



Request for Proposals  
Single-Family Trust Services

Issuance Date: May 7, 2018

Proposals must be submitted no later than  
4:00p.m., Eastern Standard Time on Friday,  
May 18, 2018

Submit to:  
Ohio Housing Finance Agency  
Attn: David Jende, Single Family Accounting Manager  
E-mail: [FinRFP@ohiohome.org](mailto:FinRFP@ohiohome.org) Subject: Single Family Trust Services

57 E. Main Street | Columbus, OH 43215

## Table of Contents

<b>Section 1 – Guidelines for Request for Proposals</b>	3
I. Introduction	3
II. Schedule of Events	3
III. Submission of Written Questions	3
IV. Verbal Communication regarding RFP prohibited	4
V. Submission of Proposals	4
VI. Right to Request Additional Information	5
VII. Right to Reject Proposals and Cancel RFP	5
VIII. Evaluation and Award of Contract	5
IX. Rights of OHFA after Selection	5
X. State Law Provisions	6
<b>Section 2 – Scope of Services</b>	7
I. Traditional Trust Services, including OHFA Specific Requirements	7
II. Reporting Requirements	8
III. Electronic Capabilities	9
IV. Experience as Successor Trustee	10
V. Other Services	10
<b>Section 3 – Other Required Information</b>	10
I. Description of Firm	10
II. Firm References	10
III. Staff Qualifications and Resumes	11
IV. Location(s)	11
V. Cost Proposal	11
VI. Litigation, Administrative Proceedings, Investigations	11
VII. Defaulted or Defeased Bond Issues	11
VIII. Failed Remarketing/Bank Bonds	11
IX. Other Qualifications	11
<b>Section 4 – Evaluation Process</b>	12
Minimum Evaluation Requirements	13
<b>Section 5 – Preparing and Submitting the Proposal</b>	14
I. Proposal Organization and Format	14
II. Submitting the Proposal	14
<b>Letter of Transmittal</b>	Exhibit A
<b>Flat File Structure</b>	Exhibit B
<b>Trustee Fee Schedule</b>	Exhibit C
<b>Volume Schedule</b>	Exhibit D

## **Section 1 – Guidelines for Request for Proposals**

### **I. Introduction**

The Ohio Housing Finance Agency (OHFA) is seeking proposals from qualified banking institutions to provide Trust Services for the Single-Family Mortgage Revenue Bonds (SFMRB) of OHFA as specified in this Request for Proposal (RFP). The Trust Services provided will be in accordance with all applicable SFMRB rules and regulations, and in accordance with the Indentures issued by OHFA.

OHFA intends to select a Trustee who will consult with OHFA staff, its financial advisor, underwriters and bond counsel for the purpose of providing Trust Services for the SFMRBs of OHFA for the period of July 1, 2018, through June 30, 2021 (subject to rights regarding the resignation or removal of the trustee in the applicable indenture). OHFA's portfolio of SFMRB as of December 31, 2017 is listed on page 1 of Exhibit D.

### **II. Schedule of Events**

OHFA has established the following schedule for selection of the Trust Services Provider:

RFP issuance date	May 7, 2018
Written questions from applicants	May 11, 2018 4:00pm (EDT)
Responses to applicant questions	May 15, 2018 4:00pm (EDT)
Proposals due	May 18, 2018 4:00pm (EDT)
Possible interviews	June 11-13, 2018
Confirmed selection by OHFA Board	June 20, 2018
Start date of services	July 1, 2018

The above schedule is subject to change upon posting to OHFA's website, [www.ohiohome.org](http://www.ohiohome.org).

### **III. Submission of Written Questions**

It is the policy of OHFA to accept questions and inquiries from all potential applicants. All questions and inquiries shall be in writing; no verbal inquiries will be accepted. Potential applicants may submit their questions via e-mail to:

Ohio Housing Finance Agency  
E-mail: [FinRFP@ohiohome.org](mailto:FinRFP@ohiohome.org)  
Subject: Trustee Services RFP

All written questions or inquiries are due by 4:00pm (EDT) on Friday, May 11, 2018. OHFA expects to respond to all questions and inquiries by 4:00pm (EDT) on Tuesday, May 15, 2018.

OHFA reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense for OHFA or which OHFA deems unnecessary for purposes of responding to this RFP. OHFA will post all questions or inquiries with answers on its website at <http://www.ohiohome.org>.

IV. Verbal Communication regarding RFP prohibited

Any communication from any potential applicant regarding this RFP to OHFA staff and/or OHFA Board members is prohibited throughout the RFP process until approval has been given by the OHFA Board.

V. Submission of Proposals

OHFA must receive the following by 4:00pm (EDT), Friday, May 18, 2018 to be eligible for consideration:

**Package 1:**

Send to: Ohio Housing Finance Agency  
Attn: David Jende, Single Family Accounting  
Manager Trustee Services – RFP Request  
57 E. Main Street  
Columbus, Ohio 43215

Package 1 shall include the following:

- One original unbound and seven bound copies of the written proposal;
- One copy of your most recent SOC 1 Type 2 report;
- One original and one copy of a dollar cost bid in a separate sealed envelope marked “Sealed Dollar Cost Bid Proposal, Ohio Housing Finance Agency, Trustee Services, July 1, 2018 through June 30, 2021”.

**Package 2:**

Send to: RBC Capital Markets  
Attn: Ray Barrish, Director  
Trustee Services – RFP  
Request 255 E. Fifth St.  
Suite 1000  
Cincinnati, Ohio 45202

Package 2 shall include the following:

- One bound copy of the written proposal.

**Electronic Package:**

Send to: [FinRFP@ohiohome.org](mailto:FinRFP@ohiohome.org)

- PDF electronic copy of the written proposal.

Proposals will not be accepted by fax or e-mail. Applicants may mail or hand-deliver packages 1 & 2.

Proposals received after the specified date and time will not be eligible for consideration. Any applicant who wishes to confirm receipt of their proposal may contact OHFA by e-mail at [FinRFP@ohiohome.org](mailto:FinRFP@ohiohome.org) (Subject: Trustee Services RFP). OHFA will respond by e-mail with confirmation of receipt of the proposal.

VI. Right to Request Additional Information

OHFA reserves the right to request any additional information to assist in the review process, including oral presentations of proposals to OHFA staff members, OHFA Evaluation Team, and/or Board.

VII. Right to Reject Proposals and Cancel RFP

OHFA reserves the right to reject any and all proposals at any time. OHFA reserves the right to cancel, withdraw, modify or reissue this RFP at any time for any reason.

In connection with this RFP, the Agency reserves the right to waive any technicalities and make any award(s) that is determined to be in the Agency's best interests.

VIII. Evaluation and Award of RFP

The RFP will be evaluated to provide OHFA with the most effective combination of traditional trust services (including OHFA specific requirements), reporting requirements, electronic capabilities, other services, description of firm and locations, and other qualifications.

Once the firms are ranked on the criteria set forth above, OHFA will review the cost proposals and information that it maintains to determine a reasonable cost for Trust Services. If the respondent chosen by the review team, based on all criteria other than cost, has a higher cost proposal than what OHFA determines as a reasonable cost, that respondent will be asked if it can provide the services for an amount OHFA determines to be reasonable. In considering which firm to select, OHFA has the right to negotiate the fee of any respondent that it believes will provide the best services at the most reasonable price that is in the best interests of OHFA. However, OHFA is not obligated to select the respondent with the lowest cost proposal.

OHFA will post on its website the firm selected to be awarded the contract after formal approval on or about June 20, 2018.

IX. Rights of OHFA after Selection

After the qualified institution is approved by the OHFA Board and throughout the term of this engagement, OHFA reserves the right to eliminate the firm selected for reasons including, but not limited to, the following:

- a. Personnel changes;
- b. Mergers or acquisitions of firms;
- c. Unsatisfactory performance;
- d. Any reason set forth in the Indenture or other definitive agreements.

X. State Law Provisions

By submitting a response to this Request for Proposal, all applicants hereby agree to abide by the following state law provisions (all Ohio Revised Code references can be found at <http://codes.ohio.gov/orc>) however, please make certain all code sections are the current and most up to date:

- a. Drug-Free Workplace Compliance. In the event that work performed pursuant to the terms of this engagement will be done while on state property, the applicant hereby agrees that all of its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol, or abuse prescription drugs;
- b. Outsourcing of Work.
  - i) Applicant affirms that it has read and understands Executive Order 2011-12K issued by Ohio Governor John Kasich, that it shall abide by those requirements in the performance of this work, and that it shall perform no services required under this RFP outside of the United States. Please visit <http://www.governor.ohio.gov/Portals/0/pdf/executiveOrders/EO%202011-12K.pdf>
  - ii) Change of Performance Location. Applicant also affirms, understands, and agrees to immediately notify OHFA of any change or shift in the location(s) of services performed by applicant or its subcontractors under this Agreement, and no services shall be changed or shifted to a location(s) outside of the United States.
- c. Ohio Ethics Laws. Applicant certifies that it has reviewed and understands the Ohio ethics and conflict of interest laws including, without limitation, Ohio Revised Code §§ 102.01 et seq., §§ 2921.01, 2921.42, 2921.421, 2921.43, and 3517.13 and will take no action inconsistent with those laws, as any of them may be amended or supplemented from time to time;
- d. Unresolved Findings. Applicant warrants that it is not subject to an unresolved finding for recovery under O.R.C. 9.24. If this warranty is deemed to be false, any implied agreement is void ab initio and the applicant must immediately repay to OHFA any funds paid for work associated with this RFP;

- e. Conflict of Interest. No personnel of the applicant, subcontractor of applicant or personnel of any such subcontractor, or public official who exercises any functions or responsibilities in connection with the review or approval of any work completed under this Agreement shall, prior to the completion of such work, voluntarily or involuntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge or fulfillment of his functions or responsibilities with respect to the completion of the work contemplated by this RFP. Any such person, who, prior to or after the execution of any agreement with OHFA, acquires any personal interest, involuntarily or voluntarily, shall immediately disclose his interest to OHFA in writing. Thereafter, such person shall not participate in any action affecting the work for OHFA unless OHFA determines that, in light of the personal interest disclosed, his participation in any such action would not be contrary to the public interest;
- f. Adherence to State and Federal Laws, Regulations. Applicant agrees to comply with all applicable federal, state, and local laws related to its performance of the obligations of this RFP. Applicant accepts full responsibility for payments of all unemployment compensation, insurance premiums, workers' compensation premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by applicant on the performance of work for OHFA.

## **Section 2 – Scope of Services**

OHFA is seeking a qualified financial institution to serve as the Trustee for the SFMRBs issued by OHFA. This institution must have extensive experience dealing with SFMRBs, or similar instruments issued under programs commonly referred to as “first time homebuyer programs”. In your response, describe your firm’s ability to provide the services required in Section 2, I through V.

### **I. Traditional Trust Services, including OHFA Specific Requirements**

Describe your firm’s ability to provide traditional trust services as they relate to instruments

such as SFMRBs. Traditional trust services include, but are not limited to, the following:

- a) Participation in any and all meetings, on an as needed basis, relating to the planning and structuring of a new bond issue.
- b) Review and provide input regarding all transaction documents, including but not limited to, the official statement, general, master or series trust indenture, bond purchase agreement, mortgage origination agreement, program documents, investment agreement and master servicer agreement.
- c) Day to day administration of the SFMRBs (i.e. how the firm communicates internally regarding the recordkeeping requirements for the bonds). Describe the various offices and functions regarding initial set up for a new issue, monitoring of key dates and compliance issues, procedures for accurate and timely debt service payments, and compliance with reporting requirements.

- d) Establishment of procedures designed to ensure (i) funds are directed in accounts as described in the general, master or series indenture and any instructions of OHFA, (ii) transactions are reconciled and monitored to ensure compliance with any general or series indenture and any OHFA instructions.
- e) Providing information to investors and brokers regarding SFMRBs.
- f) Compliance with dissemination requirements set forth in the transaction documents.

Describe your firm's ability to customize your services to meet OHFA specific requirements including, but not limited to, the following:

**Bonds:**

- a) Ability to produce and submit a report that shows SFMRBs by maturity and the history of calls to meet OHFA's specifications on bond payment dates and on an as needed basis.
- b) Ability to produce and submit a report that shows the flow of funds and how redemptions are calculated to meet OHFA's specifications on bond payment dates and on an as needed basis.
- c) Submit redemption notices to OHFA for all bond calls thirty days prior to actual call date.

**Loans and Mortgage Backed Securities:**

- a) Ability to work with OHFA and single family loan servicer to purchase GNMA, Fannie Mae, and Freddie Mac mortgage backed securities/certificates. Ability to reconcile reports prepared by single family loan servicer to ensure securities/certificates are purchased and principal and interest payments are recorded correctly.
- b) Ability to review all documents relating to loans and securities/certificates for accuracy.
- c) Process all documents related to whole loan payoffs and foreclosures.
- d) Ability to provide principal and interest breakdown for all loan and security/certificate receipts.

**Investments:**

- a) Provide a current prospectus of the money market fund used to sweep proceeds that are not invested at the end of the day. Identify what day of the month income posts to the trust accounts and if the income posts net of the sweep fees.
- b) Describe the process and frequency of reporting the fair market value of the investments to OHFA.
- c) Ability to provide all interest rates to OHFA on a daily, weekly or monthly basis on all variable rate investments held in the trust accounts.

**II. Reporting Requirements**

OHFA will require the selected trustee to provide:



- a) Electronic trust statements in PDF format on a monthly basis. For purposes of this RFP, provide a printed copy of a sample trust statement and explain in detail the fields that are available for adaptation to OHFA's specific needs. For example, describe the flexibility and characters available for descriptions of transactions.
- b) An electronic (PDF format) copy of the July 1 through June 30 year end recap statements to OHFA, independent accounting firm contracted by OHFA, and arbitrage calculating agent within five business days of the fiscal year end.
- c) A statement describing your ability to provide other reports and responding to request for information (e.g. Ad-hoc reports, audit request, etc...) on an as needed basis.
- d) An annual SSAE 18 SOC 1 Type 2 report as required by the independent accounting firm contracted by OHFA. The inability to provide the SOC 1 Type 2 on an annual basis will disqualify your firm from being appointed as trustee. Agreed upon procedures are not acceptable.
- e) A copy of your most recent SOC 1 Type 2 is to be submitted with your proposal.

### III. Electronic Capabilities

- a) Describe your on-line reporting capabilities. If possible, provide a link to a site or a CD that OHFA can access to view your on-line reporting. Describe in detail the types of reports and information available from your on-line site and the ability for OHFA to download information and convert to a usable format (i.e. CSV, Excel).
- b) Describe your system capabilities to provide OHFA current day information as it relates to fund balances, investment balances, investment types, and daily activity.
- c) Describe availability of your on-line system; hours of availability, down time for maintenance or upgrades; multiple users and access from sites other than our main office.
- d) OHFA requires a daily extract of the prior business day activity to download into our cash management system. This extract of data will include the daily transactions, cash balances, market rates and interest rate information by account. The extract for the last business day of each month must include the monthly trust statements. Exhibit B to this RFP is the flat file structure that is required for the trust information to feed into OHFA's proprietary cash management system. In your response, acknowledge your ability to provide the information in this requested format and the approximate amount of time needed to comply with this requirement. Please provide an example of your daily extract following the flat file format in Exhibit B. Also, please note that transaction codes can only have one single purpose, not multiple purposes. Please acknowledge this in your response. If you are currently a trust services provider for OHFA's single family or multi-family portfolio and do not provide a usable daily extract, please provide an explanation as to why you do not, how you plan to provide it for purposes of this RFP, and an estimated date when it will be provided.
- e) Describe your firm's ability to interface with the Depository Trust Company and utilize the Depository Trust Company's FAST procedures.
- f) Describe your firm's ability to wire funds.

#### IV. Experience as Successor Trustee

Explain your ability and experience as successor of trust services for other comparable portfolios. Include in your explanation a plan for how this procedure will work and an estimated time frame for completion. A new bond issue will likely occur soon after transition. Explain your ability to accomplish both the transition and new bond issue within a limited time frame. Include the name and contact information of any state housing finance agency for which you were a successor trustee. All respondents must provide a plan.

#### V. Other Services

- a) Indicate your turn around time for processing disbursement requests. Describe the procedures in place for immediate access of funds and other time sensitive transactions.
- b) OHFA currently uses trust services for escrow accounts and program accounts not pledged to the bondholders. Explain your trust department's ability to maintain these accounts. (See Exhibit D page 2 for volume of transactions.)

### **Section 3 – Other Required Information to be provided in Response to Proposal**

#### I. Description of Firm

Please describe your firm's experience serving as the trustee for SFMRBs or similar instruments. In this description of your firm, include the following:

- A) Number of years of operation of your corporate trust department.
- B) Amount of assets held or administered by your corporate trust department.
- C) Percentage of assets representing SFMRB assets.
- D) Ratings by national rating agencies.
- E) Trust department's organizational structure.
- F) List the number and dollar volume of the first time homebuyer bonds your firm has serviced as the trustee for the last 3 years. Include the name of the issuer of the first time homebuyer bonds.
- G) Describe the various types of first time homebuyer bond structures your staff has administered and the number of issues for each type. The description requested should include, but is not limited to, whether the bond structures were variable rate, fixed rate, hedged, unhedged, bank bonds, taxable and/or tax exempt.

#### II. Firm References

Please provide 3 references from current issuers that have utilized your firm to provide trust services for first time homebuyer bonds in the past 3 years. If the firm has serviced less than 3 first time homebuyer bond issuers, you may provide references from governmental issuers issuing bonds other than the first time homebuyer bonds over the last 5 years.

III. Staff Qualifications and Resumes

Identify the specific key individuals (including resumes) who would be assigned to work with OHFA and specify which person would be the primary contact person with OHFA.

Describe the level of staffing and service that OHFA would receive, including the nature of the work that each person would perform and their related professional experience with housing bond issues.

IV. Location(s)

Identify the location of all of your offices where the servicing of OHFA accounts would take place.

V. Cost Proposal

Complete the fee schedule attached as Exhibit C for the fees you would propose to be paid. Include in the fee schedule any and all applicable fees to perform the Trust Services duties.

OHFA will have the ability to compare the firms equally by having each respondent determine what fees it will charge for the services requested. In addition, the amount provided in response to this RFP will be the maximum amount set forth in any definitive agreement entered into by and between the selected firm and OHFA.

V. Litigation, Administrative Proceedings, Investigations

Please describe any pending or resolved material litigation, administrative proceedings or investigations in which your corporate trust department has been involved in the previous 5 year period.

VI. Defaulted or Defeased Bond Issues

Describe your procedures for handling defaults or defeasance. Provide a list of any defaulted or defeased bond issues your firm has participated in the last five years. For any defaults, describe the circumstances of the default. Describe a recent workout situation your firm has administered.

VII. Failed Remarketing/Bank Bonds

Describe your approach to working with remarketing agents, issuers, and liquidity facility providers during failed remarketing and tendered bonds. Include any experience you have.

IX. Other Qualifications

List any other qualifications that should be considered.

**Section 4 – Evaluation Process**

I. Minimum Evaluation Requirements

Each proposal will be evaluated to ensure that the applicant has complied with each section of this RFP and followed the formatting, organizational and submission requirements as described in this RFP.

The inability to provide the SSAE 18 SOC 1 Type 2 report on an annual basis (Section 2.II.d), the inability to provide the daily extract in the required format (Section 2.III.d), and/or the inability to provide the specific scope of services outlined in Sections 2.I, 2.II and 2.III will disqualify your proposal from being evaluated.

II. Comparative Evaluation Criteria

The evaluation criteria will consist of a combination of the following:

Item Reference

- 2.I Traditional Trust Services with OHFA Specific Requirements
- 2.II Reporting Requirements (excludes SOC 1 Type 2 reports)
- 2.III Electronic Capabilities (excludes daily extract)
- 2.IV Experience as Successor Trustee
- 2.V Other Services
- 3.I Description of firm
- 3.IV Location(s)
- 3.V Cost Proposal
- 3.IX Other Information & Qualifications
- 5.I Proposal Organization and Format

Section 3.V Cost Proposal will be evaluated based on section 1.VIII.

If your firm is selected for an interview based on the comparative evaluation criteria above, the evaluation of your interview will be added to the scoring of your written proposal to determine the final overall rating.

An OHFA Internal Evaluation Team, along with its Financial Advisor, will evaluate the responses to this RFP. Each proposal will be reviewed to ensure that the applicant has complied with each section of this RFP and followed the formatting, organizational and submission requirements as described in this RFP.

The award of the engagement will be made to the firm that gives OHFA the most effective combination of qualifications, services to be provided, understanding of the projects and needs, demonstration of ability to identify and analyze key issues, experience with similar projects and issuers, assurances and availability of key personnel, cost, and benefits to the State of Ohio.

## **Section 5 – Preparing and Submitting the Proposal**

### **I. Proposal Organization and Format**

OHFA requires the applicant to follow the formatting described below when submitting their proposal:

- a) Proposals must be limited to 20 pages, not including exhibits or appendices;
- b) Proposals will be organized and presented in order with the section headings and numbers as assigned in the RFP. Responses to each question should include the section heading and numbers as assigned in the RFP;
- c) Each response to this RFP will include as the cover page a Letter of Transmittal. See Exhibit A for the format of the Letter of Transmittal;
- d) Each response to this RFP will include as the second page a Table of Contents.

### **II. Submitting the Proposal**

See Section 1.V for instructions regarding proposal submission. By submitting a proposal, the applicant agrees to the following:

- a) All materials submitted become the property of OHFA and shall be public information unless a statutory exception exists which would thereby determine that such information cannot be released to the public. If you have information in your proposal that you believe is exempt from the public records laws you must identify each and every occurrence of the information in the proposal on a separate page titled “Exemptions to the Public Records Law”. OHFA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected;
- b) Applicants will respond to all requirements in this RFP and comply with any terms and conditions outlined in the RFP. Failure to do so may result in disqualification of the proposal;
- c) All costs incurred in preparation of a proposal shall be borne by the applicant. OHFA shall not contribute in any way to recovering the cost of proposal preparation;
- d) Proposals received after the deadline will not be reviewed. Applicants are advised that there will be no opportunity to correct mistakes or deficiencies in their proposal after the submission deadline. Proposals that are missing required forms and or information may not be evaluated. It is the sole responsibility of the applicant to ensure its proposal is complete, accurate, responsive to the requirements, and received on time. Proposals not complying with the requirements of the RFP may not be reviewed;
- e) Proposals received prior to the due date shall remain sealed until the posted due date.

**EXHIBIT A**

*Note: Submit the following on your firm's letterhead*

**LETTER OF TRANSMITTAL**

Ohio Housing Finance Agency  
Attn: XXXXXXXXX  
XXXXX XXXXX –RFP Request  
*57 E. Main Street*  
Columbus, Ohio 43215

Dear Ohio Housing Finance Agency:

In accordance with the Request for Proposal, we are pleased to submit our written proposal.

\_\_\_\_\_ (insert firm's name) is willing to provide XXXX services to OHFA for the period of MMMM DD, 200Y to MMMM DD, 200Y in accordance with the requirements of the Request for Proposal issued by OHFA.

Any information or questions concerning this written proposal should be directed to \_\_\_\_\_ (firm's liaison) at the following address and telephone number: \_\_\_\_\_.

Respectfully,

\_\_\_\_\_(signature)  
Authorized Officer of Firm  
Printed Name and Title

## EXHIBIT B FLAT FILE STRUCTURE

This document contains the flat file structure that is required to feed Trustee information into the AOD-CM Cash Management System.

The Trustee will prepare the data transfer transactions sets described below and send it to the HFA **as one file**. Delivery of this file must be coordinated between the Trustee and the Agency.

The file must be a fixed length text file. Fields that are not required can be left blank if alphanumeric or zeros if numeric.

Transaction Sets are:

ACTIVITY	Daily
BALANCES	Daily
RATECHANGE	Daily
MARKETPRICE	Daily
STATEMENT	Monthly

Transactions must be grouped by trustee transaction code for a particular posting date. There may be multiple account entries within a transaction set.

**Activity Records:**

"A" Header Record

The "A" Header record describes group information for all the transaction sets. Only one of these records is needed per file. This contains the Trustee Send Date, the HFA receive date, the Trustee Bank Name and ABA number and the posting date of the transactions that are grouped in this transaction set.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Set Identifier	AN	1	Y	"A"
Transaction Control No.	AN	9	N	
Send Date	N	8	N	YYYYMMDD Format
Receive Date	N	8	N	YYYYMMDD Format
Posting Date	N	8	Y	YYYYMMDD Format
Bank Name of Trustee	AN	35	N	
ABA Number of Trustee	AN	9	N	
Filler-To-End	AN	472		

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters



Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"ACTIVITY"
Transaction Code	AN	16	Y	
Transaction Code Des.	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record describes each individual transaction in detail

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	16	Y	
Account Number	AN	16	Y	
Transaction Id	AN	14	Y	Must be unique for HFA
CUSIP Number	AN	12	Y	Leave blank if transaction is not for a security
Broker Name	AN	40	N	
Security Id Code	AN	8	Y	Leave blank if ransaction Is not for a security
Servicer Code	AN	3	N	
Ticket Symbol	AN	9	N	
Reversal Flag	AN	1	Y	"Y" if the transaction is A reversal, otherwise "N"
Interest Rate	N	15	N	S9999999.999999 Format
Acquisition Date	N	8	N	YYYYYMMDD Format
Call Date	N	8	N	YYYYYMMDD Format
Disposition Date	N	8	N	YYYYYMMDD Format
Maturity Date	N	8	N	YYYYYMMDD Format
Settlement Date	N	8	N	YYYYYMMDD Format
Trade Date	N	8	N	YYYYYMMDD Format
Market Price Date	N	8	N	YYYYYMMDD Format
Carry Value	N	15	N	S99999999999.99 Format
Call Price	N	15	N	S99999999999.99 Format
Commission	N	15	N	S99999999999.99 Format
Income Cash	N	15	Y	S99999999999.99 Format
Principal Cash	N	15	Y	S99999999999.99 Format
Units	N	15	Y	S99999999999.99 Format
Market Price	N	15	Y	S9999999.999999 Format
Transaction Description	AN	254	Y	

**Balances Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The "B" header record contains the HFA Name and Tax Id in addition to the record type.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"BALANCES"
Filler	AN	41		
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record describes each individual account cash balance.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Account Number	AN	16	Y	
Transaction Id	AN	14	N	
Cash Balance	N	15	Y	S99999999999.99 Format
Filler-to-end	AN	504		

**Rate Change Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"RATECHANGE"
Transaction Code	AN	16	N	
Transaction Code Desc.	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record identifies each individual CUSIP number, the Effective Date of the Rate Change and the new Interest Rate

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	6	N	
CUSIP Number	AN	12	Y	
Effective Date of Rate	N	8	Y	YYYYMMDD Format
Interest Rate	N	15	Y	S9999999.999999 Format
Filler-To-End	AN	508		

**Market Price Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"MARKETPRICE"
Transaction Code	AN	16	N	
Transaction Code Desc.	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record identifies each individual CUSIP number, the Effective Date of the Market Price and the new Market Price.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	6	N	
CUSIP Number	AN	12	Y	
Effective Date of Rate	N	8	Y	YYYYMMDD Format
Market Price	N	15	Y	S9999999.999999 Format
Filler-To-End	AN	508		

**Statement Records:**

"B" Header Record

The "B" Header record identifies each transaction set uniquely with the help of the "Record Type" segment. The transaction code and the transaction code description fields in the "B" header record helps identify the type of transaction being processed. The "B" header also contains the HFA Name and Tax Id.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Transaction Identifier	AN	1	Y	"B"
Record Type	AN	11	Y	"STATEMENT"
Transaction Code	AN	16	N	
Transaction Code Desc.	AN	25	N	
Receiver (HFA) Name	AN	35	N	
Receiver (HFA) Tax Id	AN	9	N	
Filler-To-End	AN	453		

"C" Detail Record

The "C" Detail record identifies each individual investment position by account and CUSIP number, the trustee security type, interest rate, acquisition date and par value of the investment position.

Length - 550 Characters

Field Name	Type	Length	Required	Default/Comments
Detail Identifier	AN	1	Y	"C"
Transaction Code	AN	6	N	
Account Number	AN	16	Y	
Transaction ID	AN	14	N	
CUSIP Number	AN	12	Y	Spaces if Cash
Security Id Code	AN	8	Y	Spaces if Cash
Interest Rate	N	15	N	S9999999.999999 Format
Acquisition Date	N	8	N	YYYYMMDD Format
Par Value	N	15	Y	S999999999999.99 Format
Investment Description	AN	256	N	
Filler-To-End	AN	199		

**Definitions of symbols used**

AN = Alphanumeric  
N = Numeric  
ZF = Zero Filled  
BL = Space Filled  
YYYY = Four digit year  
MM = Two digit month  
DD = Two digit day

Format for amount fields:

The amount fields are required in formats such as S999999.999999. This format is described as follows:

1. Position 1 of the field is the sign. The value must be spaces or "+" if the number is positive or "-" if the number is negative.
2. The nines following the sign are the part of the amount that is whole number. All preceding zeros must be included.
3. The period indicates the decimal point.
4. The nines after the decimal point indicate the decimal part of the amount. All positions must be filled.

## EXHIBIT C TRUSTEE FEE SCHEDULE

Ohio Housing Finance Agency Request for Proposal - Trust Services for the Single Family Mortgage Revenue Bonds			
Provide your actual or basis point fee for each service and describe the basis for the fee as applicable: See Exhibit D for estimated volumes.			
	Actual	Basis Points	Fee Basis
Acceptance Fee:			
Trustee Fee	<input type="text"/>	<input type="text"/>	
Trustee Counsel	<input type="text"/>	<input type="text"/>	
Acceptance fee is a one time fee payable at each bond series closing. This fee should include all fees for review of documents, attendance at OHFA meetings for each bond closing, attendance at bond closing, and setting up of trustee records, accounts and procedures.			
	Actual	Basis Points	Fee Basis
Annual Administrative Fee:			
Administrative	<input type="text"/>	<input type="text"/>	
Other (Specify)	<input type="text"/>	<input type="text"/>	
Annual Administrative Fee covers all on-going fees for the trust service provided. Annual Administrative Fee will be paid on a semi-annual basis.			
	Actual	Basis Points	Fee Basis
Extraordinary Fee	<input type="text"/>	<input type="text"/>	
Provide description of items considered to be extraordinary costs.			
	Actual	Basis Points	Fee Basis
Program & Escrow Accounts:			
Administrative Fee	<input type="text"/>	<input type="text"/>	
Bank charge for administering the Program and Escrow accounts of OHFA.			
	Actual	Basis Points	Fee Basis
Custodial fee	<input type="text"/>	<input type="text"/>	
Fee for safekeeping of whole loan documents.			
	Actual	Basis Points	Fee Basis
Investments:			
Sweep Fee	<input type="text"/>	<input type="text"/>	
Sweep fee charged on the accounts of the bond series.			
	Actual	Basis Points	Fee Basis
Successorship Fees:			
Specify	<input type="text"/>	<input type="text"/>	
Fee charged to convert current Trust Services.			
	Actual	Basis Points	Fee Basis
Other fees:			
Specify	<input type="text"/>	<input type="text"/>	

Note: Please submit the cost of the services that OHFA is requesting to be performed by the Trustee Provider. Having each respondent determine what fees it will charge OHFA for the services requested will allow OHFA to compare the firms equally. In addition, the amount provided in response to this RFP will be the maximum amount set forth in any definitive agreement entered into and between the selected firm and OHFA.

<b>12/31/2017</b>						
<b>BONDS</b>						
<b>GENERAL INDENTURE SERIES</b>	<b>VARIABLE RATE</b>	<b>SWAP</b>	<b>OUTSTANDING AT PAR</b>	<b>ADMIN FEES</b>		
				<b>ACTUAL</b>	<b>BASIS POINT</b>	<b>MINIMUM</b>
1999A			\$ 6,180,000.00			
2006F	X		\$ 14,220,000.00			
2006I	X		\$ 14,605,000.00			
2006J	X		\$ 14,600,000.00			
2008J			\$ 8,930,000.00			
2009A			\$ 9,085,000.00			
2009B			\$ 730,000.00			
2009C			\$ 12,720,000.00			
2009D			\$ 1,595,000.00			
2009E			\$ 1,215,000.00			
2009F			\$ 16,715,000.00			
2013A			\$ 13,571,466.05			
2015A			\$ 19,552,966.30			
2015B			\$ 37,601,449.50			
2016A			\$ 13,780,266.37			
2016B			\$ 11,915,713.02			
2016C			\$ 38,101,726.51			
2016D			\$ 83,705,000.00			
2016E	X	X	\$ 11,445,000.00			
2016F	X	X	\$ 8,405,000.00			
2016G	X	X	\$ 23,510,000.00			
2016H	X	X	\$ 21,135,000.00			
2016I	X	X	\$ 7,380,000.00			
2016J	X	X	\$ 30,125,000.00			
2016K			\$ 138,290,000.00			
2017A			\$ 96,075,000.00			
2017B			\$ 13,375,000.00			
2017C	X		\$ 12,940,000.00			
2017D			\$ 120,000,000.00			

**General Indenture Total**

\$ 801,503,587.75

<b>12/31/2017</b>						
<b>BONDS</b>						
<b>MASTER INDENTURE SERIES</b>	<b>PROGRAM RATE</b>	<b>MARKET BONDS</b>	<b>OUTSTANDING AT PAR</b>	<b>ADMIN FEES</b>		
				<b>ACTUAL</b>	<b>BASIS POINT</b>	<b>MINIMUM</b>
2010 1		X	\$ 27,095,000.00			
2016 1	X		\$ 71,260,000.00			
2011 1		X	\$ 13,985,000.00			
2013 2		X	\$ 34,615,000.00			
2011 2		X	\$ 22,210,000.00			
2009 1C	X		\$ 45,410,000.00			
2011 3		X	\$ 14,505,000.00			
2009 1D	X		\$ 26,980,000.00			

**Master Indenture Total**

\$ 256,060,000.00    \$ -

Note: Please submit the cost of the services that OHFA is requesting to be performed by the Trustee Provider. Having each respondent determine what fees it will charge OHFA for the services requested will allow OHFA to compare the firms equally. In addition, the amount provided in response to this RFP will be the maximum amount set forth in any definitive agreement entered into and between the selected firm and OHFA.

<b>12/31/2017</b>				
<b>BONDS</b>				
<b>TEMPS INDENTURE SERIES</b>	<b>OUTSTANDING AT PAR</b>	<b>ADMIN FEES</b>		
		<b>ACTUAL</b>	<b>BASIS POINT</b>	<b>MINIMUM</b>
2012 T1	\$ 34,914,807.27			
2012 T2	\$ 16,137,188.65			
2012 T3	\$ 3,220,308.22			
<b>TEMPS Total</b>	<u>\$ 54,272,304.14</u>	\$ -		

<b>12/31/2017</b>				
<b>BONDS</b>				
<b>Stand Alone Indenture</b>	<b>OUTSTANDING AT PAR</b>	<b>ADMIN FEES</b>		
		<b>ACTUAL</b>	<b>BASIS POINT</b>	<b>MINIMUM</b>
2015 Series 1	\$ 1,859,009.00			
<b>Stand Alone Total</b>	<u>\$ 1,859,009.00</u>	\$ -		
<b>Total</b>	<u><u>\$ 1,113,694,900.89</u></u>	<u><u>\$ -</u></u>		

Note: Please submit the cost of the services that OHFA is requesting to be performed by the Trustee Provider. Having each respondent determine what fees it will charge OHFA for the services requested will allow OHFA to compare the firms equally. In addition, the amount provided in response to this RFP will be the maximum amount set forth in any definitive agreement entered into and between the selected firm and OHFA.



SERIES	ADMIN FEES	
	ACTUAL	MINIMUM
MCC Escrow		
Participation Fee Escrow		
Investment Escrow		
Purchase Price Escrow		
TMIC Escrow		
OHFA Loan Escrow		
1991E-G Program		
1993A Program		
Program UGI		
Opportunity Loan Program		
2nd Mortgage Loan Program		
2nd Mtg. Opportunity Loan Program		
<b>Total</b>	<u>\$ -</u>	

Note: Please submit the cost of the services that OHFA is requesting to be performed by the Trustee Provider. Having each respondent determine what fees it will charge OHFA for the services requested will allow OHFA to compare the firms equally. In addition, the amount provided in response to this RFP will be the maximum amount set forth in any definitive agreement entered into and between the selected firm and OHFA.

**EXHIBIT D**  
**VOLUME SCHEDULE**

**Single Family Mortgage Revenue Program**  
**As of December 31, 2017**

	<b>Bonds Outstanding</b>	<b>MBS Loans Outstanding</b>	<b>Number of Loans Outstanding</b>	<b>Number of Pools Outstanding</b>
Master Indenture	\$ 256,060,000.00	\$ 270,273,132.00	3,277	778
Temps Indenture	\$ 54,272,304.14	\$ 57,744,616.00	706	119
Stand Alone Indenture	\$ 1,859,009.00	\$ 2,734,624.00	32	12
General Indenture	\$ 801,503,587.75	\$ 848,747,363.00	9,480	1,988
<b>TOTAL</b>	<b>\$1,113,694,900.89</b>	<b>\$ 1,179,499,735.00</b>	<b>13,495</b>	<b>2,897</b>

**EXHIBIT D**  
**VOLUME SCHEDULE**

**Program and Escrow Account Information**

<b>Program</b>	<u>Average Fund Balance</u>	<u>Average Number Of Disb. Per Year</u>	<u>Average Amount of Deposit</u>	<u>Average Number of Deposits Per Year</u>
Program UGI	\$ 1,780,318.64	10	\$ 1,100.00	37
2nd Mortgage Loan	\$ 512,965.40	8	\$ 3,950.00	269
2nd Mortgage HASM	\$ 44,846.79	1	\$ 2,475.00	47
2nd Mortgage HTCA	\$ 38,313.92	1	\$ 2,082.00	78
2nd Opportunity Loan	\$ 56,305.67	1	\$ 331.00	11
1987A	\$ 244,233.63	1	\$ 203.00	1
1993A	\$ 44,157.67	2	\$ 285.00	12
Grants for Grads	\$ 2,766,787.66	18	\$ 1,325.00	162
Down Payment Assistance	\$ 294,069.66	61	\$ 2,724.00	335
Opportunity Loan	\$ 327,666.67	1	\$ 14,137.00	13
SF Program UMI	648,235.99	1	\$ -	-
MF Program UMI	52,979.84	-	\$ -	-
DPA 7 Year	2,508.25	7	\$ 625.00	4
2nd Mortgage Revolving - DPA	2,744,773.29	6	\$ -	-
2nd Mortgage Revolving - Fees	2,869,643.65	9	\$ 33,536.00	5
<b>Subtotal</b>	<u>\$ 12,427,806.73</u>	<u>127</u>	<u>62,773</u>	<u>974</u>
<b>Escrow</b>				
Investment Escrow	\$ 29,687,590.21	21	\$ 8,641.00	43
OHFA Loan Escrow	\$ 286,124.70	1	\$ 31,434.00	1
MCC Escrow	\$ 510,823.18	8	\$ 2,713.00	240
<b>Subtotal</b>	<u>\$ 30,484,538.09</u>	<u>30</u>	<u>\$ 42,788.00</u>	<u>284</u>
<b>Total:</b>	<u><u>\$ 42,912,344.82</u></u>	<u><u>157</u></u>	<u><u>105,561</u></u>	<u><u>1,258</u></u>