2010 HOUSING CREDIT PROGRAM
QUALIFIED ALLOCATION PLAN

2010

OHIO HOUSING FINANCE AGENCY

LETTER FROM THE GOVERNOR

October 2009

I am pleased to present the Ohio Housing Finance Agency's (OHFA) 2010 Qualified Allocation Plan (QAP). This plan provides detailed information to use as you apply for available housing tax 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 $374 million in housing credits to more than 1,500 properties, resulting in the creation of more than 77,000 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 and help open the doors to an affordable place to call home for Ohio residents.

Sincerely,

Ted Strickland

Ted Strickland
Governor

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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 77,000 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 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 percent of the project is occupied by households with incomes at or below 50 percent (20/50 projects) of the Area Median Gross Income (AMGI) or at least 40 percent of the project is occupied by households with incomes at or below 60 percent (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. OHFA has provided the income limits by county (see Index ??).

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 United State Department of Agriculture (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, 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 in 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 and 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. They must also abide by 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.

D. Eligible Uses 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 percent or 60 percent of AMGI, depending on the minimum set-aside selected by the owner.

The applicable Housing Credit percentage (commonly referred to as the 9 percent and 4 percent 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 percent Housing Credit rate is applied to the acquisition basis. Generally, the 9 percent (or 4 percent 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, except properties substantially assisted, financed or operated under federal or state housing programs. In addition, capital improvements on the building are not eligible cost items if made to the building within the previous 10 years. The new buyer or related entity cannot currently own the building; however, up to 50 percent 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 percent (or 4 percent, 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 and 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 25 percent of the eligible basis on the first $15 million of a project, with 10 percent thereafter. 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 percent or less of the AMGI. Please refer to IRS Revenue Ruling 2003-77 for more information.

E. Policy Statements

OHFA will utilize all funding programs 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 and available research and data regarding affordable housing needs in Ohio. These policy statements are the basis for the award of resources to projects throughout OHFA's various funding sources. These policies relate to OHFA programs in general and a specific policy might not directly relate to a given funding source. As an example, single-family homeownership is an ineligible use in the LIHTC program, but a core product of the Housing Development Gap Financing Program. The statements are not listed in any particular order; rather, the priority of each policy is reflected in the allocation process.

OHFA will award resources to proposals that promote the policies and goals indicated in the following policy statements 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 ranking, if a proposal furthers the policies stated in the plan.

1. Types and locations of housing

   a. OHFA supports the development of four broad types of housing: Multifamily apartments including Permanent Supportive Housing; properties designed for senior populations; single-family homeownership and single-family rental homes with a Lease-Purchase model.

   b. OHFA values a balanced distribution of resources based on geography and population.

   c. While OHFA recognizes the need to create new housing units in some areas of the state, this goal must be balanced by maintaining existing affordable units currently in service. Therefore, OHFA values the preservation of existing affordable housing that is in the greatest need of rehabilitation and has Section 8 or equivalent federal rental assistance contracts.

   d. As OHFA is committed to serve the affordable housing needs of all Ohio citizens, OHFA supports the development of Permanent Supportive Housing for the homeless and other populations with special needs.

e. Consideration will be given to distribute resources throughout various geographic regions of the state when possible and areas of greatest need when necessary.

f. As the challenges to development in Ohio increase and many neighborhoods in our urban centers suffer from blight, the need for strategic cooperative solutions and investment is critical. OHFA values construction in areas demonstrating collaboration through neighborhood revitalization plans.

g. As our national economy continues to struggle and the foreclosure crisis continues to have a devastating effect on Ohio communities, OHFA will follow the recommendations of the Ohio Foreclosure Prevention Task Force by valuing the re-development of vacant properties in areas of the state most impacted by this epidemic.

h. OHFA values the development of affordable housing in all areas of need including areas within a qualified census tract, Difficult Development Areas and in areas of moderate, median and high income. OHFA also values developing in new markets where no previous product development has taken place.

i. OHFA values projects that access either the Federal or State Historic Tax credit program. (see addendum A for program details)

2. Types of subsidy

a. As the need for affordable housing is constant and resources to develop such housing become scarcer, OHFA values assisting properties that leverage substantial federal, state, Public Housing Authority or other development subsidies, such as the USDA Rural Development Section 515 program, Choice Communities, HUD 811 and the HOPE VI program.

b. While the economic struggles within our state impact all Ohio citizens, those in extreme poverty are hit the hardest. OHFA values the development of projects that will serve very and extremely low-income populations and/or provide rental subsidy for the residents.

3. Project characteristics

a. As strong market demand is essential to successful housing development, OHFA will evaluate properties based on the strength of the market area where possible, including vacancy rates, penetration rates, the condition of existing or recently approved projects funded through OHFA and the projected growth rate of the low-income population.

b. As OHFA values sustainable development, multifamily projects need to remain competitive in the market for the life of the compliance period; OHFA will evaluate project and unit amenities during the selection process.

c. OHFA values Universal Design in all properties. Visitability guidelines will be incorporated into all newly constructed properties.

d. In order to create healthy and sustainable affordable housing in a cost-effective manner, OHFA supports the development of properties that meet Green Communities or other designated standards and achieve the highest energy efficiency ratings.

e. As innovation and creativity are critical to meeting the changing demands of the consumer, OHFA will evaluate other unique characteristics with tangible benefits for the residents and/or housing in the selection process.

4. Development team characteristics

a. OHFA values development teams with significant capacity, a solid track record of partnership with the agency and a history of success developing the affordable housing proposed.

b. OHFA supports the endeavors of community-based non-profit housing organizations to develop housing in their service area.

c. OHFA values development teams with a strong financial base.

d. OHFA values development teams with the ability to meet key responsibilities in a timely and efficient manner; development team members include the general partners, developers and property managers.

e. Development teams will also be evaluated on any prior and/or outstanding financial obligations with OHFA. The staff will evaluate the repayment histories of all loans extended to previous projects as well as payments of all other fees and monies due to OHFA.

f. OHFA values projects where 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.

5. Management Company Characteristics

a. OHFA values management companies (both for-profit and non-profit) that have a proven record of maintaining compliant Low Income Housing Tax Credit communities, as well as other types of affordable housing.

b. OHFA values management companies that take an active role in the apartment community and are committed to providing rental homes that are safe, decent and promote a good quality of life for the residents.

c. OHFA values management companies who understand the populations they serve and do so by creating appropriate partnerships and providing the necessary services.

d. OHFA values management companies that are accessible and responsive to the needs of their residents, employees, vendors, investors and OHFA.

e. OHFA values management companies that strictly adhere to all local, state, and federal fair housing and landlord-tenant laws and are particularly committed to ensuring their apartment communities are accessible.

f. OHFA values management companies that have a well articulated and measurable plan for self monitoring and maintaining the compliance of the property.

g. OHFA values management companies that are properly qualified under the law to manage residential property in all states in which the company operates.

h. OHFA values management companies that promote employee development through ongoing education and affordable housing training.

i. OHFA values management companies with financial stability that embrace their fiduciary responsibility to the owner.

j. OHFA values management companies that use the Web and similar tools to manage and market the apartment communities they manage.

k. OHFA values management companies that place an emphasis on the orderliness and security of their record keeping system to ensure the safety and security of private and sensitive information found within tenant files and databases.

6. Financial considerations

a. OHFA will require the development of multifamily properties that meet OHFA financial underwriting requirements and are forecast to have sufficient long-term operating income to secure sustainability.

b. OHFA will consider construction costs of a reasonable level when comparing proposals for similar types of projects.

II. ALLOCATION PROCESS

A. Instructions

All applications for 2010 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 51). Applicants must use the 2010 Affordable Housing Funding Application (AHFA) available on OHFA web site at www.ohiohome.org.

The application review process will consist of two 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 may result in a maximum number of applications or awards for which each organization will be eligible. The second and final stage occurs after the submission of full applications. This 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 stage will also address all other selection criteria. This complete review will result in a final competitive ranking for these proposals. 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.

Interpretation of Policies. 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.

Special Allocation. An applicant 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 credits 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 applicant 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 applicant 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 applicant 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 applicant must complete a current year application and request OHFA Board consideration to obtain a Housing Credit reservation. OHFA staff will evaluate the project based on current selection criteria. 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 following requirements must be met:

1. The applicant must submit a formal request outlining reasons that the placed-in-service deadline cannot be met. A request may be submitted after September 1 and no later than November 30 of the year of the placed-in-service deadline.
2. The applicant must agree to return their Housing Credit allocation to OHFA prior to the placed-in-service deadline.
3. Significant progress toward completion of the construction and/or rehabilitation of the project must be demonstrated at the time the request is submitted. OHFA will use 75 percent completion as a general guideline when judging significant progress toward completion.
4. If the request is approved, then a new allocation of credits will be granted in the following calendar year, and the placed-in-service deadline will be extended for up to one year. OHFA has no obligation to grant approval to any project seeking relief.
5. OHFA reserves the right to levy a reservation fee for the new credit award.

Previous Allocation. 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 OHFA. All requests for changes must be received no later than 30 days prior to the application deadline.

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 2010 QAP.

Duplicate Applications. Each application must consist of a legitimate, stand-alone development proposal. 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, 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, the developer will then be required to demonstrate that the combined project will be financially feasible. 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 OHFA determines that it is appropriate to combine applications in this manner, the applicant(s) must then 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 that signed the original application.

In addition to combining applications, OHFA will prohibit applications that receive a reservation of housing credits from later adding land or sites from other projects proposed in the same year. OHFA will permit a parcel of land or an existing building to be included in only one application (per developer) during a funding round.

Identification of Costs. The hard construction cost line items in the proforma section of the application must include only 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.

OHFA reserves the right to review the proformance 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.

Exigent Circumstances. OHFA reserves the right to waive stated program guidelines in making program awards. The criteria for these awards may be based on changing market conditions, natural emergencies or other factors OHFA defines as an exigent circumstance.

B. Program Calendar (Subject to Change)

October 2009	July 2010
5 2010 Housing Funding Training 13 2010 Housing Funding Training	1 Housing Credit Awards Announced for All Allocation Pools 6 Binding Reservation Agreements Issued 27 Next Steps Meeting for Successful Applicants
November 2009	**August 2010**
5 Applications for Experience & Capacity Review Submitted	2 Submission Deadline for Binding Reservation Agreements 24 Submission Deadline for Phase I Environmental Site Assessments
December 2009	**November 2010**
18 Experience & Capacity Determinations Issued 18 2010 AHFA Ready for Distribution	18 Submission Deadline for Carryover Allocation Requests
March 2010	**December 2010**
18 Submission Deadline for Housing Credit Applications	30 Carryover Allocation Agreements Issued

C. Experience & Capacity Review

OHFA will conduct a review of the experience and capacity of potential general partners, developers and management companies prior to submission of Housing Credit applications for individual proposals. The result of this review will determine whether an organization may participate in the upcoming program year.

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 spreadsheet summary of all projects under construction in any state (or stage of completion), including their present status and expected completion date.
3. Full organizational chart, staff roster and resumes of key development staff within the organization, focusing on their affordable housing development experience.
4. The most recent audited financial statements for the organization. If an organization is not required to prepare audited financial statements, then statements that have been reviewed or compiled by a third-party accountant may be submitted. The most recent internally prepared financial statements are acceptable only if audited, reviewed or compiled statements are not available.
5. A narrative that explains the proposed applications for the 2010 round, including:
   - The number of Housing Credit applications proposed for submission in 2010;
   - The allocation pools in which the applications will compete;
   - The roles that the organization will play in the projects; and
   - Development and ownership partners that the organization may be working with on the projects.

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.

Approval to participate in the 2010 allocation round 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, limit the number of awards, applications or amount of credits available to an organization, and limit credit allocations due to identities of interest between organizations applying for Housing Credits.

Response period: OHFA will announce experience and capacity review results on December 18, 2009. In order to ensure the highest possible standard of accuracy, thoroughness and service, applicants will have until December 31, 2009 to provide a written response to any factual discrepancies in the review. OHFA will then review the response, make any adjustments deemed necessary and appropriate, and provide a final experience and capacity evaluation on January 8, 2010.

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, 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, direct or indirect, 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, direct or indirect, 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 OHFA.

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 2010 and shall not be bound or limited by any determinations made by 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 percent general partner will have the entire project credit amount applied toward its cap, rather than 51 percent of the credit amount.

Good Standing with OHFA and ODOD Housing Programs

OHFA requires that any developer, owner, syndicator and/or management company (“Participant”) must be in good standing in order to develop, construct, manage and/or own a project which benefits from any program administered by OHFA. For purposes of OHFA’s determination thereof, “good standing” means that a Participant demonstrates: (i) financial responsibility and accountability, (ii) character and (iii) general fitness, each in a capacity sufficient to command the confidence of both the Ohio developmental and financial community and OHFA, and each in a manner which is transparent, honest and efficient with respect to OHFA’s programs.

In furtherance of OHFA’s mission to provide safe, decent, sanitary and affordable housing to the low- and moderate-income residents of Ohio, OHFA requires that a Participant exercise each of the aforementioned three (3) core values with respect to each and every OHFA project to ensure that such Participant may maintain good standing within the OHFA guidelines:

(1) Responsibility

Accountability:

A Participant must demonstrate responsibility for the execution and/or administration of the assumed tasks undertaken in connection with a particular OHFA project.

Timeliness:

Information must be submitted by Participant to OHFA and/or any ancillary agency or office affected by an OHFA project within established timeframes for each project.

(2) Willingness to Partner

Professionalism:

Information must be submitted by Participant to OHFA in a manner that is organized, concise, complete and accurate, as certified by Participant to be knowingly true and current as of the date thereof.

Collaboration and Cooperation:

A Participant must collaborate with OHFA in a mutually cooperative spirit to achieve the common goal of providing safe, decent, sanitary and affordable housing in Ohio, as evidenced by each and every project of which Participant and OHFA are a part.

(3) General Fitness

Responsiveness/Communication:

A Participant shall always provide prompt notification of issues, concerns or other matters that affect the project (as approved by OHFA), and shall immediately communicate to OHFA any modification, change or amendment which Participant reasonably believes may affect the program (as approved by OHFA).

A Participant that conducts business in a manner consistent with these aforementioned values will be considered to be in good standing with OHFA. A Participant which, through its procedures and practices, demonstrates that it is not working under the same aforementioned value system will be subject to review by OHFA. OHFA shall, in its sole and absolute discretion, determine the appropriate measures to be taken on a case-by-case basis in order to ensure that such Participants are fully aware of OHFA's unconditional commitment to these shared values and the mission of OHFA as it applies to its projects. Such measures may include (i) placing Participant on a temporary audit position within OHFA's program until such time that OHFA determines that Participant may successfully take part in subsequent projects; or (ii) placing Participant completely out of good standing for a period of time determined by OHFA, in OHFA's sole and absolute discretion.

D. Allocation Pools

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 $10,500,000 of the annual credit allocation)

1. Rural Development Funding (not to exceed $1,000,000)

    a. Includes new construction projects with a Section 515 loan, and new construction or rehabilitation projects with a Section 538 loan guarantee.

    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 percent 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 1, 2010 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 to submit a proposal for Single-Family Lease-Purchase housing.

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

e. Projects competing in the Rural Development Pool will be limited to an annual allocation of $600,000. The amount of credits requested must be sufficient for the financial feasibility of the project.

2. Permanent Supportive Housing (PSH) (not to exceed $3,000,000)

a. Projects in this pool must be 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; or other persons/households that qualify under the HUD Shelter Plus Care Program. OHFA prefers that projects targeting this population be located in a Geographic Pool A city or a county containing a Geographic Pool A city. All projects funded through the PSH pool designated to house a homeless population must participate in their local continuum of care, be included in the local Homeless Inventory (e-HIC) and their client data and outcome information must be collected within their local jurisdictions Homeless Management Information System (HMIS). The applicant must provide a commitment for rental subsidy for at least 50 percent 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.

or

Projects in this pool must be designed for persons/households that have household income at 35 percent of AMI or less, and who have been assessed to require supportive services in order to maintain permanent housing, and who are severely mentally ill, or who have a developmental disability, or who have severe addiction disorders, or who suffer co-occurring disorders. Projects competing under these guidelines must demonstrate appropriate financing to meet the operational and supportive service needs of the populations served. OHFA will limit projects competing under this definition to one award.

b. At least 50 percent of the units within the housing development must be reserved for and occupied by the targeted population.

c. A comprehensive service plan that is satisfactory to OHFA and meets all the requirements listed in Exhibit I 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. OHFA reserves the right to evaluate the priorities of the Continuum of Care when making its final determinations for the PSH pool.

d. OHFA values projects that provide a commitment for rental subsidy for at least 50 percent of the units that is 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. All proposals meeting the above definitions must compete in the PSH Pool.

f. In the Competitive 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.

g. 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 $6,500,000)

Includes the following projects:

a. Projects receiving project-based rental subsidy through a Section 8 Housing Assistance Payment Program (HAP) contract. Documentation from HUD, the local MHA or the applicable Contract Administrator that evidences the assistance and length of the contract must be submitted, if applicable.

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 Competitive 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 J. 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, five hundred thousand dollars ($4,500,000) 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 two million dollars ($2,000,000) 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. Geographic Pool C projects will be limited to an annual allocation of six hundred thousand dollars ($600,000). The amount of credits requested must be sufficient for the financial feasibility of the project. OHFA will prioritize 50 percent of the Preservation Pool C allocation be awarded to projects receiving USDA RD financing so long as these projects OHFA's rank successfully in OHFA's competitive review process. In the Competitive 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.

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

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.

Projects attempting to meet OHFA policy objectives of participating in a local revitalization plan, regardless of Geographic Pool, must demonstrate how they meet the following criteria in order to be considered:

- Projects should target investment into concentrated areas within carefully selected neighborhoods to maximize visible improvements in housing stock and to stimulate market recovery.

Revitalization plan evaluation criteria will include:

- For stronger market neighborhoods: likelihood of market recovery/return on investment
- For weaker market neighborhoods: likelihood of stemming the tide of disinvestment
- The development of nearby anchor projects which have been recently built or will be developed concurrently with the SRP. An anchor project is considered to be a large-scale development project that will create a significant positive economic benefit and/or a valuable neighborhood asset. Examples would include the development of retail, office, industrial, manufacturing or medical facilities; civic buildings and public spaces (libraries, schools, parks, etc.); and market rate housing. These types of investments provide a signal of market confidence in a neighborhood. Because we wish to fairly evaluate the assets of each neighborhood, OHFA-funded projects are not eligible to be considered as a neighborhood's anchor project.
- Strong neighborhood location assets (proximity to shopping, recreation, services, employment, etc.)
- Strategic partnerships and cooperation with CDCs/development partners, financial institutions, philanthropic organizations, City/regional/state government, private businesses, community leaders and other neighborhood stakeholders
- Selection of development partners based on: capability, capacity, strong development track record and vision for the future
- A compelling land acquisition/assemblage strategy
- Creative marketing strategies and branding techniques to create awareness of existing assets and to build neighborhood confidence and loyalty

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

5. Geographic Pool B (suburban areas & mid-sized counties): Not to exceed $2,500,000.

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

Projects competing in Geographic Pool C will be limited to an annual allocation of six hundred thousand dollars ($600,000).

Maximizing Outcomes Pool

The remainder of the annual credit allocation (approximately $3,000,000) 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 values listed in the Policy Statements section of this document and other factors at the discretion of OHFA in order to meet program goals that were not achieved in the other pools.

Waiting List: 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 the current year 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 the current year, 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.

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

American Recovery and Reinvestment Act (ARRA): Due to the resources provided to OHFA through the ARRA legislation, and subsequent OHFA policies regarding their distribution, OHFA has elected to reserve up to $8.5 million from the 2010 annual credit allocation to projects awarded credits in the 2009 allocation year. If the amount reserved to each allocation pool exceeds the total amount of housing credits available, OFHA will determine awards at its discretion based on the Policy Statements found in this document.

E. Competitive Evaluation

OHFA will conduct a competitive evaluation of proposed housing developments based upon overall achievement of OHFA policy goals (as listed in the Policy Statements section) as well as market criteria, project design and amenities, site location and quality and development team strength. 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.

In order to qualify for an allocation of tax credits, projects must achieve an appropriate evaluation on the following competitive selection criteria. OHFA reserves the right to take these criteria into account when making final awards as appropriate.

The applicant must submit a narrative describing how the proposed project will meet or address the Selection Criteria in the Competitive Evaluation. The narrative must address all of the Selection Criteria regardless of whether the project meets each criterion. If the project does not meet one of the criteria or contains a potential development concern or incompatible use, describe how these issues will be mitigated during the development process.

OHFA will 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 selection 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.

Selection Criteria

Final project selection will be driven by the values set in the Policy Statement section of the 2010 QAP.

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. OHFA may also consider the capture rate, penetration rate or other relevant factors when evaluating the market for a project. 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 N 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 N 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 percent and 60 percent 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 N 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 percent and 60 percent AMGI between 2009 and 2014 will receive preference. OHFA will use 2009 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 N 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 percent and 60 percent 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.

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

2. Project Design & Amenities: OHFA values 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. Design of residential units that meet the energy efficiency rating standards as defined in the OHFA Development Features Agreement.

   c. 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.

   d. Scale, design and architecture that are aesthetically compatible with buildings located in the surrounding area. The design should incorporate the surrounding neighborhood and/or topographical features in order to take full advantage of scenic qualities.

   e. 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.

   f. Adequacy of the scope of work for rehabilitation properties. The scope of work will be compared to the capital needs assessment in order to determine the feasibility of the rehab. All major structures, systems and components of the buildings must be accounted for and replaced or repaired as necessary. All completed design features and finishes should emulate projects that are appropriate for that market area.

3. Site Location & Quality: OHFA values 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 of the site should be maximized in order to enhance its marketability (while high traffic corridors may improve the visibility they may also prove as a deterrent). Applicants are encouraged to create a balance between the visible aspects of the site and its accessibility.

d. Sites are to provide appropriate levels of accessibility for the future residents. Posted speed limits and the appropriate number of lanes on publicly maintained roadways should provide safe routes to traverse at all times. Applicants are encouraged to provide appropriate points of ingress/egress in order to promote public safety.

e. Potential development concerns located on, adjacent to, or near the site, such as environmental hazards related to increased noise levels, above ground storage tanks, environmental justice (a.k.a., overly concentrated low-income housing or otherwise undesirable location), wetlands, topography concerns, and the presence of health and safety issues. The applicant must explain in their narrative whether such items will have an adverse effect on the development of the site.

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

g. Contributes to an existing community revitalization plan or redevelopment initiative. Plans approved at the city, village, township or county level or other appropriate local entity will receive consideration. Applicants will submit evidence 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 with page numbers visible, and other written means as appropriate. 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.

4. Development Team: OHFA values projects that best meet the following guidelines:

a. OHFA values 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.

b. OHFA values 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.

c. OHFA values 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.

d. OHFA values 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.

e. 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 in order to be considered in this category. The success, quality and time period in which projects were developed will also be taken into account.

f. OHFA values 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.

g. OHFA values development teams with the financial capacity to effectively and efficiently complete all development requirements in a timely manner.

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.

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.

Permanent Supportive Housing Reviews

Applicants for projects to be awarded in the Permanent Supportive Housing (PSH) pool will adhere to all application deadlines and requirements as stated in the QAP. However, OHFA will ask each PSH development team to meet with OHFA staff prior to 2010 in order to evaluate potential applications competing in the PSH pool. OHFA staff will provide insight to each applicant prior to the full application deadline. OHFA will then ask each PSH development team to meet with OHFA staff, representatives from local Continuum’s of Care where appropriate, other invited project representatives and subject matter experts after the application submission date. The purpose of this meeting will be for OHFA staff to discuss the following issues with project representatives:

a. The population being served by the proposal.

b. How the supportive service plan will address the needs of the specific population.

c. How do you plan to evaluate the success of your supportive services plan? What formal and informal methods will be used to evaluate the success of the development in meeting the individual needs of the residents as well as addressing overall issues of homelessness? How will you convey this information to OHFA and other organizations?

d. How the physical design of the building(s), the project site and location will enhance the lives of residents specific to their particular needs.

e. How residents will be linked to services not directly offered by the on-site service provider.

f. How the project plans to sustain supportive service provision over the life of the compliance period.

OHFA staff will provide a minimum of two weeks notice prior to setting any meeting date. Project representatives are asked to submit any materials necessary to enhance the discussion one week prior to the date set by OHFA staff.

OHFA staff respect the subject matter expertise of our stakeholders and applicants. It is a goal of these discussions to help create better understanding between OHFA and our partners as to how best to serve the needs of our customers. OHFA will evaluate the responses to these issues, in addition to the site evaluation, in order to make a final determination of ranking.

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 2007 and 2009 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.

A list of restricted areas and properties under development in major urban centers will be released in advance of the application deadline. Applicants should contact OHFA in advance with any questions regarding the status of a restricted area, or if they plan to develop housing in the same market area as a proposal under construction in an urban area,

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.

Response period

Applicants will receive a digital draft copy of the competitive evaluation forms via e-mail upon completion of the review of their proposal. In order to ensure the highest possible standard of accuracy, thoroughness and service, applicants will have one (1) business week from the date the draft forms are sent in order to provide a written response to issues addressed in the review. OHFA will then review the response, and communicate with the applicant as necessary. OHFA will release the final competitive evaluation forms when housing credit awards are announced.

F. Threshold Review

Threshold review is a 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. Many requirements formerly evaluated as part of the point-based competitive review section are now included as threshold items. Unless noted otherwise, projects with tax-exempt bond financing must also meet all threshold requirements to receive Housing Credits.

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 on a CD (compact disc), organized according to the index provided with the application. 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 and must be submitted in its original, paper form. Any applications that are incomplete, inconsistent, and/or illegible will be rejected.

3. Application Fee

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

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.

4. 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 OHFA) to waive the right to petition OHFA to terminate the extended use term as described in Section 42 of the IRC.

5. 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. 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 percent of the sites under control. A project qualifies as scattered-site if there are 10 or more sites AND no more than 50 percent 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. OHFA reserves the right to reduce basis at Carryover if the minimum site control percentage at application is not maintained at Carryover.

Sponsor of projects consisting of the redevelopment of vacant single family homes may request, in advance of the application deadline, to have fewer than 35 percent of their sites under control. A minimum of 10 percent of the sites must be under control in any case. Approximately 90 percent of sites submitted for the Carryover Allocation must contain vacant single family homes. Sponsor must also evidence that the project is consistent with a community revitalization plan (as defined in Site Location & Quality criterion 3.g.).

6. 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.

OHFA recognizes that the zoning process is neither simple nor easy. OHFA reserves the right to grant waivers for zoning at the time of application if asked for in advance and the applicant can effectively demonstrate a good faith effort to secure proper zoning. Zoning must be secured by the time of award or the project will be considered ineligible.

7. Market Study

A market study conducted by an OHFA-approved market study professional must be submitted with the application. See the Market Study Requirements at the end of this section.

8. Public Notification

The public notification process for local elected officials must be completed. See the Public Notification requirements at the end of this section.

9. 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.

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 OHFA. Failure to provide these conditional commitments may result in rejection of the application or revocation of the project's Housing Credit reservation.

10. Maximum Credit Per Project (not applicable for bond financed projects)

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

11. 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 2008 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. 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.

12. Utility Allowance Information

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

13. Adherence to Agency Underwriting Standards

Projects must meet certain underwriting standards to pass the threshold review. In addition, 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. OHFA reserves the right to combine the costs for projects located in close proximity to each other and sharing similar attributes. 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 percent of total rehabilitation and new construction eligible basis, and

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

b. Limits for Contractor Fee, Contractor Overhead and General Requirements will be calculated as follows:

- Contractor Fee = 6 percent of hard construction costs
- Contractor Overhead = 2 percent of hard construction costs
- General Requirements = 6 percent of hard construction costs

c. Total soft costs may not exceed 35 percent of total eligible basis. Total soft costs equals 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 percent 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.

14. Affirmative Marketing Plan

An Affirmative Fair Housing Marketing Plan is required for all properties. Applicants that currently have a property with project-based Section 8, HUD Section 236 or USDA contracts will be able to utilize their present Affirmative Marketing Plan provided it is current. OHFA, HUD and the USDA require that the plan be updated every five years; therefore, if the plan's current approval date is within six months of expiration, submit the current plan along with supporting documentation that demonstrates that an updated plan has been submitted to HUD or USDA for renewal.

The applicant must complete an Affirmative Fair Housing Marketing Plan (Form AFHM-98) if no other plan is in place. All items on the form must be completed correctly including all attachments. The instructions for the completion of the plan and reference materials are located on the OHFA website.

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.

If assistance is needed, or there are questions regarding the Affirmative Marketing Plan, contact TJ Burgess, Office of Program Compliance at (614) 995-0306 or tjburgess@ohiohome.org.

15. 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.

16. 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.

17. Ohio Housing Locator

The owner and/or property manager of all Housing Credit properties funded under this allocation plan 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.

18. Additional Rent Restrictions

Applicants must select one of the following elections based on the location of the proposed project:

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

b. 40 percent of the low-income units affordable to households with incomes at or below 50 percent AMGI (projects located Geographic Pool C, except for counties listed below); or

c. 30 percent of the low-income units affordable to households with incomes at or below 50 percent AMGI (projects located Belmont, Lawrence, or Washington Counties).

d. 100 percent of the low-income units affordable to households at or below 60 percent AMGI for all bond-financed projects

19. Consistency with HDAP Funding (Pending approval of the fiscal year 2010 Consolidated Plan)

Projects seeking funding through the Housing Development Assistance Program (HDAP) must initially meet the following requirements in addition to the requirements listed in Threshold Item 18:

a. A minimum of 40 percent of the units must be occupied by households at or below 50 percent 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 percent of the units must be occupied by households at or below 50 percent 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.

f. In order to receive HDAP funding, the applicant must select one of the following elections:

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

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

These units may be included as part of the rent restricted units required in Criterion 18, Additional Rent Restrictions.

20. Senior Housing (not applicable for bond financed projects)

Applicants proposing housing that sets aside 100 percent of the units for households containing at least one person who is age 55 years or older are required to provide an experienced service coordinator, evidence of service coordinator salary or an in-kind service agreement, additional market study requirements and supportive service plans containing specified services (see Exhibit I). With regard to the supportive service plans, applicants will be permitted to provide minimal updates to their plans during the threshold correction period. However, in order to meet threshold requirements, 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 contain common space equal to the lesser of 5 percent of the total residential square footage for the entire project or 20 square feet per number of units in the entire project;

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

21. Single-Family Lease Purchase (not applicable for bond financed projects)

Proposals for single-family lease purchase homes 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 I.

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 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 OHFA prior to the request for the 8609 Forms.

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

22. Family Supportive Services (not applicable for bond financed projects)

Both multifamily developments (non-senior) and single-family lease purchase proposals must 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. Applicants will be required to submit a supportive service plan containing specific services and demonstrating linkages with local services agencies as outlined in Exhibit I.

23. Preliminary Plans and Specifications

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, including rehab or adaptive re-use projects. This plan must indicate the placement and orientation of buildings, parking areas, planned and existing public 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 for rehabilitation and adaptive reuse projects that identifies all hard construction items and their cost.

h. For rehab/preservation projects: a detailed narrative of the past history of the project that includes the name of the property management company(s) during the past ten years, a list of capital expenditures over the past two years, obvious design flaws, and any significant events that have led to the projects current need for a rehab (i.e. fire, natural disaster).

Architectural plans must be on paper no larger than 11 inches by 17 inches (before scanning).

24. Minimum Project Standards

A completed and executed Development Features Agreement must be submitted to evidence that all minimum standards will be met. See the Minimum Project Standards Requirements at the end of this section.

25. Universal Design Features (not applicable for bond-financed projects)

Projects are required to provide universal design features according to the policy described in Exhibit K.

26. Mini-Phase I Environmental Site Assessment (MP-1)

A Mini-Phase I Environmental Site Assessment (MP-1) must be submitted. The scope of work for the MP-1 may be found in Exhibit L. The applicant may submit a full Phase I environmental report as an alternative to the MP-1 report. OHFA reserves the right to reject any sites indicated to have environmental problems or hazards.

27. Capital Needs Assessment (rehabilitation of existing housing units only)

A capital needs assessment must be submitted for all proposals for the rehabilitation of existing housing units. The assessment must conform to the standards outlined in Exhibit J.

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 be a member in good standing of the National Council of Affordable Housing Market Analysts (NCAHMA).

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 H 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 percent 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 percent 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 percent of income on rent for families or up to 40 percent 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 percent, 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 percent 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 issues or concerns of the PHA. 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 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. 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. OHFA may also contact the market analyst during the review process if any required information cannot be found in the study.

Public Notification Requirements

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.

Minimum Project Standards

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. 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, and contain a closet in addition to the minimum square footage. The following are the minimum square footage requirements:

   1. In one-bedroom units, the bedroom will be at least 120 square feet.
   2. For a two-bedroom unit, the master will be at least 120 and the second bedroom at least 110 square feet.
   3. Third and fourth bedrooms must have at least 100 square feet.

   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 percent 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 the applicant's request.

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

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

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.

   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 1200 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;
- Garbage disposals;
- Dishwashers.

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 OHFA no later than one month prior to the application deadline. In addition, 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. 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.

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. 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.

Response period: OHFA will strive to complete site, design and market reviews within two (2) business weeks following the on-site review. Applicants will receive a digital draft copy of the review forms via e-mail upon completion of the review. In order to ensure the highest possible standard of accuracy, thoroughness and service, applicants will have one (1) business week from the date the review was sent in order to provide a written response to issues addressed in the review. OHFA will then review the response, and communicate with the applicant as necessary. OHFA will announce the final determination of the reviews and the response period on July 2, 2010.

G. 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 the time the project is placed-in-service. The amount of Housing Credits awarded in the Binding Reservation Agreement is the maximum that a competitive project may receive no matter what the housing credit percentage may be in the future. Projects financed with tax-exempt bonds and non-competitive credits may be eligible for a higher amount of credits at the project completion stage.

An owner may appeal a reduction of credits resulting from the financial underwriting analysis. 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, Letter of Eligibility, Carryover Allocation Agreement or 8609 Forms using the following procedures:

1. The applicant's determination of adjusted eligible 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 12 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. A lease-up / marketing reserve shall be established in an amount as required by OHFA and equivalent to funding necessary to demonstrate break even during the lease up / construction period.

g. Projects may receive an allocation of credit based upon 130 percent of the qualified basis for new construction or substantial rehabilitation. This increase in basis will be approved based upon demonstrated financial need, on a project by project basis. In order to request the increased basis projects must agree to the following conditions in order to be considered:

- Applicants must supply two (2) proformas with their Affordable Housing Funding Application (AHFA): one assuming 100 percent of basis and one assuming the 130 percent boost requested.
- Applicants must provide a narrative, within the AHFA, detailing the financial need for the increased basis.
- OHFA will not accept waiver requests for annual operating expenses, annual replacement reserves, hard debt coverage ratio, and operating reserves that are lower than OHFA's minimum standards published in the QAP. In addition, projects that cannot demonstrate at least 1.05 hard debt coverage, with utilizing the operating reserve, during the 15 year proforma period will be rejected if no reasonable justification is provided.
- In addition, if the developer's fee percentage is 10 percent or more, then at least 25 percent (and no more than 40 percent) of the fee must be deferred. Fees for development teams with identities of interest will be closely examined.
- The evaluation of acquisition basis is determined separately from new construction and rehabilitation basis. Losses in one type of basis may not be offset by increases in another type without notification and the approval of OHFA.

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

a. OHFA will require a minimum amount of investor equity per dollar of Housing Credits. The minimum amount will be determined and published two months prior to the application deadline based on equity market conditions at that time. Applicants for projects located in a qualified census tract that have difficulty achieving this standard 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 fluctuations in the equity market.

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 15 years. Any unpaid or deferred balance after Year 15 will be deducted from the housing credit eligible basis.

d. OHFA will evaluate the reasonableness of all costs and fees based on industry standards and historical project data. OHFA reserves the right to exclude costs in order to size the housing credit award and amounts form other OHFA subsidy programs.

3. The project's total sources must always equal the total project cost. If the sources exceed the costs, OHFA will first reduce Housing Development Assistance Program (HDAP) funding or Housing Development Loans, and may also reduce the Housing Credit amount so that sources equal costs.

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 minimum acceptable Debt Service Coverage Ratio (DCR) is 1.20 for the first year of stabilized operations. In addition, permanent debt is to be sized such that a minimum 1.0 Annual Debt Service Coverage is maintained through Year 10 of stabilized operations. OHFA has discretion to waive this requirement based on documentation provided by the owner.

   b. Permanent debt, rents, and expenses are to be sized such that a minimum 1.0 Annual Debt Service Coverage is maintained through Year 10 of stabilized operations. For projects with no hard debt, annual income must equal 100 percent of operating expenses and reserves through Year 10 of stabilized operations.

   c. Cash Flow Deficits that occur as a result of DCR below 1.0 in the remaining years (Year 10 through 15) will be required to be added to the Minimum Operating Reserve.

   d. 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.

   e. For market rate units, OHFA will assume the lower of the proposed rents or the maximum Housing Credit program rents (60 percent of AMGI) in its analysis.

f. 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 percent of total project costs, OHFA will require that the owner obtain additional financing to cover the gap before issuing a reservation/allocation.

g. 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.

h. The project's annual operating expenses per unit must fall within 10 percent of the average costs, based on region and project type (see Exhibit M). 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 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.

j. OHFA will assume an annual income increase of 2 percent and an annual expense increase of 3 percent.

J. 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 percent of the reservation amount), and any additional documentation listed in the Agreement, must be sent to 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 as a condition of receiving a 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.

K. 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 by the Carryover submission deadline for all projects that received a reservation of Housing Credits. A paper copy of the cost certification with original signatures of the owner and preparer is required, along with an electronic copy in Excel format. All other items must be submitted on a compact disc (CD) in PDF format.

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 percent 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 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 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. The appraiser must not currently be restricted from performing HUD Multifamily Accelerated Processing (MAP) appraisals within the state of Ohio. In addition, sponsors and appraisers are notified that, under certain circumstances, the appraisal may be subject to review by the Department of HUD. These circumstances include, but are not limited to, the involvement of a HUD-insured mortgage or HUD Housing Assistance (HHA) with Other Government Assistance (OGA). Examples of HHA include Project-based Section 8 rental subsidies and continuation of Interest Reduction Payments (IRP). Examples of OGA include Low Income Housing Tax Credits, Historic Tax Credits, HOME funds, etc.

c. 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.

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

e. Conducted during 2009, 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.

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 J. For scattered-site rehabilitation projects, a capital needs assessment must be performed for only 50 percent 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 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. OHFA reserves the right to add conditions or require follow-up items in the Carryover Agreement that must be met before OHFA will issue 8609 Forms to the owner.

A request to extend the Carryover submission deadline for the 10 percent test or property ownership requirements must be submitted in writing with an extension fee in the amount of 5 percent of the Binding Reservation fee. OHFA will only approve extensions if the owner is unable to acquire the property until a later date and arrangements are made in advance. All other Carryover submission requirements must be met by the deadline.

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.

L. Project Completion Stage / 8609 Request

Upon project completion, the owner must notify OHFA of the placed-in-service date of each building and submit or complete the following items to request 8609 Forms. A paper copy of the cost certification with original signatures of the owner and preparer is required, along with an electronic copy in Excel format. All other items must be submitted on a compact disc (CD) in PDF format.

1. Complete OHFA Cost Certification forms (as revised in 2009) 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. 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 Lien holder form from each non-OHFA lending source.
6. A check for Payment of the appropriate compliance monitoring fee, made payable to “Ohio Housing Finance Agency”.

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. Owner/manager has conducted a placed-in-service meeting with the OHFA Office of Program Compliance.
9. Completion of the final Energy Efficiency Certification form for the year of allocation (if applicable).
10. 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 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. 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. The closeout process for any Housing Development Assistance Program funds awarded to the project must also be completed before 8609 Forms are issued. Any corrections or clarifications requested by OHFA must be submitted within three (3) months or a resubmission fee of $250 will be charged. OHFA reserves the right to defer processing 8609 Form requests that are received during a future competitive funding round.

Building Identification Numbers (BIN) are assigned to each building by OHFA after a request for 8609 Forms is submitted. Applicants must contact OHFA in writing with any requests to assign BIN to individual buildings prior to that time.

M. Projects with Tax-Exempt Bond Financing

Projects receiving tax-exempt bonds that finance over 50 percent of the project's total aggregate basis may apply for an award of Housing Credits. These applicants must submit all items indicated in the Competitive 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. 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.
2. 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
3. For OHFA-issued bonds, the Housing Credit letter of eligibility will be executed following final approval of the bond issuance by the OHFA Board.
4. Evidence that a Federal Tax ID number has been obtained for the ownership entity
5. 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.
6. 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.
7. 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.
8. All rehabilitation projects must submit a capital needs assessment performed by a third party professional. The assessment must meet the standards outlined in Exhibit J. For scattered-site rehabilitation projects, a capital needs assessment must be performed for only 50 percent 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 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. 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 XX) and any conditions outlined in the letter of eligibility. Applicants must provide to OHFA (by the Carryover submission deadline 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 2009, 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.

Right to Award Credits: OHFA reserves the right to award credits from any annual credit allocation to projects from a previous, current or future year.

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, the OHFA Compliance Handbook and other 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

Housing Credit projects are required to comply with the following, in addition to other requirements described in the OHFA Compliance Handbook:

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, complying with local building, health, safety and zoning codes.

2. Before placing the project in service, the owner/agent must schedule a “placed-in-service meeting” with the OHFA Program Compliance Training and Technical Assistance team to discuss the lease up of the tax credit project. OHFA will attempt to combine placed in service meetings when an owner/agent is placing several projects into service within the same general time period. 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 refer to the OHFA Web site to register for this training.

4. Within 15 days of placing the last building in service, the project owner must forward a letter to the OHFA Compliance Analyst assigned to the project 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 the following for each building in the project:

   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 IRC Section 42(d).

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

7. The owner is responsible for reporting to OHFA annually in the form and manner that OHFA specifies. The reporting process currently requires the submission of an owner certification, resident and project data, as well as other reports and certifications necessary to evidence compliance with any gap financing provided through an OHFA program. When completing the owner certification, the owner is certifying that, for the preceding 12-month period, the owner met the following requirements:

a. The 20-50 test under IRC Section 42(g)(1)(A), or 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, accompanied by a description of the change;

c. The owner has received an annual income certification from each low-income tenant, as appropriate, 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 tenant 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 a 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. OHFA requires that the owner of a Housing Credit project annually certify the residents' incomes and assets using the form(s) specified by OHFA. Projects that are 100 percent occupied by qualified low-income households may discontinue recertifications. The owner/agent should consult the OHFA Compliance Handbook for additional guidance.

9. OHFA has the right to review tenant files throughout the 15-year compliance period and the 15-year extended use period. 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. OHFA will provide prompt written notice to the owner of a Housing Credit project if 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 OHFA of corrective actions taken. 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 OHFA of such corrections.

10. When OHFA identifies certain instances of 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. 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 tax credit is claimed. OHFA's obligation to monitor for compliance does not make OHFA liable for owner/agent non-compliance.

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

13. OHFA requires Housing Credit owners to pay a one-time compliance monitoring fee. Projects receiving a reservation in 2010 will be charged $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 gap financing agreement.

16. Compliance requirements are communicated to owners and managers of Housing Credit projects through trainings, conferences and the OHFA Program Compliance Handbook and other publications 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. 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 impacts the 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 percent 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 their experience in future funding applications to OHFA.

OHFA will review and issue a decision for each request on a case-by-case basis. Approval of 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 (FAQs), 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. The contact person for each project must attend the Next Steps meeting hosted by OHFA in the weeks immediately following the announcement of the housing credit awards.

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.

Project Events. 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. TABLE OF CONTENTS: EXHIBITS

Exhibit A: Rent and Income Limits

HUD Effective Date: March 19, 2009

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		471	504	605	699	780	860			
Adams	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Adams	60% rent		565	605	726	839	936	1032			
Adams	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Allen	50% rent		497	533	640	740	825	910			
Allen	50% income			19900	22750	25600	28450	30750	33000	35300	37550
Allen	60% rent		597	639	768	888	990	1092			
Allen	60% income			23880	27300	30720	34140	36900	39600	42360	45060
Ashland	50% rent		511	547	657	759	846	934			
Ashland	50% income			20450	23350	26300	29200	31550	33850	36200	38550
Ashland	60% rent		613	657	789	911	1015	1121			
Ashland	60% income			24540	28020	31560	35040	37860	40620	43440	46260
Ashtabula	50% rent		526	564	677	782	872	963			
Ashtabula	50% income			21050	24100	27100	30100	32500	34900	37300	39750
Ashtabula	60% rent		631	677	813	939	1047	1155			
Ashtabula	60% income			25260	28920	32520	36120	39000	41880	44760	47700
Athens	50% rent		471	504	605	699	780	860			
Athens	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Athens	60% rent		565	605	726	839	936	1032			
Athens	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Auglaize	50% rent		550	588	706	816	910	1005			
Auglaize	50% income			22000	25100	28250	31400	33900	36400	38950	41450
Auglaize	60% rent		660	706	847	979	1092	1206			
Auglaize	60% income			26400	30120	33900	37680	40680	43680	46740	49740
Belmont	50% rent		421	451	542	626	698	771			
Belmont	50% income			16850	19300	21700	24100	26050	27950	29900	31800
Belmont	60% rent		505	542	651	752	838	925			
Belmont	60% income			20220	23160	26040	28920	31260	33540	35880	38160
Brown	50% rent		471	504	605	699	780	860			
Brown	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Brown	60% rent		565	605	726	839	936	1032			
Brown	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Butler	50% rent		605	648	778	899	1003	1106			
Butler	50% income			24200	27700	31150	34600	37350	40150	42900	45650
Butler	60% rent		726	778	934	1079	1204	1328			
Butler	60% income			29040	33240	37380	41520	44820	48180	51480	54780
Carroll	50% rent		505	541	648	750	836	923			
Carroll	50% income			20200	23100	25950	28850	31150	33450	35750	38100
Carroll	60% rent		606	649	778	900	1003	1107			
Carroll	60% income			24240	27720	31140	34620	37380	40140	42900	45720
Champaign	50% rent		523	560	672	777	867	956			
Champaign	50% income			20950	23900	26900	29900	32300	34700	37100	39450
Champaign	60% rent		628	672	807	933	1041	1148			
Champaign	60% income			25140	28680	32280	35880	38760	41640	44520	47340

Exhibit A: Rent and Income Limits, Continued

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			
Clark	50% income		21050	24100	27100	30100	32500	34900	37300	39750
Clark	60% rent	631	677	813	939	1047	1155			
Clark	60% income		25260	28920	32520	36120	39000	41880	44760	47700
Clermont	50% rent	605	648	778	899	1003	1106			
Clermont	50% income		24200	27700	31150	34600	37350	40150	42900	45650
Clermont	60% rent	726	778	934	1079	1204	1328			
Clermont	60% income		29040	33240	37380	41520	44820	48180	51480	54780
Clinton	50% rent	543	583	700	808	902	995			
Clinton	50% income		21750	24900	28000	31100	33600	36100	38550	41050
Clinton	60% rent	652	699	840	970	1083	1194			
Clinton	60% income		26100	29880	33600	37320	40320	43320	46260	49260
Columbiana	50% rent	471	504	605	699	780	860			
Columbiana	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Columbiana	60% rent	565	605	726	839	936	1032			
Columbiana	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Coshocton	50% rent	471	504	605	699	780	860			
Coshocton	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Coshocton	60% rent	565	605	726	839	936	1032			
Coshocton	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Crawford	50% rent	471	504	605	699	780	860			
Crawford	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Crawford	60% rent	565	605	726	839	936	1032			
Crawford	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Cuyahoga	50% rent	567	607	728	842	940	1036			
Cuyahoga	50% income		22700	25900	29150	32400	35000	37600	40200	42750
Cuyahoga	60% rent	681	729	874	1011	1128	1244			
Cuyahoga	60% income		27240	31080	34980	38880	42000	45120	48240	51300
Darke	50% rent	488	523	628	726	810	894			
Darke	50% income		19550	22350	25150	27950	30200	32400	34650	36900
Darke	60% rent	586	628	754	872	972	1073			
Darke	60% income		23460	26820	30180	33540	36240	38880	41580	44280
Defiance	50% rent	535	573	688	795	887	979			
Defiance	50% income		21400	24500	27550	30600	33050	35500	37950	40400
Defiance	60% rent	642	688	826	954	1065	1175			
Defiance	60% income		25680	29400	33060	36720	39660	42600	45540	48480
Delaware	50% rent	600	643	771	891	995	1098			
Delaware	50% income		24000	27450	30850	34300	37050	39800	42550	45300
Delaware	60% rent	720	771	925	1070	1194	1317			
Delaware	60% income		28800	32940	37020	41160	44460	47760	51060	54360
Erie	50% rent	553	593	712	823	917	1013			
Erie	50% income		22150	25300	28500	31650	34200	36700	39250	41800
Erie	60% rent	664	711	855	987	1101	1215			
Erie	60% income		26580	30360	34200	37980	41040	44040	47100	50160
Fairfield	50% rent	600	643	771	891	995	1098			
Fairfield	50% income		24000	27450	30850	34300	37050	39800	42550	45300
Fairfield	60% rent	720	771	925	1070	1194	1317			
Fairfield	60% income		28800	32940	37020	41160	44460	47760	51060	54360
Fayette	50% rent	471	504	605	699	780	860			
Fayette	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Fayette	60% rent	565	605	726	839	936	1032			
Fayette	60% income		22620	25800	29040	32280	34860	37440	40020	42600

Exhibit A: Rent and Income Limits, Continued

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***
Franklin	50% rent		600	643	771	891	995	1098			
Franklin	50% income			24000	27450	30850	34300	37050	39800	42550	45300
Franklin	60% rent		720	771	925	1070	1194	1317			
Franklin	60% income			28800	32940	37020	41160	44460	47760	51060	54360
Fulton	50% rent		541	579	695	803	896	988			
Fulton	50% income			21650	24700	27800	30900	33350	35850	38300	40800
Fulton	60% rent		649	695	834	963	1075	1186			
Fulton	60% income			25980	29640	33360	37080	40020	43020	45960	48960
Gallia	50% rent		471	504	605	699	780	860			
Gallia	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Gallia	60% rent		565	605	726	839	936	1032			
Gallia	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Geauga	50% rent		567	607	728	842	940	1036			
Geauga	50% income			22700	25900	29150	32400	35000	37600	40200	42750
Geauga	60% rent		681	729	874	1011	1128	1244			
Geauga	60% income			27240	31080	34980	38880	42000	45120	48240	51300
Greene	50% rent		543	582	698	807	900	993			
Greene	50% income			21750	24850	27950	31050	33550	36000	38500	41000
Greene	60% rent		652	699	838	969	1080	1192			
Greene	60% income			26100	29820	33540	37260	40260	43200	46200	49200
Guernsey	50% rent		471	504	605	699	780	860			
Guernsey	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Guernsey	60% rent		565	605	726	839	936	1032			
Guernsey	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Hamilton	50% rent		605	648	778	899	1003	1106			
Hamilton	50% income			24200	27700	31150	34600	37350	40150	42900	45650
Hamilton	60% rent		726	778	934	1079	1204	1328			
Hamilton	60% income			29040	33240	37380	41520	44820	48180	51480	54780
Hancock	50% rent		548	588	705	815	908	1003			
Hancock	50% income			21950	25100	28200	31350	33850	36350	38850	41400
Hancock	60% rent		658	705	846	978	1090	1203			
Hancock	60% income			26340	30120	33840	37620	40620	43620	46620	49680
Hardin	50% rent		473	507	608	703	785	865			
Hardin	50% income			18950	21650	24350	27050	29200	31400	33550	35700
Hardin	60% rent		568	609	730	843	942	1038			
Hardin	60% income			22740	25980	29220	32460	35040	37680	40260	42840
Harrison	50% rent		471	504	605	699	780	860			
Harrison	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Harrison	60% rent		565	605	726	839	936	1032			
Harrison	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Henry	50% rent		532	570	683	790	881	973			
Henry	50% income			21300	24300	27350	30400	32850	35250	37700	40150
Henry	60% rent		639	684	820	948	1057	1167			
Henry	60% income			25560	29160	32820	36480	39420	42300	45240	48180
Highland	50% rent		471	504	605	699	780	860			
Highland	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Highland	60% rent		565	605	726	839	936	1032			
Highland	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Hocking	50% rent		471	504	605	699	780	860			
Hocking	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Hocking	60% rent		565	605	726	839	936	1032			
Hocking	60% income			22620	25800	29040	32280	34860	37440	40020	42600

Exhibit A: Rent and Income Limits, Continued

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***
Holmes	50% rent	471	504	605	699	780	860			
Holmes	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Holmes	60% rent	565	605	726	839	936	1032			
Holmes	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Huron	50% rent	505	541	648	750	836	923			
Huron	50% income		20200	23100	25950	28850	31150	33450	35750	38100
Huron	60% rent	606	649	778	900	1003	1107			
Huron	60% income		24240	27720	31140	34620	37380	40140	42900	45720
Jackson	50% rent	471	504	605	699	780	860			
Jackson	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Jackson	60% rent	565	605	726	839	936	1032			
Jackson	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Jefferson	50% rent	471	504	605	699	780	860			
Jefferson	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Jefferson	60% rent	565	605	726	839	936	1032			
Jefferson	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Knox	50% rent	482	517	621	717	800	883			
Knox	50% income		19300	22100	24850	27600	29800	32000	34200	36450
Knox	60% rent	579	621	745	861	960	1059			
Knox	60% income		23160	26520	29820	33120	35760	38400	41040	43740
Lake	50% rent	567	607	728	842	940	1036			
Lake	50% income		22700	25900	29150	32400	35000	37600	40200	42750
Lake	60% rent	681	729	874	1011	1128	1244			
Lake	60% income		27240	31080	34980	38880	42000	45120	48240	51300
Lawrence	50% rent	420	450	540	623	696	768			
Lawrence	50% income		16800	19200	21600	24000	25900	27850	29750	31700
Lawrence	60% rent	504	540	648	748	835	921			
Lawrence	60% income		20160	23040	25920	28800	31080	33420	35700	38040
Licking	50% rent	600	643	771	891	995	1098			
Licking	50% income		24000	27450	30850	34300	37050	39800	42550	45300
Licking	60% rent	720	771	925	1070	1194	1317			
Licking	60% income		28800	32940	37020	41160	44460	47760	51060	54360
Logan	50% rent	521	558	670	775	863	953			
Logan	50% income		20850	23850	26800	29800	32200	34550	36950	39350
Logan	60% rent	625	670	804	930	1036	1144			
Logan	60% income		25020	28620	32160	35760	38640	41460	44340	47220
Lorain	50% rent	567	607	728	842	940	1036			
Lorain	50% income		22700	25900	29150	32400	35000	37600	40200	42750
Lorain	60% rent	681	729	874	1011	1128	1244			
Lorain	60% income		27240	31080	34980	38880	42000	45120	48240	51300
Lucas	50% rent	541	579	695	803	896	988			
Lucas	50% income		21650	24700	27800	30900	33350	35850	38300	40800
Lucas	60% rent	649	695	834	963	1075	1186			
Lucas	60% income		25980	29640	33360	37080	40020	43020	45960	48960
Madison	50% rent	600	643	771	891	995	1098			
Madison	50% income		24000	27450	30850	34300	37050	39800	42550	45300
Madison	60% rent	720	771	925	1070	1194	1317			
Madison	60% income		28800	32940	37020	41160	44460	47760	51060	54360

Exhibit A: Rent and Income Limits, Continued

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*
Mahoning	50% rent		475	508	611	705	787	868			
Mahoning	50% income			19000	21700	24450	27150	29300	31500	33650	35850
Mahoning	60% rent		570	610	733	846	945	1042			
Mahoning	60% income			22800	26040	29340	32580	35160	37800	40380	43020
Marion	50% rent		473	508	610	704	786	866			
Marion	50% income			18950	21700	24400	27100	29250	31450	33600	35750
Marion	60% rent		568	609	732	845	943	1040			
Marion	60% income			22740	26040	29280	32520	35100	37740	40320	42900
Medina	50% rent		567	607	728	842	940	1036			
Medina	50% income			22700	25900	29150	32400	35000	37600	40200	42750
Medina	60% rent		681	729	874	1011	1128	1244			
Medina	60% income			27240	31080	34980	38880	42000	45120	48240	51300
Meigs	50% rent		471	504	605	699	780	860			
Meigs	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Meigs	60% rent		565	605	726	839	936	1032			
Meigs	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Mercer	50% rent		533	571	686	793	885	975			
Mercer	50% income			21350	24400	27450	30500	32950	35400	37800	40250
Mercer	60% rent		640	686	823	951	1062	1170			
Mercer	60% income			25620	29280	32940	36600	39540	42480	45360	48300
Miami	50% rent		543	582	698	807	900	993			
Miami	50% income			21750	24850	27950	31050	33550	36000	38500	41000
Miami	60% rent		652	699	838	969	1080	1192			
Miami	60% income			26100	29820	33540	37260	40260	43200	46200	49200
Monroe	50% rent		471	504	605	699	780	860			
Monroe	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Monroe	60% rent		565	605	726	839	936	1032			
Monroe	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Montgomery	50% rent		543	582	698	807	900	993			
Montgomery	50% income			21750	24850	27950	31050	33550	36000	38500	41000
Montgomery	60% rent		652	699	838	969	1080	1192			
Montgomery	60% income			26100	29820	33540	37260	40260	43200	46200	49200
Morgan	50% rent		471	504	605	699	780	860			
Morgan	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Morgan	60% rent		565	605	726	839	936	1032			
Morgan	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Morrow	50% rent		600	643	771	891	995	1098			
Morrow	50% income			24000	27450	30850	34300	37050	39800	42550	45300
Morrow	60% rent		720	771	925	1070	1194	1317			
Morrow	60% income			28800	32940	37020	41160	44460	47760	51060	54360
Muskingum	50% rent		471	504	605	699	780	860			
Muskingum	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Muskingum	60% rent		565	605	726	839	936	1032			
Muskingum	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Noble	50% rent		471	504	605	699	780	860			
Noble	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Noble	60% rent		565	605	726	839	936	1032			
Noble	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Ottawa	50% rent		541	579	695	803	896	988			
Ottawa	50% income			21650	24700	27800	30900	33350	35850	38300	40800
Ottawa	60% rent		649	695	834	963	1075	1186			
Ottawa	60% income			25980	29640	33360	37080	40020	43020	45960	48960

Exhibit A: Rent and Income Limits, Continued

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*
Paulding	50% rent		488	523	627	725	808	893			
Paulding	50% income			19550	22300	25100	27900	30150	32350	34600	36850
Paulding	60% rent		586	627	753	870	970	1071			
Paulding	60% income			23460	26760	30120	33480	36180	38820	41520	44220
Perry	50% rent		471	504	605	699	780	860			
Perry	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Perry	60% rent		565	605	726	839	936	1032			
Perry	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Pickaway	50% rent		600	643	771	891	995	1098			
Pickaway	50% income			24000	27450	30850	34300	37050	39800	42550	45300
Pickaway	60% rent		720	771	925	1070	1194	1317			
Pickaway	60% income			28800	32940	37020	41160	44460	47760	51060	54360
Pike	50% rent		471	504	605	699	780	860			
Pike	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Pike	60% rent		565	605	726	839	936	1032			
Pike	60% income			22620	25800	29040	32280	34860	37440	40020	42600
Portage	50% rent		568	609	731	845	942	1040			
Portage	50% income			22750	26000	29250	32500	35100	37700	40300	42900
Portage	60% rent		682	731	877	1014	1131	1248			
Portage	60% income			27300	31200	35100	39000	42120	45240	48360	51480
Preble	50% rent		515	551	661	764	852	940			
Preble	50% income			20600	23500	26450	29400	31750	34100	36450	38800
Preble	60% rent		618	661	793	917	1023	1128			
Preble	60% income			24720	28200	31740	35280	38100	40920	43740	46560
Putnam	50% rent		572	613	736	850	948	1046			
Putnam	50% income			22900	26150	29450	32700	35300	37950	40550	43150
Putnam	60% rent		687	735	883	1020	1138	1255			
Putnam	60% income			27480	31380	35340	39240	42360	45540	48660	51780
Richland	50% rent		486	521	625	722	806	889			
Richland	50% income			19450	22250	25000	27800	30000	32250	34450	36700
Richland	60% rent		583	625	750	867	967	1067			
Richland	60% income			23340	26700	30000	33360	36000	38700	41340	44040
Ross	50% rent		471	504	605	699	780	860			
Ross	50% income			18850	21500	24200	26900	29050	31200	33350	35500
Ross	60% rent		565	605	726	839	936	1032			
Ross	60% income			22620	25800	29040	32280	34860	37440	40020	42600

Exhibit A: Rent and Income Limits, Continued

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	506	542	651	752	840	926			
Sandusky	50% income		20250	23150	26050	28950	31250	33600	35900	38200
Sandusky	60% rent	607	651	781	903	1008	1111			
Sandusky	60% income		24300	27780	31260	34740	37500	40320	43080	45840
Scioto	50% rent	471	504	605	699	780	860			
Scioto	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Scioto	60% rent	565	605	726	839	936	1032			
Seneca	50% rent	490	525	630	728	812	895			
Seneca	50% income		19600	22400	25200	28000	30250	32500	34700	36950
Seneca	60% rent	588	630	756	873	975	1074			
Seneca	60% income		23520	26880	30240	33600	36300	39000	41640	44340
Shelby	50% rent	555	594	713	824	918	1014			
Shelby	50% income		22200	25350	28550	31700	34250	36750	39300	41850
Shelby	60% rent	666	713	856	989	1102	1217			
Shelby	60% income		26640	30420	34260	38040	41100	44100	47160	50220
Stark	50% rent	505	541	648	750	836	923			
Stark	50% income		20200	23100	25950	28850	31150	33450	35750	38100
Stark	60% rent	606	649	778	900	1003	1107			
Stark	60% income		24240	27720	31140	34620	37380	40140	42900	45720
Summit	50% rent	568	609	731	845	942	1040			
Summit	50% income		22750	26000	29250	32500	35100	37700	40300	42900
Summit	60% rent	682	731	877	1014	1131	1248			
Summit	60% income		27300	31200	35100	39000	42120	45240	48360	51480
Trumbull	50% rent	475	508	611	705	787	868			
Trumbull	50% income		19000	21700	24450	27150	29300	31500	33650	35850
Trumbull	60% rent	570	610	733	846	945	1042			
Trumbull	60% income		22800	26040	29340	32580	35160	37800	40380	43020
Tuscarawas	50% rent	471	504	605	699	780	860			
Tuscarawas	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Tuscarawas	60% rent	565	605	726	839	936	1032			
Tuscarawas	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Union	50% rent	672	720	863	998	1113	1228			
Union	50% income		26900	30700	34550	38400	41450	44550	47600	50700
Union	60% rent	807	864	1036	1197	1336	1474			
Union	60% income		32280	36840	41460	46080	49740	53460	57120	60840
Van Wert	50% rent	491	526	632	730	815	899			
Van Wert	50% income		19650	22500	25300	28100	30350	32600	34850	37100
Van Wert	60% rent	589	632	759	876	978	1079			
Van Wert	60% income		23580	27000	30360	33720	36420	39120	41820	44520
Vinton	50% rent	471	504	605	699	780	860			
Vinton	50% income		18850	21500	24200	26900	29050	31200	33350	35500
Vinton	60% rent	565	605	726	839	936	1032			
Vinton	60% income		22620	25800	29040	32280	34860	37440	40020	42600
Warren	50% rent	605	648	778	899	1003	1106			
Warren	50% income		24200	27700	31150	34600	37350	40150	42900	45650
Warren	60% rent	726	778	934	1079	1204	1328			
Warren	60% income		29040	33240	37380	41520	44820	48180	51480	54780
Washington	50% rent	445	476	572	661	737	814			
Washington	50% income		17800	20350	22900	25450	27500	29500	31550	33600
Washington	60% rent	534	572	687	794	885	977			
Washington	60% income		21360	24420	27480	30540	33000	35400	37860	40320

Exhibit A: Rent and Income Limits, Continued

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***
Wayne	50% rent		538	576	692	799	891	984			
Wayne	50% income			21550	24600	27700	30750	33200	35650	38150	40600
Wayne	60% rent		646	692	831	959	1069	1181			
Wayne	60% income			25860	29520	33240	36900	39840	42780	45780	48720
Williams	50% rent		496	531	637	736	822	906			
Williams	50% income			19850	22700	25500	28350	30600	32900	35150	37400
Williams	60% rent		595	638	765	884	987	1088			
Williams	60% income			23820	27240	30600	34020	36720	39480	42180	44880
Wood	50% rent		541	579	695	803	896	988			
Wood	50% income			21650	24700	27800	30900	33350	35850	38300	40800
Wood	60% rent		649	695	834	963	1075	1186			
Wood	60% income			25980	29640	33360	37080	40020	43020	45960	48960
Wyandot	50% rent		486	520	625	721	805	888			
Wyandot	50% income			19450	22200	25000	27750	29950	32200	34400	36650
Wyandot	60% rent		583	624	750	865	966	1065			
Wyandot	60% income			23340	26640	30000	33300	35940	38640	41280	43980

Exhibit B: Maximum Development Cost Per Unit

MAXIMUM DEVELOPMENT COST PER UNIT

2008 H.U.D. 221(d)(3) Mortgage Limits

H.U.D. Effective Date: January 1, 2008

County	Non- Elevator Elevator	Bedrooms Eff (0)	1	2	3	4
Adams	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Allen	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Ashland	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Ashtabula	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Athens	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Auglaize	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Belmont	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Brown	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Butler	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Carroll	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Champaign	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Clark	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Clermont	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Clinton	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Columbiana	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640

Exhibit B: Maximum Development Cost Per Unit, Continued

County	Non- Elevator Elevator	Bedrooms Eff (0)	1	2	3	4
Coshocton	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Crawford	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Cuyahoga	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Darke	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Defiance	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Delaware	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Erie	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Fairfield	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Fayette	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Franklin	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Fulton	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Gallia	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Geauga	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Greene	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Guernsey	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Hamilton	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519

Exhibit B: Maximum Development Cost Per Unit, Continued

County	Non- Elevator Elevator	Bedrooms Eff (0)	1	2	3	4
Hancock	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Hardin	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Harrison	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Henry	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Highland	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Hocking	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Holmes	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Huron	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Jackson	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Jefferson	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Knox	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Lake	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Lawrence	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Licking	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Logan	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Lorain	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640

Exhibit B: Maximum Development Cost Per Unit, Continued

County	Non- Elevator Elevator	Bedrooms Eff (0)	1	2	3	4
Lucas	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Madison	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Mahoning	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Marion	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Medina	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Meigs	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Mercer	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Miami	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Monroe	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Montgomery	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Morgan	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Morrow	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Muskingum	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Noble	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Ottawa	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Paulding	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640

Exhibit B: Maximum Development Cost Per Unit, Continued

County	Non- Elevator / Elevator	Bedrooms Eff (0)	1	2	3	4
Perry	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Pickaway	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Pike	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Portage	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Preble	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Putnam	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Richland	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Ross	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Sandusky	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Scioto	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Seneca	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Shelby	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Stark	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Summit	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Trumbull	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Tuscarawas	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640

Exhibit B: Maximum Development Cost Per Unit, Continued

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Union	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
VanWert	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Vinton	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Warren	Non- Elevator	$109,221	$125,932	$151,877	$194,405	$216,576
	Elevator	$114,941	$131,758	$160,218	$207,269	$227,519
Washington	Non- Elevator	$106,322	$122,588	$147,844	$189,244	$210,826
	Elevator	$111,890	$128,260	$155,965	$201,766	$221,478
Wayne	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Williams	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Wood	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640
Wyandot	Non- Elevator	$117,920	$135,962	$163,973	$209,889	$233,825
	Elevator	$124,096	$142,252	$172,979	$223,777	$245,640

Exhibit C: Qualified Census Tracts

2008 IRS SECTION 42(d)(5)(C) QUALIFIED CENSUS TRACTS
(2000 Census Data; OMB Metropolitan Area Definitions, December 5, 2005)

Information last updated by HUD 9/17/07

STATE: Ohio

COUNTY OR COUNTY EQUIVALENT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT	TRACT
Allen County	125.00	127.00	128.00	133.00	134.00	136.00	137.00	138.00				
Ashtabula County	7.01	7.03										
Athens County	9726.00	9727.00	9728.00	9729.00	9730.00	9731.01	9731.02	9731.03				
Belmont County	115.00	116.00	121.00									
Butler County	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 County	1.00	2.00	3.00	7.00	9.01	12.00						
Columbiana County	9521.00	9523.00										
Cuyahoga County	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 County	408.00											
Fairfield County	317.00											
Franklin County	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 County	9537.00											

Exhibit C: Qualified Census Tracts, Continued

Greene County	2001.02											
Guernsey County	9776.00											
Hamilton County	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							
Jefferson County	2.00	4.00	8.00	9.00								
Lawrence County	503.00	504.00	506.00									
Licking County	7501.00	7504.00	7525.00									
Lorain County	223.00	228.00	229.00	231.00	238.00	239.00	708.00	709.01				
Lucas County	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 County	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 County	9644.00											
Montgomery County	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 County	9814.00	9821.00										
Pickaway County	201.00	204.00										
Pike County	9527.00											
Portage County	6015.01	6015.02	6015.03									
Richland County	1.00	2.00	3.00	6.00	7.00							
Scioto County	9932.00	9934.00	9935.00	9936.00								
Stark County	7001.00	7015.00	7017.00	7018.00	7021.00	7023.00	7102.00	7104.00	7105.00	7138.00	7142.00	

Exhibit C: Qualified Census Tracts, Continued

Summit County	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	5103.01						
Trumbull County	9201.00	9205.00	9206.00	9208.00	9212.00	9324.00						
Wayne County	15.00											
Wood County	217.01	217.02	218.00									

Exhibit D: Communities with a Consolidated Plan

1. **HUD Entitlement Cities**

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

***includes Trumbull County*

2. **HUD Entitlement Counties**

Butler
Cuyahoga
Franklin
Hamilton
Lake
Montgomery
Stark
Summit

Exhibit E: Areas with a Community Housing Improvement Strategy

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			

Exhibit 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:

Exhibit 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	

Exhibit H: 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.

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.

Exhibit H: Market Study Index, Continued

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

Exhibit I: Supportive Service Plan Index and 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 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.
5. 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.

Exhibit I: Supportive Service Plan Index and Requirements, Continued

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.

Support Letters

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

Requirements

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.

Description of Services

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).

Support Letters

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

Requirements

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%

Exhibit I: Supportive Service Plan Index and Requirements, Continued

target. In such instances, exceeding the 20% target set-aside will not be considered a non-compliance issue.

Description of Services

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.

Support Letters

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

Requirements

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.

Description of Services

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.

Support Letters

1. Letter of support from the primary funder and/or coordinator of homeless services, including a specific statement of support for the proposed project.

Exhibit I: Supportive Service Plan Index and Requirements, Continued

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.

Exhibit J: Capitol 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

Exhibit K: Universal Design Requirements

UNIVERSAL DESIGN Requirements

OHFA values developing housing designed to be used by all. This concept is generally referred to as Universal Design, and is also known as Inclusive Design, Aging-in-Place and Design for All

The definition of Universal Design, developed by the Center for Universal Design*, and adopted by OHFA is,

"The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialization."

OHFA desires that all units developed with OHFA resources meet the following principles where possible. Applicants submitting proposals must submit designs addressing the following principles and a narrative detailing how the proposal meets these principles. OHFA recognizes that not all Universal Design principles can be incorporated into every proposal. OHFA staff will work with each applicant to help achieve maximum adherence to Universal Design principles. Applicants must receive design approval from OHFA on these principles before receiving OHFA resources on a given proposal.

Principles of Universal Design

1. **Equitable Use:** The design does not disadvantage or stigmatize any group of users.
2. **Flexibility in Use:** The design accommodates a wide range of individual preferences and abilities.
3. **Simple, Intuitive Use:** Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
4. **Perceptible Information:** The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
5. **Tolerance for Error:** The design minimizes hazards and the adverse consequences of accidental or unintended actions.
6. **Low Physical Effort:** The design can be used efficiently and comfortably, and with a minimum of fatigue.
7. **Size and Space for Approach & Use:** Appropriate size and space is provided for approach, reach, manipulation, and use, regardless of the user's body size, posture, or mobility.

**Copyright 1987 Center for Universal Design, School of Design, State University of North Carolina at Raleigh*

Additionally, all *newly constructed* units developed under OHFA guidelines shall be designed to comply with the Fair Housing Act - even those units not covered by the Act.

Units that are being rehabbed shall be designed to incorporate these features to the extent possible.

Exhibit K: Universal Design Requirements, Continued

Compliance with the Fair Housing Act calls for seven basic *design and construction requirements. (Even if your development is not covered under Fair Housing, these elements are required for all new construction):*

1. An accessible building entrance on an accessible route.
All units must have *at least* one no step entrance and be on an accessible route.

An accessible route means a continuous, unobstructed path connecting accessible elements and spaces within a building or site that can be negotiated by a person with a disability who uses a wheelchair, and that is also safe for and usable by people with other disabilities.

An accessible entrance is a building entrance connected by an accessible route to public transit stops, accessible parking and passenger loading zones, or public streets and sidewalks.

2. Accessible common and public use areas.
Developments must have accessible and usable public and common-use areas. Public and common-use areas cover all parts of the housing outside individual units. They include -- for example -- building-wide fire alarms, parking lots, storage areas, indoor and outdoor recreational areas, lobbies, mailrooms and mailboxes and laundry areas.

3. Usable doors (usable by a person in a wheelchair).
All doors that allow passage into and within all premises must be wide enough to allow passage by persons using wheelchairs.

4. Accessible route into and through the dwelling unit.
There must be an accessible route into and through each unit. This includes all hallways, stairways and doorways.

5. Light switches, electrical outlets, thermostats and other environmental controls in accessible locations.
Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations.

6. Reinforced walls in bathrooms for later installation of grab bars.
Reinforcements in bathroom walls must be installed, so that grab bars can be added when needed.

7. Usable kitchens and bathrooms.
Kitchens and bathrooms must be usable - that is, designed and constructed so an individual in a wheelchair can maneuver in the space provided.

In a two or more story single family style house or townhome, the design of the floors that are not on an accessible route must also incorporate elements 3-5. and 6-7 (whichever is appropriate) if that floor has a kitchen and/or a bathroom.

Please refer to the following for further information on Fair Housing requirements:
http://www.fairhousingfirst.org/index.asp

Applicants must also notify the appropriate statewide accessibility group, which are identified on the OHFA website, 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

Exhibit K: Universal Design Requirements, Continued

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.

Exhibit L: 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.

Two Historical Sources

Personnel should choose the best available historical sources 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.

Exhibit M: 2009 Operating Expense Averages

REGION	AVERAGE OPERATING COSTS PER UNIT*
1	$5,153
2	$4,920
3	$3,691
4	$4,946
5	$4,836
6	$3,808
7	$4,247
8	$5,295
9	$5,583
10	$4,066
11	$3,986
12	$4,367

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

Region 1 Columbus
Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, Union

Region 2
Toledo, Defiance, Erie, Fulton, Henry, Lucas, Ottawa, Sandusky, Williams, Wood

Region 3
Lima, Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam, Van Wert

Region 4
Dayton, Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble, Shelby
Region 5
Cincinnati, Butler, Clermont, Hamilton, Warren

Region 6
Mansfield, Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca, Wyandot

Region 7
Chillicothe, Adams, Brown, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto, Vinton

Region 8
Cleveland, Cuyahoga, Geauga, Lake, Lorain

Region 9
Akron, Medina, Portage, Stark, Summit, Wayne

Region 10
Cambridge, Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum, Tuscarawas

Region 11
Marietta, Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, Washington

Region 12
Youngstown, Ashtabula, Mahoning, Trumbull

Exhibit N: Market Criteria Data Tables

County/Submarket	Single-Family TC Vacancy Rate	Multi-Family TC Vacancy Rate	Senior TC Vacancy Rate	Market Rent Vacancy Rate	Family Penetration Rate	Senior Penetration Rate	Family Growth Rate	Senior Growth Rate
Adams	4.4%	10.0%	3.8%	5.7%	19.6%	36.6%	-4.4%	8.1%
Allen	10.0%	19.4%	N.A.	3.7%	41.3%	14.9%	-4.3%	6.7%
Ashland	6.9%	11.4%	28.9%	6.2%	17.7%	14.0%	5.6%	13.9%
Ashtabula	6.3%	0.8%	3.9%	4.4%	16.4%	33.5%	-21.9%	-4.6%
Athens	N.A.	2.6%	0.0%	9.7%	7.5%	15.3%	-0.4%	12.4%
Auglaize	N.A.	13.4%	N.A.	18.5%	37.4%	0.0%	5.3%	20.4%
Belmont	2.5%	7.9%	21.9%	2.5%	24.8%	4.5%	-10.9%	3.8%
Brown	N.A.	5.1%	8.2%	8.5%	40.6%	23.1%	4.2%	22.0%
Butler	N.A.	9.3%	5.0%	7.3%	29.6%	11.7%	0.1%	19.5%
Carroll	4.9%	N.A.	N.A.	N/A	11.2%	0.0%	-1.6%	8.6%
Champaign	N.A.	3.0%	N.A.	6.3%	60.4%	19.0%	-4.7%	7.5%
Clark	8.4%	14.7%	6.7%	5.0%	18.7%	28.7%	-9.6%	1.3%
Clermont	N.A.	6.0%	1.5%	7.6%	36.0%	6.9%	1.0%	17.0%
Clinton	N.A.	20.4%	0.0%	4.7%	31.4%	53.0%	0.2%	12.3%
Columbiana	N.A.	7.7%	1.6%	5.6%	5.7%	21.2%	-10.7%	2.4%
Coshocton	N.A.	7.5%	N.A.	0.0%	13.8%	0.0%	0.0%	5.9%
Crawford	N.A.	6.3%	3.3%	7.7%	12.3%	39.8%	-6.4%	3.1%
Darke	N.A.	7.1%	N.A.	1.1%	39.3%	0.0%	0.1%	7.3%
Defiance	N.A.	6.5%	2.4%	3.6%	29.1%	22.3%	2.0%	16.0%
Delaware	N.A.	7.1%	N.A.	2.7%	28.8%	18.0%	7.3%	32.8%
Erie	N.A.	N.A.	1.0%	5.0%	0.0%	33.5%	-6.0%	8.3%
Fairfield	N.A.	6.7%	9.4%	8.1%	26.6%	13.0%	-2.8%	16.7%
Fayette	9.4%	11.3%	0.9%	3.7%	63.9%	48.2%	-5.7%	4.0%
Fulton	1.7%	N.A.	N.A.	7.9%	20.2%	24.6%	1.8%	11.2%
Gallia	N.A.	N.A.	N.A.	0.0%	7.7%	0.0%	-24.4%	-10.6%
Geauga	N.A.	N.A.	0.0%	6.7%	0.0%	25.8%	-0.4%	17.0%
Greene	N.A.	16.5%	5.2%	7.0%	21.9%	22.4%	-1.6%	17.6%
Guernsey	4.0%	3.4%	N.A.	1.7%	25.6%	26.7%	0.7%	9.0%
Hancock	N.A.	23.1%	3.6%	6.9%	36.2%	57.5%	0.3%	14.1%
Hardin	N.A.	12.7%	6.5%	N/A	45.0%	31.2%	5.0%	9.5%
Harrison	0.0%	N.A.	4.7%	4.3%	37.7%	52.9%	-0.2%	10.1%
Henry	N.A.	9.7%	N.A.	6.0%	18.8%	27.2%	-0.4%	6.6%
Highland	5.6%	2.1%	5.1%	5.9%	34.1%	39.9%	-1.0%	1.9%
Hocking	N.A.	3.1%	N.A.	N/A	20.3%	22.6%	1.6%	15.7%
Holmes	N.A.	N.A.	N.A.	5.8%	14.4%	18.2%	8.3%	7.7%
Huron	N.A.	N.A.	0.0%	4.6%	6.5%	25.1%	1.2%	10.8%
Jackson	0.0%	2.2%	0.0%	7.4%	65.9%	20.0%	-2.5%	15.1%
Jefferson	1.3%	2.3%	8.5%	2.9%	36.3%	36.1%	-12.0%	2.1%
Knox	N.A.	1.2%	0.0%	5.1%	11.5%	22.0%	2.5%	13.3%
Lake	N.A.	9.9%	0.0%	3.5%	14.6%	6.3%	-4.6%	15.6%
Lawrence	N.A.	6.5%	0.0%	0.0%	11.1%	11.7%	-0.2%	9.7%
Licking	0.0%	8.8%	1.2%	5.9%	16.0%	29.9%	-6.6%	13.3%
Logan	N.A.	8.5%	N.A.	5.9%	48.0%	0.0%	-6.7%	6.8%
Lorain	3.2%	13.6%	2.6%	5.6%	25.1%	2.2%	-1.1%	12.2%
Madison	N.A.	2.2%	3.5%	3.4%	22.2%	59.0%	-3.4%	8.6%
Marion	N.A.	15.5%	3.0%	4.0%	30.1%	33.9%	-5.3%	6.4%
Medina	N.A.	5.2%	N.A.	6.0%	10.9%	0.0%	-0.3%	21.0%
Meigs	N.A.	0.0%	0.0%	N/A	15.4%	29.9%	0.5%	10.1%
Mercer	N.A.	14.1%	N.A.	9.6%	38.4%	23.2%	-1.0%	6.0%
Miami	N.A.	8.0%	7.2%	3.4%	31.2%	39.3%	-4.1%	11.9%
Monroe	N.A.	N.A.	N.A.	N/A	10.2%	0.0%	-3.4%	6.4%
Morgan	N.A.	N.A.	N.A.	0.0%	8.5%	26.7%	6.3%	7.0%
Morrow	N.A.	9.4%	N.A.	4.5%	11.7%	0.0%	15.3%	20.1%
Muskingum	3.6%	12.9%	2.7%	2.8%	29.4%	17.0%	-4.9%	6.9%
Noble	N.A.	2.1%	N.A.	0.0%	26.1%	0.0%	4.2%	7.7%
Ottawa	N.A.	N.A.	0.0%	5.9%	10.3%	15.3%	-5.7%	11.1%
Paulding	N.A.	6.1%	N.A.	2.3%	38.6%	0.0%	-0.6%	5.1%
Perry	N.A.	10.0%	N.A.	0.0%	58.9%	13.6%	-3.3%	11.1%
Pickaway	4.0%	N.A.	1.1%	8.0%	9.3%	33.5%	-4.4%	8.5%
Pike	N.A.	9.5%	15.0%	1.0%	30.8%	65.8%	2.7%	12.4%
Portage	0.0%	9.7%	5.0%	3.1%	23.7%	25.8%	-3.7%	14.9%
Preble	N.A.	5.0%	N.A.	1.7%	18.0%	23.0%	-5.2%	10.6%
Putnam	N.A.	11.8%	2.5%	7.1%	10.6%	25.8%	0.9%	14.8%
Richland	3.9%	9.6%	0.0%	6.2%	31.6%	2.6%	-5.1%	9.3%
Ross	N.A.	5.9%	1.1%	1.1%	39.8%	32.3%	-3.3%	10.7%
Sandusky	7.5%	12.1%	N.A.	5.4%	24.3%	0.0%	-1.1%	9.5%
Scioto	N.A.	25.0%	6.3%	2.0%	2.2%	23.4%	-2.5%	4.2%
Seneca	3.3%	0.6%	4.5%	5.2%	28.5%	37.0%	-1.4%	10.2%
Shelby	N.A.	15.1%	N.A.	2.1%	28.8%	32.7%	-1.0%	9.2%
Trumbull	7.4%	1.0%	3.3%	4.7%	19.6%	19.0%	-4.6%	8.0%
Tuscarawas	N.A.	N.A.	3.3%	4.7%	2.6%	4.0%	-0.7%	10.8%
Union	N.A.	5.3%	N.A.	7.3%	36.3%	22.0%	5.7%	13.0%
Van Wert	N.A.	6.0%	N.A.	8.7%	27.0%	0.0%	-2.0%	6.3%

Exhibit N: Market Criteria Data Tables, Continued

County/Submarket	Single-Family TC Vacancy Rate	Multi-Family TC Vacancy Rate	Senior TC Vacancy Rate	Market Rent Vacancy Rate	Family Penetration Rate	Senior Penetration Rate	Family Growth Rate	Senior Growth Rate
Vinton	N.A.	N.A.	N.A.	N/A	20.2%	0.0%	0.7%	16.8%
Warren	N.A.	13.3%	N.A.	9.1%	45.9%	0.0%	2.4%	20.7%
Washington	N.A.	6.6%	0.0%	3.0%	20.0%	20.3%	-7.1%	6.1%
Wayne	N.A.	16.0%	N.A.	10.4%	12.1%	0.0%	1.8%	15.4%
Williams	N.A.	5.2%	N.A.	3.3%	16.8%	12.6%	-3.9%	8.2%
Wood	N.A.	14.0%	6.0%	4.7%	15.3%	16.2%	0.2%	11.6%
Wyandot	N.A.	3.9%	1.9%	N/A	52.8%	67.2%	-6.1%	8.3%
Akron Central	1.6%	7.6%	N.A.	5.7%	63.3%	66.8%	-3.5%	6.2%
Akron East	2.3%	N.A.	1.6%	3.6%	9.0%	15.3%	-2.3%	14.2%
Akron North	N.A.	N.A.	N.A.	4.2%	0.0%	0.0%	-9.0%	14.3%
Akron Northwest	N.A.	9.3%	N.A.	6.0%	24.8%	6.2%	-1.2%	13.1%
Akron South	1.4%	3.7%	7.0%	5.0%	33.0%	29.2%	-4.2%	11.4%
Akron West	0.0%	5.0%	1.7%	5.5%	28.2%	28.6%	-6.6%	10.2%
Canton Central	1.5%	3.8%	N.A.	7.9%	12.7%	10.2%	-4.2%	9.2%
Canton East	1.4%	4.7%	N.A.	9.3%	24.0%	10.2%	-1.8%	10.7%
Canton North	N.A.	N.A.	N.A.	6.2%	0.0%	0.0%	-3.6%	11.5%
Canton West	0.0%	0.0%	7.7%	5.2%	7.7%	13.8%	-2.3%	12.9%
Cincinnati Central	N.A.	21.6%	5.8%	5.5%	49.0%	28.3%	-6.9%	10.4%
Cincinnati Near East	N.A.	5.1%	9.6%	2.3%	12.6%	21.2%	-7.9%	8.5%
Cincinnati North Central	N.A.	6.4%	3.1%	5.9%	29.9%	24.2%	-8.4%	7.4%
Cincinnati Northeast	N.A.	N.A.	N.A.	7.5%	0.0%	0.0%	-5.4%	6.8%
Cincinnati Northeast Central	N.A.	15.6%	N.A.	6.1%	9.6%	0.0%	-11.5%	5.8%
Cincinnati Northwest	N.A.	N.A.	N.A.	6.6%	18.3%	0.0%	-4.8%	14.7%
Cincinnati Southeast	N.A.	N.A.	N.A.	6.8%	0.0%	0.0%	-5.6%	3.0%
Cincinnati Southwest	N.A.	14.1%	N.A.	6.5%	4.9%	0.0%	-6.5%	9.6%
Cleveland Downtown	0.9%	7.1%	0.0%	10.7%	235.1%	16.2%	-6.9%	10.1%
Cleveland East	2.5%	11.6%	4.5%	5.1%	51.1%	67.7%	-9.8%	3.1%
Cleveland Far East	N.A.	N.A.	2.3%	5.5%	43.1%	62.6%	-10.7%	3.9%
Cleveland Far West	N.A.	N.A.	N.A.	4.5%	0.0%	0.0%	-11.8%	4.9%
Cleveland Near West	0.8%	21.5%	1.9%	3.9%	15.5%	14.9%	-10.7%	8.3%
Cleveland South	N.A.	N.A.	N.A.	5.0%	0.0%	0.0%	-8.7%	8.3%
Cleveland South Central	4.9%	15.1%	11.7%	3.6%	31.9%	17.3%	-10.4%	4.3%
Cleveland Southeast	N.A.	N.A.	N.A.	3.9%	0.0%	0.0%	-12.5%	11.6%
Cleveland Southwest	N.A.	N.A.	2.0%	6.6%	0.0%	6.3%	-8.4%	5.4%
Columbus Central	N.A.	1.8%	N.A.	4.4%	57.2%	48.4%	-5.7%	17.5%
Columbus East	8.6%	10.2%	1.6%	9.8%	37.9%	26.5%	-5.7%	8.6%
Columbus Far East	N.A.	10.1%	5.0%	9.3%	12.5%	11.4%	-2.2%	21.2%
Columbus Far Northeast	N.A.	12.8%	2.7%	6.5%	24.0%	16.6%	1.5%	23.4%
Columbus North	5.4%	N.A.	N.A.	3.6%	2.0%	0.0%	-2.9%	20.6%
Columbus North Central	N.A.	3.1%	N.A.	3.6%	18.3%	0.0%	-2.8%	24.7%
Columbus Northeast	12.6%	13.3%	1.8%	9.5%	50.2%	31.2%	-2.2%	22.0%
Columbus Northwest	N.A.	2.1%	N.A.	4.4%	7.3%	33.9%	3.0%	29.3%
Columbus Southeast	N.A.	4.1%	0.0%	6.0%	42.3%	11.8%	-0.9%	16.6%
Columbus Southwest	3.0%	7.5%	2.9%	8.7%	70.8%	30.7%	-3.1%	15.6%
Dayton East	8.2%	7.5%	6.6%	4.7%	7.5%	91.6%	-6.2%	6.2%
Dayton Huber Heights	N.A.	8.6%	N.A.	6.6%	21.7%	0.0%	-4.0%	16.8%
Dayton Northwest	7.0%	22.4%	5.7%	4.1%	47.8%	54.4%	-6.9%	8.0%
Dayton Southeast	0.0%	6.1%	5.1%	6.0%	43.7%	17.4%	-4.1%	10.2%
Dayton Southwest	1.8%	15.4%	0.9%	6.8%	67.1%	51.6%	-4.6%	5.6%
Dayton Vandalia	N.A.	4.7%	N.A.	5.6%	17.9%	0.0%	-3.9%	12.0%
Toledo Downtown	17.0%	12.5%	N.A.	14.0%	121.5%	65.2%	-9.6%	1.5%
Toledo North	N.A.	7.9%	N.A.	11.8%	14.1%	0.0%	-6.6%	12.5%
Toledo Oregon	7.5%	N.A.	3.3%	1.7%	6.4%	49.3%	-8.6%	8.1%
Toledo South Central	4.6%	5.0%	9.0%	5.5%	23.2%	36.5%	-6.0%	9.9%
Toledo Southwest	N.A.	9.6%	N.A.	4.3%	24.6%	8.8%	-4.3%	12.9%
Toledo West	13.3%	4.6%	1.4%	5.6%	18.3%	22.3%	-2.2%	12.2%
Youngstown Northeast	5.3%	0.0%	1.0%	3.1%	32.5%	18.4%	-8.3%	4.6%
Youngstown Northwest	N.A.	38.8%	2.0%	8.2%	22.7%	23.6%	-9.6%	7.1%
Youngstown Southeast	N.A.	N.A.	N.A.	5.4%	0.0%	0.0%	-2.5%	7.8%
Youngstown Southwest	N.A.	N.A.	5.1%	7.0%	0.0%	14.3%	-4.7%	6.7%
Statewide Average	**4.5%**	**8.9%**	**4.0%**	**5.4%**	**26.2%**	**20.9%**	**N/A**	**N/A**
For Preference	<=	<=	<=	<=	<=	<=	> 0	> 0
Shaded cells represent the preference								
Ohio Housing Finance Agency - 9/16/09								

Exhibit O: Income-Qualified Households Table

County/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
Adams	500	10	191	4
Allen	1,729	35	730	15
Ashland	905	18	321	6
Ashtabula	1,948	39	767	15
Athens	1,834	37	261	5
Auglaize	637	13	321	6
Belmont	994	20	714	14
Brown	529	11	212	4
Butler	7,229	145	1972	39
Carroll	366	7	190	4
Champaign	376	8	189	4
Clark	2,636	53	1160	23
Clermont	3,350	67	956	19
Clinton	913	18	336	7
Columbiana	1,588	32	890	18
Coshocton	552	11	359	7
Crawford	767	15	339	7
Darke	733	15	379	8
Defiance	498	10	188	4
Delaware	1,960	39	445	9
Erie	1,542	31	648	13
Fairfield	2,349	47	813	16
Fayette	465	9	228	5
Fulton	534	11	195	4
Gallia	549	11	238	5
Geauga	538	11	295	6
Greene	3,050	61	772	15
Guernsey	774	15	329	7
Hancock	1,560	31	510	10
Hardin	598	12	199	4
Harrison	223	4	121	2
Henry	382	8	147	3
Highland	593	12	253	5
Hocking	479	10	177	4
Holmes	471	9	132	3
Huron	1,112	22	398	8
Jackson	584	12	210	4
Jefferson	999	20	601	12
Knox	920	18	322	6
Lake	2,978	60	1658	33
Lawrence	1,105	22	426	9
Licking	2,714	54	947	19
Logan	731	15	276	6
Lorain	5,074	101	1692	34
Madison	617	12	200	4
Marion	1,098	22	542	11
Medina	1,952	39	787	16
Meigs	312	6	164	3
Mercer	425	9	241	5
Miami	1,826	37	707	14

Exhibit O: Income-Qualified Households Table, Continued

County/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
Monroe	197	4	102	2
Morgan	282	6	90	2
Morrow	452	9	149	3
Muskingum	1,316	26	659	13
Noble	180	4	80	2
Ottawa	446	9	262	5
Paulding	171	3	75	2
Perry	375	8	176	4
Pickaway	753	15	409	8
Pike	545	11	243	5
Portage	3,094	62	814	16
Preble	506	10	252	5
Putnam	320	6	155	3
Richland	2,209	44	1091	22
Ross	1,133	23	439	9
Sandusky	912	18	413	8
Scioto	1,442	29	722	14
Seneca	903	18	362	7
Shelby	756	15	248	5
Trumbull	3,229	65	1811	36
Tuscarawas	1,364	27	741	15
Union	717	14	191	4
Van Wert	371	7	123	2
Vinton	198	4	85	2
Warren	2,172	43	933	19
Washington	932	19	472	9
Wayne	1,970	39	801	16
Williams	572	11	254	5
Wood	2,427	49	704	14
Wyandot	341	7	137	3
Akron Central	2,366	47	636	13
Akron East	2,929	59	1219	24
Akron North	319	6	276	6
Akron Northwest	1,514	30	644	13
Akron South	1,650	33	709	14
Akron West	1,946	39	779	16
Canton Central	2,197	44	719	14
Canton East	1,236	25	547	11
Canton North	1,319	26	1011	20
Canton West	1,550	31	849	17
Cincinnati Central	4,670	93	1141	23
Cincinnati Near East	2,577	52	876	18
Cincinnati North Central	4,412	88	1745	35
Cincinnati Northeast	661	13	280	6
Cincinnati Northeast Central	2,748	55	1362	27
Cincinnati Northwest	1,759	35	535	11
Cincinnati Southeast	753	15	481	10
Cincinnati Southwest	5,522	110	1855	37
Cleveland Downtown	773	15	247	5
Cleveland East	6,910	138	2270	45
Cleveland Far East	3,970	79	2716	54
Cleveland Far West	876	18	961	19
Cleveland Near West	5,589	112	2095	42

Exhibit O: Income-Qualified Households Table, Continued

County/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
Cleveland South	1,662	33	1010	20
Cleveland South Central	5,505	110	1746	35
Cleveland Southeast	860	17	475	10
Cleveland Southwest	2,018	40	1568	31
Columbus Central	2,328	47	547	11
Columbus East	4,268	85	1130	23
Columbus Far East	3,078	62	701	14
Columbus Far Northeast	3,478	70	902	18
Columbus North	2,855	57	708	14
Columbus North Central	5,586	112	659	13
Columbus Northeast	4,772	95	1023	20
Columbus Northwest	1,317	26	330	7
Columbus Southeast	3,027	61	913	18
Columbus Southwest	5,209	104	1330	27
Dayton East	2,592	52	748	15
Dayton Huber Heights	700	14	188	4
Dayton Northwest	3,227	65	1246	25
Dayton Southeast	3,304	66	1468	29
Dayton Southwest	1,458	29	498	10
Dayton Vandalia	1,416	28	522	10
Toledo Downtown	1,422	28	471	9
Toledo North	1,988	40	570	11
Toledo Oregon	1,211	24	371	7
Toledo South Central	2,366	47	491	10
Toledo Southwest	675	14	364	7
Toledo West	2,147	43	1262	25
Youngstown Northeast	2,441	49	1341	27
Youngstown Northwest	759	15	428	9
Youngstown Southeast	388	8	349	7
Youngstown Southwest	241	5	272	5

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