

Ohio Housing Finance Agency

8609 Review Process

To ensure partners will receive their 8609s in a timely manner, OHFA will follow the following procedures:

Initial Review – Complete Submission:

- I. Developers are required to submit 8609 requests in accordance with the Carryover Allocation Agreement or Housing Credit Eligibility Letter.
 - a. Developers may request an extension; however, the extension must be received by OHFA at least 30 days in advance of the deadline to submit the 8609 requests.
- II. Within four weeks of receipt, the assigned OHFA Staff will conduct a preliminary review to confirm that all documents and fees have been submitted and that the OHFA forms have not been modified in any way. The purpose of this review is simply to determine whether or not the request needs to be returned because it is substantially incomplete.
 - a. Requests determined to be substantially incomplete will be returned to the Developer. OHFA defines “Substantially Incomplete” to mean either:
 - i. A complete document(s) is missing or a particular document is missing either critical information or a substantial amount of information such that OHFA cannot begin its review,
 - ii. Developer cannot provide the missing information within two calendar weeks, or
 - iii. OHFA documents have been altered.
- III. OHFA Staff will notify the developer either that:
 - a. The request has been received and there are no substantial deficiencies. OHFA Staff will also provide the developer with a timeline for the review. Any changes to this timeline will be communicated to the developer.
 - b. The request is missing or incomplete, identify the deficiency, how it is to be corrected, and deadline to submit corrections. Developers will have two calendar weeks to provide the information.

8609 Review

- I. OHFA Staff will complete the review and underwrite of the 8609 request and will provide the developer with a list of deficiencies. OHFA Staff will work with the developer to establish a timeline for corrections, but such timeline will not extend beyond 30 days.
 - a. OHFA Staff may send a reminder email to the developer partner, but this is not required.
 - b. OHFA reserves the right to return any 8609 requests for developer partners who are not communicating with OHFA regarding delays or concerns.
 - c. OHFA reserves the right to return any 8609 requests that have continuing or ongoing deficiencies such that the review process is delayed more than 90 days after submission of request.

OHFA reserves the right to charge a resubmission fee for 8609's returned.

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- II. Once the 8609s are ready to move forward, OHFA Staff will print the 8609 forms to PDF and email them to the developer for their review. Developers will have two calendar weeks to review and comment.
- III. OHFA Staff will revise the 8609 requests as needed after the developer's feedback.
- IV. Once the forms are completed, OHFA Staff will forward the forms to the developer.

Amendments to 8609 Requests

- I. Developer will notify OHFA in writing if an amendment is needed to an existing 8609 request.
- II. OHFA Staff will revise the 8609 requests as needed after the developer's feedback.
- III. Once the forms are revised, the OHFA Staff will forward the forms to the developer.

OHFA has issued these procedures to ensure these requests can be processed quickly and efficiently without causing delays for any of our partners. Requests that cannot move forward in a timely manner will be returned and our partners will be asked to resubmit when their schedules permit.