	*8*
Muskingum	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Noble	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Ottawa	50% rent	515	551	662	765	853	941			
	50% income		20600	23550	26500	29450	31800	34150	36500	38850
	60% rent	618	662	795	918	1024	1130			
	60% income		24720	28260	31800	35340	38160	40980	43800	46620
Paulding	50% rent	462	495	595	687	767	846			
	50% income		18500	21150	23800	26450	28550	30700	32800	34900
	60% rent	555	594	714	825	921	1015			
	60% income		22200	25380	28560	31740	34260	36840	39360	41880
Perry	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Pickaway	50% rent	563	603	725	837	933	1030			
	50% income		22550	25750	29000	32200	34800	37350	39950	42500
	60% rent	676	724	870	1005	1120	1236			
	60% income		27060	30900	34800	38640	41760	44820	47940	51000
Pike	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Portage	50% rent	536	574	690	796	888	980			
	50% income		21450	24500	27600	30650	33100	35550	38000	40450
	60% rent	643	689	828	956	1066	1176			
	60% income		25740	29400	33120	36780	39720	42660	45600	48540
Preble	50% rent	487	522	626	724	807	891			
	50% income		19500	22300	25050	27850	30100	32300	34550	36750
	60% rent	585	627	751	869	969	1069			
	60% income		23400	26760	30060	33420	36120	38760	41460	44100
Putnam	50% rent	538	576	692	799	891	984			
	50% income		21550	24600	27700	30750	33200	35650	38150	40600
	60% rent	646	692	831	959	1069	1181			
	60% income		25860	29520	33240	36900	39840	42780	45780	48720
Richland	50% rent	461	494	592	685	763	843			
	50% income		18450	21100	23700	26350	28450	30550	32650	34800
	60% rent	553	593	711	822	916	1011			
	60% income		22140	25320	28440	31620	34140	36660	39180	41760
Ross	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040

County	**Rent** Bedrooms ***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Sandusky	50% rent	486	520	625	721	805	888			
	50% income		19450	22200	25000	27750	29950	32200	34400	36650
	60% rent	583	624	750	865	966	1065			
	60% income		23340	26640	30000	33300	35940	38640	41280	43980
Scioto	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Seneca	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Shelby	50% rent	523	561	673	778	868	958			
	50% income		20950	23950	26950	29950	32350	34750	37150	39550
	60% rent	628	673	808	934	1042	1150			
	60% income		25140	28740	32340	35940	38820	41700	44580	47460
Stark	50% rent	480	514	617	713	796	878			
	50% income		19200	21950	24700	27450	29650	31850	34050	36250
	60% rent	576	617	741	856	955	1054			
	60% income		23040	26340	29640	32940	35580	38220	40860	43500
Summit	50% rent	536	574	690	796	888	980			
	50% income		21450	24500	27600	30650	33100	35550	38000	40450
	60% rent	643	689	828	956	1066	1176			
	60% income		25740	29400	33120	36780	39720	42660	45600	48540
Trumbull	50% rent	456	488	586	677	755	833			
	50% income		18250	20850	23450	26050	28150	30200	32300	34400
	60% rent	547	586	703	813	906	1000			
	60% income		21900	25020	28140	31260	33780	36240	38760	41280
Tuscarawas	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Union	50% rent	580	621	746	861	961	1060			
	50% income		23200	26500	29850	33150	35800	38450	41100	43750
	60% rent	696	745	895	1034	1153	1272			
	60% income		27840	31800	35820	39780	42960	46140	49320	52500
Van Wert	50% rent	471	505	606	700	781	861			
	50% income		18850	21550	24250	26950	29100	31250	33400	35550
	60% rent	565	606	727	840	937	1034			
	60% income		22620	25860	29100	32340	34920	37500	40080	42660
Vinton	50% rent	453	485	582	673	751	828			
	50% income		18150	20700	23300	25900	27950	30050	32100	34200
	60% rent	544	582	699	807	901	994			
	60% income		21780	24840	27960	31080	33540	36060	38520	41040
Warren	50% rent	565	605	726	840	936	1033			
	50% income		22600	25850	29050	32300	34900	37450	40050	42650
	60% rent	678	726	871	1008	1123	1240			
	60% income		27120	31020	34860	38760	41880	44940	48060	51180

County	**Rent:** Bedrooms (***Residents***)	Eff (***1***)	1 (***1.5***)	2 (***3***)	3 (***4.5***)	4 (***6***)	5 (***7.5***)	6 (***9***)		
	Income: ***Residents***		***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***
Washington	50% rent	436	467	561	648	723	798			
	50% income		17450	19950	22450	24950	26950	28950	30950	32950
	60% rent	523	561	673	778	868	958			
	60% income		20940	23940	26940	29940	32340	34740	37140	39540
Wayne	50% rent	492	527	633	731	816	900			
	50% income		19700	22500	25350	28150	30400	32650	34900	37150
	60% rent	591	633	760	878	979	1080			
	60% income		23640	27000	30420	33780	36480	39180	41880	44580
Williams	50% rent	483	518	622	718	801	885			
	50% income		19350	22100	24900	27650	29850	32050	34300	36500
	60% rent	580	621	747	862	961	1062			
	60% income		23220	26520	29880	33180	35820	38460	41160	43800
Wood	50% rent	515	551	662	765	853	941			
	50% income		20600	23550	26500	29450	31800	34150	36500	38850
	60% rent	618	662	795	918	1024	1130			
	60% income		24720	28260	31800	35340	38160	40980	43800	46620
Wyandot	50% rent	465	498	597	690	770	849			
	50% income		18600	21250	23900	26550	28650	30800	32900	35050
	60% rent	558	597	717	828	924	1019			
	60% income		22320	25500	28680	31860	34380	36960	39480	42060

B. MAXIMUM DEVELOPMENT COST PER UNIT

H.U.D. Effective Date: *April 10, 2007*

County	Non- Elevator / Elevator	Bedrooms Eff (0)	1	2	3	4
Adams	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Allen	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Ashland	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Ashtabula	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Athens	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Auglaize	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Belmont	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Brown	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Butler	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Carroll	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Champaign	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Clark	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Clermont	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Clinton	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952

County	**Non- Elevator Elevator**	**Bedrooms**				
		Eff (0)	**1**	**2**	**3**	**4**
Columbiana	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Coshocton	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Crawford	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Cuyahoga	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Darke	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Defiance	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Delaware	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Erie	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Fairfield	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Fayette	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Franklin	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Fulton	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Gallia	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Geauga	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Greene	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952

County	**Non- Elevator Elevator**	**Bedrooms**				
		Eff (0)	**1**	**2**	**3**	**4**
Guernsey	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Hamilton	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Hancock	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Hardin	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Harrison	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Henry	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Highland	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Hocking	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Holmes	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Huron	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Jackson	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Jefferson	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Knox	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Lake	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Lawrence	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026

County	**Non- Elevator Elevator**	**Bedrooms**				
		Eff (0)	**1**	**2**	**3**	**4**
Licking	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Logan	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Lorain	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Lucas	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Madison	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Mahoning	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Marion	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Medina	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Meigs	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Mercer	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Miami	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Monroe	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Montgomery	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Morgan	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Morrow	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	**1**	**2**	**3**	**4**
Muskingum	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Noble	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Ottawa	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Paulding	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Perry	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Pickaway	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Pike	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Portage	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Preble	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Putnam	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Richland	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Ross	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Sandusky	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Scioto	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Seneca	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584

County	**Non- Elevator Elevator**	**Bedrooms**				
		Eff (0)	**1**	**2**	**3**	**4**
Shelby	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Stark	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Summit	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Trumbull	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Tuscarawas	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Union	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
VanWert	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Vinton	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Warren	Non- Elevator	$103,668	$119,530	$144,155	$184,521	$205,564
	Elevator	$109,098	$125,059	$152,073	$196,731	$215,952
Washington	Non- Elevator	$101,784	$117,357	$141,534	$181,166	$201,826
	Elevator	$107,114	$122,785	$149,308	$193,154	$212,026
Wayne	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Williams	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Wood	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584
Wyandot	Non- Elevator	$113,093	$130,397	$157,260	$201,295	$224,251
	Elevator	$119,016	$136,428	$165,898	$214,615	$235,584

C. QUALIFIED CENSUS TRACTS (QCT)

The web site of the U.S. Census Bureau (http://www.census.gov/main/www/cen2000.html) may be used to determine in what census tract a property is located. This information should then be compared to the list below to determine whether such property is located in a QCT.

I.R.S. Effective Date: *January 1, 2007*

County	***Tracts***											
Allen	125.00	127.00	128.00	133.00	134.00	136.00	137.00	138.00				
Ashtabula	7.01	7.03										
Athens	9726.00	9727.00	9728.00	9729.00	9730.00	9731.01	9731.02	9731.03				
Belmont	115.00	116.00	121.00									
Butler	3.00	4.00	6.00	7.01	7.02	8.00	101.01	101.03	101.04	128.00	129.00	130.00
	131.00	140.00										
Clark	1.00	2.00	3.00	7.00	9.01	12.00						
Columbiana	9521.00	9523.00										
Cuyahoga	1011.01	1012.00	1013.00	1015.00	1017.00	1018.00	1019.00	1024.02	1025.00	1026.00	1027.00	1028.00
	1029.00	1032.00	1033.00	1034.00	1035.00	1037.00	1038.00	1039.00	1041.00	1043.00	1044.00	1045.00
	1046.00	1047.01	1047.02	1048.00	1049.00	1051.00	1052.00	1054.00	1056.01	1056.02	1072.00	1073.00
	1075.00	1077.00	1078.00	1079.00	1082.00	1083.00	1084.00	1085.00	1086.00	1087.00	1088.00	1089.00
	1093.00	1096.00	1097.00	1098.00	1104.00	1105.00	1106.00	1108.00	1109.00	1111.00	1112.00	1113.00
	1114.01	1114.02	1115.00	1116.00	1117.00	1118.00	1119.01	1119.02	1121.00	1122.00	1123.00	1124.00
	1126.00	1127.00	1128.00	1129.00	1131.00	1132.00	1133.00	1134.00	1135.00	1136.00	1137.00	1138.00
	1139.00	1141.00	1142.00	1143.00	1144.00	1145.00	1146.00	1147.00	1148.00	1149.00	1151.00	1152.00
	1153.00	1154.00	1155.00	1161.00	1162.00	1164.00	1165.00	1166.00	1167.00	1168.00	1169.00	1171.02
	1172.01	1172.02	1173.00	1175.00	1178.00	1179.00	1181.00	1182.00	1184.00	1185.00	1186.01	1186.02
	1187.00	1188.00	1189.00	1191.00	1192.01	1192.02	1193.00	1194.02	1195.02	1196.00	1197.02	1198.00
	1199.00	1201.00	1202.00	1204.00	1205.00	1206.00	1207.01	1208.02	1211.00	1212.00	1213.00	1214.01
	1216.00	1233.00	1238.00	1244.00	1275.00	1501.00	1503.00	1504.00	1511.00	1512.00	1513.00	1514.00
	1515.00	1516.00	1517.00	1518.00	1527.01	1618.00	1915.00					
Erie	408.00											
Fairfield	317.00											
Franklin	7.20	7.30	9.10	9.20	10.00	11.10	11.20	12.00	13.00	14.00	15.00	16.00
	17.00	18.10	22.00	23.00	25.20	26.00	27.10	28.00	29.00	30.00	36.00	37.00
	38.00	40.00	42.00	47.00	48.20	50.00	51.00	53.00	54.10	54.20	55.00	56.10
	60.00	61.00	68.30	74.10	75.11	75.20	75.32	75.34	75.40	78.20	82.30	82.41
	83.50	87.20	87.30	93.31								
Gallia	9537.00											
Greene	2001.02											
Guernsey	9776.00											
Hamilton	1.00	2.00	3.01	3.02	4.00	7.00	8.00	9.00	10.00	11.00	14.00	15.00
	16.00	17.00	19.00	21.00	22.00	23.00	25.00	26.00	28.00	29.00	30.00	32.00
	33.00	34.00	35.00	36.00	37.00	38.00	39.00	47.02	63.00	66.00	67.00	68.00
	69.00	74.00	77.00	80.00	84.00	85.02	86.01	87.00	88.00	89.00	91.00	92.00
	93.00	94.00	95.00	100.02	227.00							

County	***Tracts***											
Jefferson	2.00	4.00	8.00	9.00								
Lawrence	503.00	504.00	506.00									
Licking	7501.00	7504.00	7525.00									
Lorain	223.00	228.00	229.00	231.00	238.00	239.00	708.00	709.01				
Lucas	8.00	9.00	12.02	13.02	13.04	14.00	15.00	16.00	17.00	18.00	19.00	20.00
	21.00	22.00	23.00	24.02	25.00	26.00	27.00	28.00	29.00	30.00	31.00	32.00
	33.00	34.00	35.00	36.00	37.00	38.00	40.00	41.00	42.00	43.01	47.01	48.00
	51.00	53.00	54.00	68.00	73.03							
Mahoning	8002.00	8004.00	8005.00	8006.00	8007.00	8009.00	8010.00	8016.00	8017.00	8019.00	8020.00	8021.00
	8022.00	8023.00	8024.00	8025.00	8031.00	8032.00	8034.00	8035.00	8037.00	8040.00	8041.00	8043.00
	8044.00	8103.00										
Meigs	9644.00											
Montgomery	3.00	7.00	9.00	10.00	12.00	13.00	14.00	15.00	17.00	18.00	19.00	20.00
	21.00	22.00	23.00	34.00	35.00	36.00	37.00	38.00	39.00	40.00	41.00	42.00
	43.00	44.00	45.00	602.00	702.01	702.02	703.00	805.00				
Muskingum	9814.00	9821.00										
Pickaway	201.00	204.00										
Pike	9527.00											
Portage	6015.01	6015.02	6015.03									
Richland	1.00	2.00	3.00	6.00	7.00							
Scioto	9932.00	9934.00	9935.00	9936.00								
Stark	7001.00	7015.00	7017.00	7018.00	7021.00	7023.00	7102.00	7104.00	7105.00	7138.00	7142.00	
Summit	5011.00	5012.00	5013.01	5013.02	5017.00	5018.00	5019.00	5021.01	5024.00	5025.00	5032.00	5034.00
	5038.00	5041.00	5042.00	5044.00	5046.00	5051.00	5053.00	5056.00	5063.04	5065.00	5066.00	5067.00
	5068.00	5069.00	5074.00	5075.00	5101.00	5103						
Trumbull	9201.00	9205.00	9206.00	9208.00	9212.00	9324.00						
Wayne	15.00											
Wood	217.01	217.02	218.00									

D. COMMUNITIES WITH A CONSOLIDATED PLAN

1. HUD Entitlement Cities

Akron	Elyria	Massillon
Alliance	Euclid	Mentor
Barberton	Fairborn	Middletown
Bowling Green	Hamilton	Newark
Canton	Kent	Parma
Cincinnati	Kettering	Sandusky
Cleveland	Lakewood	Springfield
Cleveland Heights	Lancaster	Steubenville
Columbus	Lima	Toledo
Cuyahoga Falls	Lorain	Warren**
Dayton	Mansfield	Youngstown
East Cleveland	Marietta	

***includes Trumbull County*

2. HUD Entitlement Counties

Butler
Cuyahoga
Franklin
Hamilton
Lake
Montgomery
Stark
Summit

E. AREAS WITH A COMMUNITY HOUSING IMPROVEMENT STRATEGY (CHIS)

1. Counties

Adams	Erie	Licking	Pike
Allen	Fairfield	Logan	Portage
Ashland	Fayette	Lorain	Preble
Ashtabula	Fulton	Lucas	Putnam
Athens	Gallia	Madison	Ross
Auglaize	Geauga	Mahoning	Sandusky
Belmont	Greene	Medina	Scioto
Brown	Guernsey	Meigs	Seneca
Carroll	Hancock	Mercer	Shelby
Champaign	Hardin	Miami	Tuscarawas
Clark	Harrison	Monroe	Union
Clermont	Henry	Morgan	Van Wert
Clinton	Highland	Morrow	Vinton
Columbiana	Hocking	Muskingum	Warren
Coshocton	Holmes	Noble	Washington
Crawford	Huron	Ottawa	Wayne
Darke	Jackson	Paulding	Williams
Defiance	Jefferson	Perry	Wood
Delaware	Knox	Pickaway	Wyandot

2. Cities

Ashland	Eaton	Marysville	Sheffield Lake
Ashtabula	Elyria	Medina	Shelby
Athens	Fairborn	Mount Vernon	Sidney
Bellefontaine	Fremont	Napoleon	St. Clairsville
Bryan	Galion	New Philadelphia	Struthers
Bucyrus	Geneva	Newton Falls	Tiffin
Cambridge	Girard	Niles	Toronto
Campbell	Greenfield	North Ridgeville	Uhrichsville
Chillicothe	Hillsboro	Northwood	Urbana
Circleville	Jackson	Norwalk	Van Wert
Conneaut	Kent	Oberlin	Wadsworth
Coshocton	Kenton	Oregon	Washington C.H.
Crestline	Logan	Piqua	Wellston
Defiance	London	Port Clinton	Wilmington
Delaware	Marietta	Ravenna	Wooster
Dover	Marion	Salem	Xenia
East Liverpool	Martins Ferry	Sandusky	Zanesville
East Palestine			

F. MODEL LANGUAGE FOR PUBLIC NOTIFICATION LETTERS

[PROJECT NAME]
[DEVELOPER NAME]
[ADDRESS]
[CONTACT INFORMATION

[DATE]

CERTIFIED MAIL RETURN RECEIPT REQUESTED

[Applicable Public Official]
[Title]
[Name of Political Jurisdiction]
[Address]
[City, State, Zip]

RE: [Name of Project]

Dear [Applicable Public Official]:

The purpose of this letter is to apprise your office that [Name of General Partner or Managing Member] will be the [general partner or managing member] of a residential rental development located in or within a one-half mile radius of your political jurisdiction, and plans to utilize the multifamily funding programs of the Ohio Housing Finance Agency (OHFA) for the development of this property.

[Provide a complete description of the proposed housing, including the number and type of buildings, number of units by bedroom and bath sizes, project and unit amenities, target population, services provided to residents, and any other descriptive characteristics that you wish to convey to public officials.]

The project will draw from a Primary Market Area (PMA) consisting of [indicate all applicable cities and/or townships] in ___________ County. The area is approximately bounded by __________ to the north, _________ to the east, ___________ to the south, and ______________ to the west. Approximately _________ families in the market area are eligible to live in the development.

The development will be financed with [list all applicable financing sources, including conventional first mortgage, Housing Credit proceeds, HDAP funds, local funding sources, etc.]

Timeline: Construction cycle beginning in [month, year] and ending in [month, year]. The lease-up period will be within [number of months] from completion with an estimated _% stabilized occupancy rate.

Income and Rent Targeting:
_______% of the units at or below 35% of area median gross income ($_____).
_______% of the units at or below 50% of area median gross income ($_____).
_______% of the units at or below 60% of area median gross income ($_____).

Development Team:
[General Partners or Managing Members]

[Developer]
[Contractor]
[Property Manager]

Proposed Rents:
[Indicate the proposed net rents by bedroom size and income level, and the median market rent for comparable units in the PMA.]

Project Address: [Be as specific as possible; note the city or township location as well as the county location.]

Number of Units:

Program(s) Utilized in the Project: [Indicate all applicable OHFA sources, including the Housing Credit Program, Housing Development Assistance Program, Housing Development Loan Program and/or Multifamily Bond Program.]

Right to Submit Comments: You have the right to submit comments to OHFA regarding the development's impact on the community. If you intend to submit a statement of disapproval or objection, you must submit a written statement that is signed by a majority of the voting members of the legislative body governing your jurisdiction. This written statement must be forwarded to the Executive Director of OHFA and be delivered by certified mail, return receipt requested.

The person to be notified at OHFA and their address is:

Mr. Douglas A. Garver, Executive Director
Ohio Housing Finance Agency
57 E. Main Street
Columbus, OH 43215

A written statement of disapproval or objection must be submitted within 30 days of your receipt of this notice, and must be received by OHFA within 45 days of the date of this letter.

OHFA is required to respond to any written statement submitted under the terms outlined above.

Sincerely,

Name
Title of Writer

G. GEOGRAPHIC POOL AREAS

Category A	Category B	Category C	Category C *(continued)*
Akron	Allen	Adams	Lawrence
Canton	Butler	Ashland	Logan
Cincinnati	Clark	Ashtabula	Madison
Cleveland	Clermont	Athens	Marion
Columbus	Cuyahoga	Auglaize	Meigs
Dayton	Delaware	Belmont	Mercer
Toledo	Fairfield	Brown	Monroe
Youngstown	Franklin	Carroll	Morgan
	Geauga	Champaign	Morrow
	Greene	Clinton	Muskingum
	Hamilton	Columbiana	Noble
	Jefferson	Coshocton	Ottawa
	Lake	Crawford	Paulding
	Licking	Darke	Perry
	Lorain	Defiance	Pike
	Lucas	Erie	Preble
	Mahoning	Fayette	Putnam
	Medina	Fulton	Ross
	Miami	Gallia	Sandusky
	Montgomery	Guernsey	Seneca
	Pickaway	Hancock	Scioto
	Portage	Hardin	Shelby
	Richland	Harrison	Tuscarawas
	Stark	Henry	Union
	Summit	Highland	Van Wert
	Trumbull	Hocking	Vinton
	Warren	Holmes	Wayne
	Washington	Huron	Williams
	Wood	Jackson	Wyandot
		Knox	

H. GEOGRAPHIC REGIONS

NORTHEAST

Ashtabula
Carroll
Columbiana
Coshocton
Cuyahoga
Geauga
Holmes
Lake
Lorain
Mahoning
Medina
Portage
Stark
Summit
Trumbull
Tuscarawas
Wayne

NORTHWEST

Allen
Auglaize
Defiance
Erie
Fulton
Hancock
Hardin
Henry
Huron
Lucas
Mercer
Ottawa
Paulding
Putnam
Sandusky
Seneca
Van Wert
Williams
Wood
Wyandot

SOUTHEAST

Athens
Belmont
Gallia
Guernsey
Harrison
Hocking
Jackson
Jefferson
Lawrence
Meigs
Monroe
Morgan
Muskingum
Noble
Perry
Pike
Ross
Scioto
Vinton
Washington

SOUTHWEST

Adams
Brown
Butler
Champaign
Clark
Clermont
Clinton
Darke
Greene
Hamilton
Highland
Logan
Miami
Montgomery
Preble
Shelby
Warren

CENTRAL

Ashland
Crawford
Delaware
Fairfield
Fayette
Franklin
Knox
Licking
Madison
Marion
Morrow
Pickaway
Richland
Union

I. MARKET STUDY INDEX

The following information must be included in a market study. The market study author must organize the information using this index or provide the corresponding page number(s) for each item. Please refer to Page 19 of the QAP for more details.

I. Executive summary
- A. Statement that a market exists for the proposed project
- B. Recommendations or suggested modifications to the proposed project
- C. Estimated stable year vacancy rate for the proposed project
  - 1. Explanation if greater than 7%
- D. Estimated lease-up time for the proposed project
  - 1. Explanation if greater than one year

II. Description of the proposed project - including location; project design; number of units, bedrooms and baths; amenities; rents and utility allowances; population served; review of site and floor plans; etc.

III. Description of the primary market area (PMA) for the project
- A. Map of the PMA
- B. Methodology used to determine boundaries
- C. Explanation if areas outside of five-mile radius included
- D. Health of the overall rental housing market

IV. Rent comparison
- A. Rents for the proposed project
- B. Market rents and methodology for calculation of market rents

V. Number of income-eligible renter households in the PMA
- A. Percentage required to fully lease-up the project
  - 1. Explanation if greater than 10%

VI. Description, evaluation and map of services (including approximate distance to project)
- A. Public services
- B. Infrastructure
- C. Community services
- D. Employers

VII. Number of income-eligible special needs households in the PMA
- A. Percentage required to meet the special needs set-aside
- B. Source of information

VIII. Federally subsidized and Housing Credit projects (including projects under construction) in the PMA
- A. Brief description of each project - including number of units, rents, amenities, unit and bedroom sizes, population served, etc.
- B. Current vacancy rate for each project
- C. Contact name and method of contact for each project
- D. Ratio of all subsidized and Housing Credit units to the number of income-eligible renter households in the primary market area

E. Estimated vacancy rate for each Housing Credit project (except those under construction) during the first stabilized year of the proposed project
   1. Explanation for estimated vacancy rates greater than 10%

IX. List of comparable market rate developments in the primary market area
   A. Brief description of each project - including number of units, rents, amenities, unit and bedroom sizes, population served, etc.
   B. Current vacancy rate for each project
   C. Contact name and method of contact for each project

X. Watch Area Information (*if applicable*)
   A. Demonstrate that the project will be successful
   B. Demonstrate that other affordable housing will not be negatively impacted

XI. Analysis of Public Housing Authority (PHA) concerns and issues
   A. Copy of letter and certified mail receipt or details of interview
   B. Copy of response(s) from PHA or transcript of interview
   C. Narrative that evaluates and addresses any issues or concerns raised by the PHA

XII. Original signed copy of OHFA Form 003 - Market Study Certification

XIII. Listing of all data sources used in the study

J. SUPPORTIVE SERVICE PLAN INDEX & REQUIREMENTS

Applicants for projects designed to serve a special needs population must submit a supportive services plan in order to qualify for competitive points. The supportive service plan must include the following elements in the order listed:

I. Population Served - Describe the population to be served and indicate the number of units to be set-aside for this population.

II. Service Coordinator - Describe the role of the supportive service coordinator. Include a copy of the coordinator's resume or if the coordinator is not known at application, a copy the coordinator's job description. List the experience in providing supportive services, including trainings that the coordinator may have attended. Identify the budget line item for the service coordinator's salary or document in-kind assistance with commitment letters per section VI. Detail the number of hours that the coordinator will spend at the site and working with residents from the project.

III. Annual Budget - List in detail the estimated annual costs of providing services including the coordinator's salary and equipment.

IV. Description of Services - Provide specific descriptions of the following services and explain how they will be made available to residents (see below for required services for each population).

V. Support Letters - (see below for required support letters for each population).

VI. Commitment Letters - Attach signed letters from agencies/organizations that have committed to provide or refer services to residents. Also, where services have been contracted, provide a signed letter from an agency/organization providing contracted service coordination. Commitment letters should contain a brief description and history of the agency/organization, a description of the services to be provided, and details of any funding to be provided to the project for services. Commitment letters must be provided for all agencies/organizations referred to in IV. Description of Services.

The supportive service plan must be specific to the proposed project. All requirements, including all population specific service requirements, must be listed in the plan. The descriptions of services must include enough details and information so that the OHFA can determine what services are being provided, how are the services being provided, and who is providing the services.

Population Specific Requirements

A. Persons Age 55 Years and Older

<u>Requirements</u>

1. Minimum set-aside of 100% of the total units.
2. All buildings must contain only one story unless an elevator is provided.
3. Units may contain no more than two bedrooms.
4. The project must qualify for the maximum points in the universal design category, in addition to installation of grab bar blocking in the bathrooms (in the shower and around the toilet area).

5. The project must contain common space equal to the lesser of 5% of the total residential square footage for the entire project or 20 square feet per number of units in entire project.
6. Project must annually set-aside at least $100 per unit for service coordination.

<u>Description of Services</u>

1. Make at least one meal per day available at or accessible to housing facility.
2. Make light housekeeping services available.
3. Ensure the availability to adequate transportation services for residents.
4. Provide information and referral to home health services.
5. Provide evidence of regularly scheduled activity programs reflecting the cultural, social, recreational, and health and wellness aspects of resident lives.
6. Provide accommodations for and support of a Resident Association.

<u>Support Letters</u>

1. Submit a letter of support from local Area Agency on Aging (AAA). If a letter of support is unavailable from the AAA provide an explanation as to why, and then provide letters of support from local senior citizens centers, the public housing authority, or the Department of Aging.

B. Persons with Severe and Persistent Mental Illness

<u>Requirements</u>

1. The OHFA requires a maximum target set-aside of 20% of the total units for this population in order to work toward the goal of integration. The final set-aside determined in collaboration with local ADAMHS or Mental Health Board must be greater than or equal to 5% of the total units. However, the OHFA recognizes that circumstances may require projects to exceed the 20% target. In such instances, exceeding the 20% target set-aside will not be considered a non-compliance issue.
2. Acceptance of services should not be a condition of occupancy.

<u>Description of Services</u>

1. The local ADAMHS or Mental Health Board must approve the level of services and service coordination to be provided. Projects targeting persons with severe and persistent mental illness have the option not to provide on-site services and service coordination if a local case management and community support services system are already in place. A service coordinator would not be required in these circumstances.
2. Demonstration of input from people with mental illness in the Housing Credit application and design and development of the project.
3. Residents must have control over the assistance they receive and who provides that assistance. Service coordinators must work directly with the local county board case management system.
4. Residents may choose to seek mental health services through public or private mental health providers. (All local mental health systems are required to have 24-hour mobile case management and crisis intervention services available and accessible to all people with mental illness; such services need not be housing project based).

<u>Support Letters</u>

1. Letters of support from local Alliance for the Mentally Ill (AMI) and/or qualified consumer groups including their mission statement, agency goals, and a *specific* statement of support for the proposed project.

2. Written support from the Executive Director of the local ADAMHS or Mental Health Board. The support letter must describe how the number of set-aside units was determined and how this set-aside will benefit the special needs population.
3. A copy of a letter from the applicant to the local ADAMHS or Mental Health Board stating that up to 20% of the units can be set-aside for persons with severe or persistent mental illness. The local ADAMHS or Mental Health Board will determine the exact set-aside. A copy of the certified mail receipt must be included.

C. Persons with Mental Retardation/Developmental Disabilities

<u>Requirements</u>

1. The percentage of units set-aside must be established in collaboration with the local MR/DD agency but cannot exceed 20% of the total units. The final set-aside determined in collaboration with local MR/DD agency must be greater than or equal to 5% of the total units. However, the OHFA recognizes that circumstances may require projects to exceed the 20% target. In such instances, exceeding the 20% target set-aside will not be considered a non-compliance issue.

<u>Description of Services</u>

1. The level of services and service coordination to be provided must be approved by the local MR/DD agency. Projects targeting persons with mental retardation/developmental disabilities have the option to not provide on-site services and service coordination if a local case management and community support services system are already in place. A service coordinator would not be required in these circumstances.
2. Ensure adequate education and awareness of community resources, intervention and support for residents experiencing a crisis, referral to resources and services in the community, development and support for resident participation with management.
3. Assistance to residents in identifying and accessing local resources and services.
4. Development and support of resident participation in the development of services, programs and activities.
5. Crisis intervention and short-term support or referral to outside resources.
6. Longer-term support for residents pursuing goals related to social and/or economic self-sufficiency.
7. Intervention and prevention of problems related to substance abuse, criminal activity, destruction of property or other issues harmful to residents.
8. A continually updated notebook or bulletin board of neighborhood and community programs and resources.

<u>Support Letters</u>

1. Letter from the local MR/DD agency indicating *specific* support and evidencing collaboration with the project related to the projected percentage of set-aside units for this population. The support letter must describe how the number of set-aside units was determined and how this set-aside will benefit the special needs population.
2. A copy of a certified letter from the applicant to the local MR/DD agency stating that up to 20% of the units can be set-aside for persons with severe or persistent mental illness. The exact set-aside will be determined by the local MR/DD agency. A copy of the certified mail receipt must be included.

D. Permanent Supportive Housing for the Homeless

<u>Requirements</u>

1. Minimum set-aside of 50% of the total units.
2. A comprehensive service plan that identifies the services to be provided, the anticipated sources of funding for such services, the physical space that will be used to provide such services, and the previous experience of the supportive services provider.
3. Provide a commitment for rental subsidy for at least 50% of the total units. Sources may include project-based vouchers or other assistance from the local PHA, McKinney-Vento Homelessness grant, or other federal, state or local government source.
4. Acceptance of services should not be a condition of occupancy.

<u>Description of Services</u>

1. Services available on-site or through coordinated relationships with community-based providers shall be consistent with the population being served in the project (i.e. mental health services shall be available if the project targets persons with mental illness).
2. Residents must have control over the services they receive and who provides these services, and may choose to seek assistance through public or private community-based service providers.

<u>Support Letters</u>

1. Letter of support from the primary funder and/or coordinator of homeless services, including a specific statement of support for the proposed project.
2. Letter of support from the chair of the local Continuum of Care committee (or the state Continuum of Care if there is no local committee), including a statement indicating that the project is consistent with the consolidated plan.
3. Letter of support from the local government jurisdiction (city, village or township) in which the project is located.

E. Family Supportive Services

<u>Description of Services</u>

1. Credit counseling.
2. Personal finance training/planning.
3. Continuing education/Job training opportunities/job referrals.
4. Life Skills Training.
5. Healthcare Prevention and Community Outreach (i.e. drug/alcohol prevention, stress/anger management, AIDS awareness, etc.).
6. Day care / after school program referrals

<u>Support Letters</u>

1. Letter of support from a local qualified social services group including their mission statement, agency goals, and a specific statement of support for the proposed project. The organization's existence shall be evidenced by incorporation within Ohio or authorization to do business in Ohio and can verified by the office of the Ohio Secretary of State. THE OHFA may waive this requirement on a case-by-case basis.

L. CAPITAL NEEDS ASSESSMENT STANDARDS

Purpose

A capital needs assessment represents a qualified professional's opinion of a property's current overall physical condition and identifies significant deferred maintenance, existing deficiencies, and material building code violations that affect the property's use and its structural and mechanical integrity. The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives.

The assessment should include a projection of recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, in order to determine the appropriate replacement reserve deposits on a per unit per year basis.

Process

1. Conduct site visit and physical inspection of interior and exterior of units and structures

2. Interview available on-site property management and maintenance personnel and inquire about past repairs/improvements, pending repairs and existing or chronic physical deficiencies

Components

Components which should be examined and analyzed in order to prepare a comprehensive property condition report or capital needs assessment for rehabilitation projects:

Site, including:
- Topography and drainage
- Pavement, curbing, sidewalks and parking
- Landscaping and amenities
- Water, sewer, storm drainage, gas and electric utilities and lines

Structural system, both substructure and superstructure, including:
- Exterior walls and balconies
- Exterior doors and windows
- Roofing system and drainage

Interiors, including:
- Unit and common area finishes (carpeting, vinyl tile, plaster walls, paint condition)
- Unit kitchen finishes and appliances
- Unit bathroom finishes and fixtures
- Common area lobbies and corridors

Mechanical systems, including:
- Plumbing and domestic hot water
- HVAC
- Electrical and fire protection
- Elevators

M. GUIDE TO FEDERAL ACCESSIBILITY REQUIREMENTS

The following is a checklist of design and construction requirements of the Fair Housing Act. This checklist represents many, but not all, of the requirements to the Act. This checklist is not intended to be exhaustive, but rather is a helpful guide in determining if the major requirements of the Act have been met in designing and constructing a particular multifamily development. Projects may also be required to meet additional requirements included in Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act as well as any state and local Civil Rights legislation along with any required related codes and laws.

General Requirements

- Affected projects are developments with buildings containing four (4) or more units that were designed and constructed for first occupancy on or after March 13, 1991.

- If it is an elevator building, all units are "covered units."
  - All units in buildings with elevators must have features required by the Act.

- If it is a non-elevator building, all ground-floor units are "covered units."
  - All ground floor units in buildings without elevators must have features required by the Act.

NOTE: There is a narrow exception that provides that a non-elevator building in a development need not meet all of the Act's requirements if it is impractical to have an accessible entrance to the non-elevator building because of hilly terrain or other unusual characteristics of the site.

FEATURES REQUIRED BY THE FAIR HOUSING ACT

1. ACCESSIBLE BUILDING ENTRANCE ON AN ACCESSIBLE ROUTE

- The accessible route is a continuous, unobstructed path (no stairs) through the development that connects all buildings containing covered units and all other amenities.

- The accessible route also connects to parking lots, public streets, public sidewalks, and to public transportation stops.

- All slopes are no steeper than 8.33%.

- All slopes between 5% and 8.33% have handrails.

- Covered units have at least one entrance on an accessible route.

- There are sufficient curb cuts for a person using a wheelchair to reach every building in the development.

2. COMMON AND PUBLIC USE AREAS

- At least two percent (2%) of all parking spaces are designated as handicapped parking.

- At least one (1) parking space at each common and public use amenity is designated as handicapped parking.

- All handicapped parking spaces are properly marked.

- All handicapped parking spaces are at least 96 inches wide with a 60-inch wide access aisle that can be shared between two spaces.

- The accessible aisle connects to a curb ramp and the accessible route.

- The rental or sales office is readily accessible and usable by persons with disabilities.

- All mailboxes, swimming pools, tennis courts, clubhouses, rest rooms, showers, laundry facilities, trash facilities, drinking fountains, public telephones, and other common and public use amenities offered by the development are readily accessible and usable by persons with disabilities.

3. USABLE DOORS

- All doors into and through covered units and common use facilities provide a clear opening of at least 32 inches nominal width.

- All doors leading into common use facilities have lever door handles that do not require grasping and twisting.

- Thresholds at doors to common use facilities are no greater than one-half (1/2) inch.

- All primary entrance doors to covered units have lever door handles that do not require grasping and twisting.

- Thresholds at primary entrance doors to covered units are no greater than three-quarter (3/4) inches and beveled.

4. ACCESSIBLE ROUTE INTO AND THROUGH THE COVERED UNIT

- All routes through the covered units are no less than 36 inches wide.

5. ACCESSIBLE ENVIORMENTAL CONTROLS

- All light switches, electrical outlets, thermostats, and other environmental controls must be no less than 15 inches and no greater than 48 inches from the floor.

6. REINFORCED BATHROOM WALLS FOR GRAB BARS

- Reinforcements are built into the bathroom walls surrounding toilets, showers, and bathtubs for the later installation of grab bars.

7. USABLE KITCHENS AND BATHROOMS

- At least 30" x 48" of clear floor space at each kitchen fixture and appliance.

- At least 40 inches between opposing cabinets and appliances.

- At least a 60-inch diameter turning circle in U-shaped kitchens unless the cooktop or sink at end of U-shaped kitchen has removable cabinets beneath for knee space.

- In bathroom, at least 30" x 48" of clear floor space outside swing of bathroom door.

- Sufficient clear floor space in front of and around sink, toilet, and bathtub for use by persons using wheelchairs.

For additional information, please visit the following web sites:

- Accessible Home Page http://www.homemods.org
- Access Board http://www.access-board.gov
- ADA http://www.usdoj.gov/crt/ada/adahom1.htm
- Center for Universal Design http://www.ncsu.edu/ncsu/design/cud
- HUD information http://www.hud.gov/fhe/fheacss.html

N. UNIVERSAL DESIGN REQUIREMENTS

General Principles

- The Ohio Housing Finance Agency does not require the application of Universal Design or Visitability features for rehabilitation projects (with exceptions as noted for senior housing). However, the incorporation of UD/Visitability features into such projects is highly recommended wherever possible and the inclusion of such elements can be a positive factor in the funding evaluation process.

- If you feel that some or all of your proposed units will be unable to meet all of the universal design requirements, complete Form 001B - Reconsideration of Universal Design Requirements. An OHFA-appointed architect will contact you to work out solutions or will make a determination of whether to waive one or more of the universal design requirements.

- Refer to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) as a source for dimensions and possible layout ideas.

- These universal design elements should be considered as minimums, except where noted. Enhancements or additional features can be a positive factor in the funding evaluation process. Make sure to note on you application where you have exceeded the minimums.

COMPETITIVE POINTS FOR UNIVERSAL DESIGN (Applies to Newly Constructed Units)
(10 point maximum)

In order to qualify for Universal Design Competitive Points, all of the units must have first incorporated all of the *General Universal Design Features*. Then:

Five (5) points will be awarded for incorporating all of the design elements in *Universal Design for Kitchens*; and/or:

Five (5) points will be awarded for incorporating all of the design elements in *Universal Design Features for Bathrooms*.

(Remember that any of the units that are covered under any other Federal, State or Local legislation may require more or less or different elements than those required under for the competitive points in this QAP.)

General Universal Design Features:

Entry

- Sensor light at exterior no-step entry focusing on the front-door lock
- 36-inch exterior door
- Non-slip flooring in foyer
- Doorbell accessible to a seated person
- Lever hardware on all exterior doors.

Thresholds
- Exterior maximum of ½ inch beveled
- Interior maximum of ¼ inch beveled (flush preferred)

Interior Doors
- All doorways have 32 inches of clear width (wider is better)
- Lever door hardware

Interior Stairways/Hallways
- Lighting which illuminates the entire stairway, landings and hallways
- Hallways are at least 36" wide (wider is better)

Electrical, Lighting, Safety and Security
- Light switches, thermostats and other environmental controls are placed in accessible locations no higher than 42 inches from floor. Thermostats must be easy to read (large numbers).
- Electrical outlets, phone jacks and data ports are installed at least 18 inches from floor
- Clear access space of 30 inches by 48 inches in front of switches, outlets and controls
- Rocker or touch light switches
- Wired smoke alarms to allow for future installation of visual alarms

Faucets
- Lever handles or pedal-controlled
- Thermostatic or anti-scald control
- Pressure balanced faucets

Flooring
- Smooth, non-glare, slip-resistant surfaces, interior and exterior
- If carpeted, use low (less than ½ inch high pile) density, with firm pad

<u>Universal Design Features for Bathrooms</u>:

- At least one wheelchair maneuverable full bathroom on the accessible level with 60-inch turning radius or acceptable T-turn space and 36-inch by 36-inch or 30-inch by 48-inch clear space
- Bracing (blocking) in walls around toilet and in bath/shower for future installation of grab bars to support 250 - 300 pounds
- Either an ADA compliant tub/shower combination or a roll in, curbless (no threshold) ADA compliant shower, minimum of 36 inches wide. Installation of either of these units must also comply with ADA standards.
- Light in shower stall or over tub area
- Toilet 2 ½ inches higher than standard toilet (17 to 19 inches) or height-adjustable
- Wall-hung sink with drain and water pipes protected to avoid burns and bumps
- Slip-resistant flooring

<u>Universal Design Features for Kitchens</u>:

- 30-inch by 48-inch clear space at appliances or 60-inch diameter clear space for turns
- Multi-level counters to accommodate people both seated and standing
- Base cabinets must have some (or all) roll out shelves and lazy susans

- Placement of task lighting in appropriate work areas
- Loop handles on drawers and cabinets for easy grip and pull
- Pull-out spray faucet; levered handles on faucets
- Sink area is designed with a base cabinet with retractable doors, no center stile and removable floor. Drain and water pipes are protected to avoid burns or bumps.
- Either a range with front controls and a smooth surface cook top, or a wall oven with a separate in-counter smooth surface cook top that can be used by a person who is seated. The area under the cooktop is designed with a base cabinet with retractable doors, no center stile and removable floor.
- All flooring extends wall - to - wall so that it runs under the cabinets and appliances

COMPETITIVE POINTS FOR UNIVERSAL DESIGN (Applies to Rehabilitation of Existing Units)
(10 point maximum)

In order to qualify for Universal Design Competitive Points, all of the units must have first incorporated all of the *General Universal Design Features*. Then:

Five (5) points will be awarded for incorporating all of the design elements in *Universal Design for Kitchens*; and/or:

Five (5) points will be awarded for incorporating all of the design elements in *Universal Design Features for Bathrooms*.

General Universal Design Features:

Entry

- Covered entryway
- Sensor light at main entrance focusing on the front-door lock
- High visibility address numbers
- Package shelf inside and outside of main entrance
- Non-slip flooring in foyer
- Doorbell accessible to a seated person
- Lever hardware on all exterior doors

Thresholds

- Interior maximum of ¼ inch beveled (flush preferred)

Interior Doors

- Lever door hardware on all interior doors

Interior Stairways/Hallways

- Lighting which illuminates the entire stairway, landings and hallways
- Handrails on both sides of the stairs (if the design permits)

Electrical, Lighting, Safety and Security

- In rooms where wiring is being replaced, light switches, thermostats and other environmental controls are placed in accessible locations no higher than 42 inches from floor and electrical outlets, phone jacks and data ports are installed at least 18 inches from floor.
- Thermostats must be easy to read (large numbers)
- Rocker or touch light switches
- Wired smoke alarms to allow for future installation of visual alarms

Faucets

- Lever handles or pedal-controlled
- Thermostatic or anti-scald control
- Pressure balanced faucets

Flooring

- Smooth, non-glare, slip-resistant surfaces, interior and exterior

Universal Design Features for Bathrooms:

- Bracing (blocking) in walls around toilet for future installation of grab bars to support 250 - 300 pounds
- Where the tub or shower is being replaced, either an ADA compliant tub/shower combination or a roll in, curbless (no threshold) ADA compliant shower, minimum of 36 inches wide is to be installed. Installation of either of these units must also comply with ADA standards.
- Light in shower stall or over tub area
- Where the toilet is being replaced, a toilet 2 ½ inches higher than standard toilet (17 to 19 inches) or height-adjustable is to be installed.
- Where the sink and/or vanity is being replaced, a wall-hung sink is to be installed with drain and water pipes protected to avoid burns and bumps.
- Slip-resistant flooring

Universal Design Features for Kitchens:

If replacing the countertops and cabinets:
- Multi-level counters to accommodate people both seated and standing are to be installed.
- Base cabinets must have some (or all) roll out shelves and lazy Susans.
- Sink area is designed with a base cabinet with retractable doors, no center stile and removable floor. Drain and water pipes are protected to avoid burns or bumps.
- All flooring extends wall - to - wall so that it runs under the cabinets and appliances
- Placement of task lighting in appropriate work areas
- Loop handles on drawers and cabinets for easy grip and pull
- Pull-out spray faucet; levered handles on faucets
- If replacing the range, either a range with front controls and a smooth surface cook top, or a wall oven with a separate in-counter smooth surface cook top that can be used by a person who is seated is to be installed. The area under the cooktop is designed with a base cabinet with retractable doors, no center stile and removable floor.

O. MINI-PHASE I ENVIRONMENTAL SITE ASSESSMENT (MP-1)

These guidelines were specifically designed for use in screening properties for potential environmental risks. The MP-1 is not a substitute for a Phase I Environmental Site Assessment.

Site Inspection

Personnel should visit the site and complete the MP-1 as provided in attachments available on the OHFA web site. All questions should be answered as completely as possible. If personnel determine that a cover letter is a suitable means to convey information, then a cover letter should be attached to the MP-1.

Interview

Personnel are required to interview a key site contact. The key site contact may be the current owner or other person knowledgeable of the site operations and site history. The realtor or borrower (unless the borrower is the current owner) do not qualify as key site contact. The information obtained from the interview should be verified to the extent practicable during the site inspection and incorporated into the MP-1.

Photographs

At a minimum, please provide the photographs listed below. Photographs of any potential environmental concerns are also required. A minimum of 16 photographs is acceptable; however, please submit additional photographs as necessary.

- Front, rear, and side views of the site,
- Interior of all the buildings on site (must photograph each room), and
- Adjacent properties, as visible from the site boundaries or other publicly accessible areas.
- Notable site observations.

Database Report

A third party environmental database report from an approved firm, such as the Environmental Data Resources, Inc. (EDR) Transaction Screen Map Report with GeoCheck (or equivalent), must be ordered and submitted with the completed with the MP-1.

Historical Source

Personnel should choose the best available historical source(s) to assist in evaluating the historical uses of the site. Typical sources include aerial photographs, fire insurance maps, and city directories. Please provide a written summary of the findings in a cover letter and copies of the source material as an attachment.

P. OPERATING EXPENSE AVERAGES

REGION	AVERAGE OPERATING COSTS PER UNIT*
1	$4,400
2	$4,000
3	$3,300
4	$4,300
5	$4,600
6	$3,500
7	$3,300
8	$5,100
9	$4,700
10	$3,300
11	$3,300
12	$4,000

**Costs include all operating expenses, insurance, taxes and reserves*

Region 1 (Columbus): Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, and Union counties.

Region 2 (Toledo): Defiance, Erie, Fulton, Henry, Lucas, Ottawa, Sandusky, Williams, and Wood counties.

Region 3 (Lima): Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam, and Van Wert counties.

Region 4 (Dayton): Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble, and Shelby counties.

Region 5 (Cincinnati): Butler, Clermont, Hamilton, and Warren counties.

Region 6 (Mansfield): Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca, and Wyandot counties.

Region 7 (Chillicothe): Adams, Brown, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto, and Vinton counties.

Region 8 (Cleveland): Cuyahoga, Geauga, Lake, and Lorain counties.

Region 9 (Akron): Medina, Portage, Stark, Summit, and Wayne counties.

Region 10 (Cambridge): Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum, and Tuscarawas counties.

Region 11 (Marietta): Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington counties.

Region 12 (Youngstown): Ashtabula, Mahoning, and Trumbull counties.

Q. MARKET CRITERIA DATA TABLES

County	Single-Family TC Vacancy Rate	Multi-Family TC Vacancy Rate	Senior TC Vacancy Rate	Market Rent Vacancy Rate	Family Penetrat-ion Rate	Senior Penetrat-ion Rate	Family Growth Rate	Senior Growth Rate
Adams	N.A.	N.A.	N.A.	5.7%	29.1%	18.1%	16.7%	18.5%
Allen	0.0%	8.6%	N.A.	3.7%	42.3%	9.8%	-7.4%	2.3%
Ashland	N.A.	10.2%	6.7%	6.2%	15.3%	15.4%	3.3%	9.0%
Ashtabula	17.5%	1.7%	0.0%	4.4%	12.3%	28.3%	-20.3%	-3.1%
Athens	N.A.	7.9%	N.A.	9.7%	6.8%	30.1%	-2.2%	11.8%
Auglaize	N.A.	14.5%	N.A.	18.5%	66.7%	0.0%	4.0%	17.0%
Belmont	5.0%	11.1%	3.8%	2.5%	25.2%	8.3%	0.0%	10.0%
Brown	N.A.	6.9%	2.3%	8.5%	30.9%	36.7%	10.7%	25.8%
Butler	N.A.	12.2%	N.A.	7.3%	42.2%	9.1%	-1.1%	17.8%
Carroll	12.2%	N.A.	7.5%	N/A	11.2%	20.5%	0.0%	9.5%
Champaign	N.A.	11.0%	3.9%	6.3%	43.6%	33.8%	-4.0%	6.0%
Clark	5.3%	17.0%	N.A.	5.0%	22.6%	17.5%	-11.7%	0.0%
Clermont	N.A.	16.1%	N.A.	7.6%	64.8%	7.4%	-3.3%	12.3%
Clinton	N.A.	21.0%	3.6%	4.7%	39.2%	30.0%	-7.7%	7.1%
Columbiana	12.5%	30.6%	1.4%	5.6%	22.8%	21.9%	-6.8%	6.1%
Coshocton	N.A.	10.0%	N.A.	0.0%	7.5%	0.0%	8.0%	10.7%
Crawford	N.A.	6.3%	16.7%	7.7%	24.9%	40.3%	-8.3%	3.4%
Darke	N.A.	6.1%	N.A.	1.1%	33.0%	16.5%	-2.5%	4.3%
Defiance	N.A.	0.0%	N.A.	3.6%	23.5%	28.7%	0.0%	9.5%
Delaware	N.A.	12.8%	N.A.	2.7%	49.3%	20.9%	8.5%	32.9%
Erie	N.A.	N.A.	N.A.	5.0%	13.4%	19.1%	-13.6%	2.1%
Fairfield	N.A.	14.3%	8.3%	8.1%	7.7%	13.4%	0.0%	17.8%
Fayette	3.3%	5.2%	N.A.	3.7%	65.0%	22.3%	10.2%	9.4%
Fulton	N.A.	11.4%	N.A.	7.9%	65.2%	0.0%	0.0%	8.8%
Gallia	N.A.	9.3%	N.A.	0.0%	23.8%	0.0%	-23.3%	-11.7%
Geauga	N.A.	N.A.	N.A.	6.7%	0.0%	27.5%	-6.6%	14.2%
Greene	N.A.	11.2%	3.5%	7.0%	25.0%	25.5%	-7.7%	9.2%
Guernsey	N.A.	5.0%	N.A.	1.7%	34.4%	12.8%	0.0%	7.5%
Hancock	N.A.	8.1%	2.0%	6.9%	26.7%	54.3%	-1.1%	11.1%
Hardin	N.A.	11.0%	5.8%	N/A	57.7%	43.4%	0.0%	7.9%
Harrison	0.0%	N.A.	0.0%	4.3%	36.4%	53.8%	10.6%	16.2%
Henry	N.A.	16.7%	N.A.	6.0%	19.7%	29.0%	0.0%	9.7%
Highland	2.8%	1.4%	1.7%	5.9%	18.1%	36.3%	10.9%	6.4%
Hocking	N.A.	N.A.	N.A.	N/A	63.5%	0.0%	3.9%	13.4%
Holmes	N.A.	N.A.	0.0%	5.8%	5.5%	27.9%	6.7%	0.0%
Huron	N.A.	13.3%	N.A.	4.6%	15.4%	32.4%	2.2%	12.0%
Jackson	16.7%	4.8%	0.0%	7.4%	75.5%	39.6%	2.6%	15.8%
Jefferson	6.5%	1.0%	1.7%	2.9%	13.3%	35.7%	-4.1%	10.1%
Knox	N.A.	2.8%	N.A.	5.1%	16.1%	10.4%	4.6%	16.8%
Lake	N.A.	2.1%	1.9%	3.5%	19.3%	6.7%	-5.2%	14.7%
Lawrence	N.A.	4.1%	32.0%	0.0%	17.1%	10.4%	7.8%	17.9%
Licking	N.A.	8.7%	0.4%	5.9%	25.8%	24.6%	-5.2%	12.7%
Logan	N.A.	8.2%	N.A.	5.9%	21.3%	0.0%	-11.2%	0.0%

County	Single-Family TC Vacancy Rate	Multi-Family TC Vacancy Rate	Senior TC Vacancy Rate	Market Rent Vacancy Rate	Family Penetrat-ion Rate	Senior Penetrat-ion Rate	Family Growth Rate	Senior Growth Rate
Lorain	5.7%	8.0%	0.0%	5.6%	21.1%	2.4%	-2.6%	10.8%
Madison	N.A.	2.0%	0.0%	3.4%	26.4%	38.7%	-6.4%	6.6%
Marion	N.A.	11.2%	4.5%	4.0%	33.7%	13.3%	0.0%	8.6%
Medina	N.A.	4.0%	N.A.	6.0%	24.3%	0.0%	-3.9%	13.2%
Meigs	N.A.	2.1%	0.0%	N/A	15.4%	29.2%	11.9%	18.5%
Mercer	N.A.	15.6%	N.A.	9.6%	34.5%	10.5%	7.3%	11.7%
Miami	N.A.	6.1%	6.9%	3.4%	20.6%	40.8%	-5.8%	9.7%
Monroe	N.A.	N.A.	N.A.	N/A	9.7%	0.0%	0.0%	11.0%
Morgan	N.A.	N.A.	N.A.	0.0%	0.0%	29.6%	15.9%	0.0%
Morrow	N.A.	N.A.	N.A.	4.5%	28.4%	0.0%	18.8%	13.5%
Muskingum	N.A.	N.A.	N.A.	2.8%	40.9%	12.6%	-1.1%	8.0%
Noble	N.A.	6.3%	N.A.	0.0%	25.8%	0.0%	0.0%	0.0%
Ottawa	N.A.	N.A.	10.0%	5.9%	10.8%	16.2%	0.0%	14.3%
Paulding	2.4%	N.A.	N.A.	2.3%	32.7%	0.0%	0.0%	0.0%
Perry	N.A.	7.2%	1.9%	0.0%	55.4%	87.9%	15.6%	20.5%
Pickaway	N.A.	N.A.	N.A.	8.0%	41.1%	22.7%	-6.4%	7.9%
Pike	N.A.	11.9%	4.3%	1.0%	31.2%	91.5%	12.8%	19.3%
Portage	2.4%	19.5%	0.0%	3.1%	29.3%	26.9%	-1.8%	12.7%
Preble	N.A.	12.9%	0.0%	1.7%	17.7%	18.0%	0.0%	16.4%
Putnam	N.A.	14.7%	4.3%	7.1%	11.9%	48.6%	0.0%	17.9%
Richland	5.5%	10.7%	N.A.	6.2%	32.4%	5.6%	-4.0%	8.5%
Ross	N.A.	4.2%	1.8%	1.1%	41.9%	33.2%	3.8%	16.7%
Sandusky	0.0%	5.7%	3.6%	5.4%	35.4%	21.6%	0.0%	8.9%
Scioto	N.A.	5.0%	5.0%	2.0%	11.0%	22.6%	3.0%	7.2%
Seneca	0.0%	6.3%	8.9%	5.2%	23.9%	31.7%	-2.2%	9.6%
Shelby	N.A.	5.4%	N.A.	2.1%	42.8%	24.1%	-4.1%	6.2%
Trumbull	10.7%	1.5%	4.1%	4.7%	5.1%	21.7%	0.9%	9.0%
Tuscarawas	N.A.	N.A.	6.7%	4.7%	5.5%	4.3%	-3.4%	8.6%
Union	N.A.	9.5%	N.A.	7.3%	43.8%	0.0%	-7.3%	9.8%
Van Wert	N.A.	8.0%	N.A.	8.7%	28.8%	0.0%	-5.1%	0.0%
Vinton	N.A.	N.A.	N.A.	N/A	81.6%	0.0%	18.1%	34.8%
Warren	18.4%	7.0%	N.A.	9.1%	27.5%	0.0%	2.9%	23.3%
Washington	N.A.	5.6%	5.0%	3.0%	7.4%	17.5%	-3.5%	8.3%
Wayne	N.A.	4.0%	N.A.	10.4%	7.7%	0.0%	1.0%	13.6%
Williams	N.A.	4.2%	N.A.	3.3%	22.0%	13.4%	0.0%	7.1%
Wood	N.A.	12.8%	N.A.	4.7%	18.1%	17.8%	-0.9%	12.3%
Wyandot	N.A.	6.1%	N.A.	N/A	50.2%	34.7%	-13.9%	0.0%
Statewide Average	8.4%	8.4%	3.9%	5.4%	27.6%	19.4%	0.0%	0.0%
For Preference	<=	<=	<=	<=	<=	<=	>	>

Submarket	Single-Family TC Vacancy Rate	Multi-Family TC Vacancy Rate	Senior TC Vacancy Rate	Market Rent Vacancy Rate	Family Penetrat-ion Rate	Senior Penetrat-ion Rate	Family Growth Rate	Senior Growth Rate
Akron Central	3.3%	8.0%	N.A.	5.7%	51.00%	6.5%	-5.8%	6.1%
Akron East	6.4%	N.A.	1.5%	3.6%	9.61%	19.8%	2.0%	15.4%
Akron North	N.A.	N.A.	N.A.	4.2%	0.00%	0.0%	0.0%	14.4%
Akron Northwest	N.A.	11.1%	N.A.	6.0%	27.07%	0.0%	0.8%	15.4%
Akron South	0.0%	9.4%	0.0%	5.0%	10.74%	24.6%	0.0%	13.2%
Akron West	N.A.	12.8%	2.3%	5.5%	22.85%	24.3%	-4.3%	13.5%
Canton Central	11.9%	11.5%	N.A.	7.9%	14.14%	10.5%	-5.4%	5.8%
Canton East	6.6%	12.0%	N.A.	9.3%	13.74%	0.0%	-2.0%	7.8%
Canton North	N.A.	N.A.	N.A.	6.2%	0.00%	0.0%	-2.8%	9.9%
Canton West	N.A.	N.A.	N.A.	5.2%	8.37%	8.0%	-4.3%	10.1%
Cincinnati Central	N.A.	16.5%	6.0%	5.5%	51.57%	12.7%	-12.4%	1.0%
Cincinnati Near East	N.A.	N.A.	12.0%	2.3%	21.78%	23.9%	-12.6%	1.0%
Cincinnati North Central	N.A.	8.9%	3.6%	5.9%	30.61%	13.2%	-10.9%	1.2%
Cincinnati Northeast	N.A.	N.A.	N.A.	7.5%	4.47%	81.5%	-12.5%	6.1%
Cincinnati Northeast Central	N.A.	27.4%	N.A.	6.1%	10.59%	0.0%	-15.4%	1.1%
Cincinnati Northwest	N.A.	14.2%	N.A.	6.6%	20.85%	0.0%	-10.2%	10.9%
Cincinnati Southeast	N.A.	N.A.	N.A.	6.8%	0.00%	0.0%	-6.8%	0.0%
Cincinnati Southwest	N.A.	15.6%	N.A.	6.5%	5.84%	0.0%	-11.3%	1.5%
Cleveland Downtown	4.8%	9.0%	N.A.	10.7%	203.11%	18.6%	-5.5%	13.7%
Cleveland East	3.1%	11.1%	5.8%	5.1%	48.14%	49.8%	-10.0%	2.2%
Cleveland Far East	N.A.	N.A.	5.9%	5.5%	19.45%	50.0%	-9.9%	4.6%
Cleveland Far West	N.A.	N.A.	N.A.	4.5%	0.00%	0.0%	-11.2%	6.6%
Cleveland Near West	1.6%	0.0%	2.9%	3.9%	16.34%	19.8%	-9.9%	7.3%
Cleveland South	N.A.	N.A.	N.A.	5.0%	0.00%	0.0%	-8.5%	7.4%
Cleveland South Central	4.8%	20.5%	5.3%	3.6%	33.96%	11.7%	-9.9%	3.6%
Cleveland Southeast	N.A.	N.A.	N.A.	3.9%	0.00%	0.0%	-12.2%	11.1%
Cleveland Southwest	N.A.	N.A.	N.A.	6.6%	0.00%	6.3%	-9.5%	6.5%
Columbus Central	N.A.	4.6%	0.7%	4.4%	59.33%	68.3%	-8.7%	14.6%
Columbus East	6.1%	6.9%	0.0%	9.8%	46.35%	2.6%	-9.4%	3.8%
Columbus Far East	N.A.	4.5%	N.A.	9.3%	9.05%	13.1%	-6.4%	16.3%
Columbus Far Northeast	N.A.	8.0%	0.0%	6.5%	23.99%	10.3%	-4.2%	18.1%
Columbus North	1.8%	N.A.	N.A.	3.6%	2.37%	0.0%	-7.8%	13.3%
Columbus North Central	N.A.	3.4%	N.A.	3.6%	12.89%	0.0%	-7.1%	16.9%
Columbus Northeast	2.7%	6.1%	1.6%	9.5%	60.43%	17.0%	-6.0%	16.8%
Columbus Northwest	N.A.	8.8%	9.8%	4.4%	42.71%	39.7%	-2.9%	22.9%
Columbus Southeast	6.3%	7.9%	N.A.	6.0%	46.76%	15.5%	-5.3%	12.0%
Columbus Southwest	1.4%	9.4%	1.6%	8.7%	80.79%	25.9%	-7.0%	10.5%
Dayton East	20.4%	1.5%	5.0%	4.7%	9.24%	80.1%	-8.3%	3.7%
Dayton Huber Heights	N.A.	5.3%	N.A.	6.6%	22.62%	0.0%	-8.5%	14.1%
Dayton Northwest	8.3%	10.9%	2.5%	4.1%	37.14%	59.0%	-10.1%	4.6%
Dayton Southeast	5.0%	6.0%	2.3%	6.0%	26.39%	18.5%	-7.5%	6.2%
Dayton Southwest	1.7%	5.2%	N.A.	6.8%	71.28%	0.0%	-6.4%	0.0%
Dayton Vandalia	N.A.	7.9%	0.0%	5.6%	14.97%	15.5%	-5.8%	6.4%
Toledo Downtown	4.3%	10.7%	1.9%	14.0%	94.83%	80.5%	-8.2%	2.0%

Submarket	Single-Family TC Vacancy Rate	Multi-Family TC Vacancy Rate	Senior TC Vacancy Rate	Market Rent Vacancy Rate	Family Penetrat-ion Rate	Senior Penetrat-ion Rate	Family Growth Rate	Senior Growth Rate
Toledo North	N.A.	N.A.	N.A.	11.8%	0.00%	0.0%	-4.4%	9.5%
Toledo Oregon	N.A.	N.A.	0.0%	1.7%	4.41%	19.3%	-8.0%	5.8%
Toledo South Central	1.9%	5.8%	N.A.	5.5%	17.81%	9.8%	-5.0%	7.3%
Toledo Southwest	N.A.	6.0%	N.A.	4.3%	24.52%	0.0%	0.0%	10.0%
Toledo West	2.2%	N.A.	1.4%	5.6%	17.83%	17.3%	-1.4%	12.8%
Youngstown Northeast	6.2%	27.0%	0.0%	3.1%	33.32%	14.1%	0.0%	10.2%
Youngstown Northwest	N.A.	2.1%	2.0%	8.2%	6.62%	25.6%	-3.0%	10.8%
Youngstown Southeast	N.A.	N.A.	N.A.	5.4%	0.00%	0.0%	0.0%	10.0%
Youngstown Southwest	N.A.	N.A.	7.7%	7.0%	0.00%	15.2%	0.0%	10.3%
Statewide Average	8.4%	8.4%	3.9%	5.4%	27.6%	19.4%	0.0%	0.0%
For Preference	<=	<=	<=	<=	<=	<=	>	>

R. INCOME-QUALIFIED HOUSEHOLDS TABLE

County	# of 40-60% AMGI Households - Family	2% of 40-60% AMGI Households - Family	# of 40-60% AMGI Households - Senior	2% of 40-60% AMGI Households - Senior
Adams	522	10	188	4
Allen	1,708	34	705	14
Ashland	782	16	293	6
Ashtabula	2,009	40	745	15
Athens	1,796	36	239	5
Auglaize	592	12	305	6
Belmont	1,015	20	702	14
Brown	554	11	199	4
Butler	6,557	131	1775	36
Carroll	365	7	195	4
Champaign	582	12	225	5
Clark	2,717	54	1116	22
Clermont	2,845	57	893	18
Clinton	933	19	320	6
Columbiana	1,602	32	863	17
Coshocton	534	11	352	7
Crawford	762	15	335	7
Darke	688	14	364	7
Defiance	469	9	174	3
Delaware	1,802	36	383	8
Erie	1,487	30	612	12
Fairfield	2,333	47	794	16
Fayette	431	9	224	4
Fulton	485	10	194	4
Gallia	579	12	230	5
Geauga	473	9	276	6
Greene	2,733	55	678	14
Guernsey	751	15	312	6
Hancock	1,437	29	457	9
Hardin	591	12	198	4
Harrison	231	5	119	2
Henry	360	7	138	3
Highland	596	12	278	6
Hocking	479	10	173	3
Holmes	433	9	140	3
Huron	1,015	20	370	7
Jackson	560	11	212	4
Jefferson	1,073	21	607	12
Knox	901	18	309	6
Lake	2,803	56	1562	31
Lawrence	1,178	24	480	10
Licking	2,631	53	944	19

County	# of 40-60% AMGI Households - Family	2% of 40-60% AMGI Households - Family	# of 40-60% AMGI Households - Senior	2% of 40-60% AMGI Households - Senior
Logan	726	15	269	5
Lorain	4,814	96	1613	32
Madison	575	12	186	4
Marion	1,010	20	497	10
Medina	1,730	35	696	14
Meigs	311	6	171	3
Mercer	406	8	228	5
Miami	1,851	37	681	14
Monroe	207	4	102	2
Morgan	274	5	81	2
Morrow	398	8	158	3
Muskingum	1,319	26	633	13
Noble	186	4	78	2
Ottawa	426	9	247	5
Paulding	171	3	72	1
Perry	401	8	165	3
Pickaway	705	14	397	8
Pike	538	11	223	4
Portage	2,863	57	781	16
Preble	521	10	250	5
Putnam	286	6	144	3
Richland	2,182	44	1071	21
Ross	1,122	22	428	9
Sandusky	879	18	388	8
Scioto	1,388	28	712	14
Seneca	834	17	353	7
Shelby	694	14	249	5
Trumbull	3,138	63	1742	35
Tuscarawas	1,306	26	692	14
Union	593	12	215	4
Van Wert	347	7	113	2
Vinton	196	4	76	2
Warren	2,119	42	897	18
Washington	969	19	458	9
Wayne	1,811	36	765	15
Williams	546	11	239	5
Wood	2,375	48	639	13
Wyandot	311	6	118	2

Submarket	# of 40-60% AMGI Households - Family	2% of 40-60% AMGI Households - Family	# of 40-60% AMGI Households - Senior	2% of 40-60% AMGI Households - Senior
Akron Central	2,398	48	616	12
Akron East	2,684	54	1168	23
Akron North	302	6	261	5
Akron Northwest	1,389	28	603	12
Akron South	1,546	31	650	13
Akron West	1,838	37	712	14
Canton Central	2,114	42	697	14
Canton East	1,157	23	541	11
Canton North	1,256	25	967	19
Canton West	1,433	29	828	17
Cincinnati Central	4,580	92	1065	21
Cincinnati Near East	2,323	46	798	16
Cincinnati North Central	4,106	82	1590	32
Cincinnati Northeast	627	13	243	5
Cincinnati Northeast Central	2,484	50	1268	25
Cincinnati Northwest	1,554	31	466	9
Cincinnati Southeast	706	14	466	9
Cincinnati Southwest	4,996	100	1684	34
Cleveland Downtown	803	16	263	5
Cleveland East	7,140	143	2244	45
Cleveland Far East	4,016	80	2731	55
Cleveland Far West	905	18	948	19
Cleveland Near West	5,632	113	2034	41
Cleveland South	1,611	32	981	20
Cleveland South Central	5,507	110	1696	34
Cleveland Southeast	844	17	454	9
Cleveland Southwest	2,027	41	1567	31
Columbus Central	2,154	43	505	10
Columbus East	3,981	80	1067	21
Columbus Far East	2,608	52	609	12
Columbus Far Northeast	2,810	56	727	15
Columbus North	2,361	47	646	13
Columbus North Central	5,252	105	553	11
Columbus Northeast	4,304	86	914	18
Columbus Northwest	974	19	282	6
Columbus Southeast	2,609	52	847	17
Columbus Southwest	4,659	93	1191	24
Dayton East	2,705	54	725	15
Dayton Huber Heights	672	13	177	4
Dayton Northwest	3,169	63	1214	24
Dayton Southeast	3,191	64	1387	28
Dayton Southwest	1,487	30	470	9
Dayton Vandalia	1,363	27	489	10
Toledo Downtown	1,510	30	478	10

Submarket	# of 40-60% AMGI Households - Family	2% of 40-60% AMGI Households - Family	# of 40-60% AMGI Households - Senior	2% of 40-60% AMGI Households - Senior
Toledo North	1,938	39	548	11
Toledo Oregon	1,203	24	368	7
Toledo South Central	2,375	48	490	10
Toledo Southwest	677	14	357	7
Toledo West	2,187	44	1199	24
Youngstown Northeast	2,647	53	1325	27
Youngstown Northwest	725	15	395	8
Youngstown Southeast	374	7	329	7
Youngstown Southwest	213	4	256	5