



GEORGE V. VOINOVICH
GOVERNOR

STATE OF OHIO
OFFICE OF THE GOVERNOR
COLUMBUS 43266-0601

January 1998

Our administration is a strong supporter of affordable housing for all Ohioans. Ohio's Housing Credit program, administered by the Ohio Housing Finance Agency (OHFA), has made significant contributions in serving low- and moderate-income individuals and families. Since the program's inception in 1987, OHFA has utilized the Credit to produce more than 49,000 units of affordable rental housing.

The Housing Credit successfully faced challenges to its long-term viability in 1997 as Congress reviewed program effectiveness. The results of the review demonstrate the program's accountability and service to families of modest incomes. I support the effort to increase the amount of low-income housing tax credits each state receives annually. This increase can ensure our ability to meet the challenges of providing decent, affordable rental housing for Ohioans of modest incomes.

I have designated OHFA to administer the Housing Credit program for Ohio. As such, they will administer Ohio's annual allocation of Housing Credits according to the Internal Revenue Service Code and the priorities established in this Plan.

The *1998 Housing Credit Program Guidelines and Qualified Allocation Plan* provide the applicant with information needed to complete the application and compete for the limited amount of Housing Credits available to Ohio. The success of Ohio's program demonstrates the potential of the Housing Credit as a financial incentive for production and preservation of affordable rental housing. By working with public and private investors who share our commitment, we can help assure that all Ohioans have the opportunity for decent and affordable housing.

Sincerely,

A handwritten signature in black ink that reads "George V. Voinovich".

George V. Voinovich
Governor





1998 Housing Credit Qualified Allocation Plan

I. GENERAL PROGRAM INFORMATION.....	2
A. INTRODUCTION.....	2
B. DESCRIPTION OF THE HOUSING CREDIT.....	2
C. PROGRAM PRIORITIES.....	3
D. ELIGIBLE USE OF THE HOUSING CREDIT.....	4
II. ALLOCATION PROCESS.....	5
A. INSTRUCTIONS.....	5
B. CALENDAR.....	6
C. THRESHOLD REVIEW.....	7
<i>Section 42 Requirements</i>	7
<i>Complete, Organized Application</i>	7
<i>Application Fee</i>	7
<i>Project Narrative</i>	7
<i>Extended Use</i>	8
<i>Evidence of Site Control</i>	8
<i>Market Study</i>	8
<i>Zoning</i>	10
<i>Public Notification</i>	10
<i>Affirmative Marketing Plan</i>	11
<i>Conditional Financial Commitments</i>	11
<i>Preliminary Plans and Specifications</i>	11
<i>Maximum Credit Cap</i>	12
<i>Unit Cost Cap</i>	12
<i>Utility Allowance Information</i>	12
<i>Section 42 Compliance</i>	12
<i>Adherence to Agency Underwriting Standards</i>	12
<i>Site Location and Pictures</i>	13
<i>Special Threshold Requirements</i>	13
D. COMPETITIVE REVIEW.....	13
I. <i>Public Benefit</i>	14
II. <i>Project Characteristics</i>	15
III. <i>Project Location</i>	16
IV. <i>Local Government Support</i>	17
V. <i>Project Costs</i>	17
VI. <i>Applicant Characteristics</i>	18
E. FINANCIAL UNDERWRITING.....	20
III. MONITORING.....	20
IV. HOUSING CREDIT DATA TABLES.....	24
V. INDEX.....	48

I. GENERAL PROGRAM INFORMATION

A. Introduction

The Housing Credit Program, also known as the Low-Income Housing Tax Credit Program, is designed to increase the supply of quality affordable rental housing throughout the country. These federal income tax credits provide the private housing development community the incentives to develop affordable housing by offsetting building acquisition, new construction, or substantial rehabilitation costs. Since 1987, the Ohio Housing Finance Agency (OHFA or "the Agency") within the Ohio Department of Development (ODOD) has used the Housing Credit to facilitate the development of approximately 50,000 low-income 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). Applicants should be familiar with Section 42 of the IRC, regulations and administrative documents (revenue rulings, revenue notices), and all relevant material published by the IRS. Applicants should also consult with their attorney and accountant in order to comply with all program requirements.

This Plan may be subject to change in the future, pending developments in federal and state legislative requirements and/or Agency policy. The Agency reserves the right to make all necessary changes to the Plan.

The Plan is designed specifically for OHFA's Housing Credit Program and is not meant to describe guidelines for other State funding, including OHFA's Multifamily Bond Program and Affordable Housing Loan Program. Please see the guidelines established for these and other ODOD programs for further information on specific program requirements.

B. Description of the Housing Credit

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

Housing Credits are used to offset an individual's 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 the low-income use continuously for 15 years - this is the compliance period. Additionally, the owner must enter into an extended use period of an additional 15 years by filing a restrictive covenant on the project with the County Recorder.

The taxpayer may claim the Housing Credit beginning either with the taxable year in which the building is placed in service, or in the following year at the owner's election (or the Agency'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 tenants at the end of the first year of the Housing Credit period.

C. Program Priorities

The priorities of the Housing Credit program are a blend of state and federal priorities.

The ODOD evaluates housing needs of the state and identifies actions to alleviate these needs. The Agency has used the State's evaluation of housing need to develop certain competitive criteria used in selecting Housing Credit projects in order to alleviate Ohio's housing needs and at the same time comply with IRS mandates. The Agency supports all state and federal fair housing laws and will expand housing opportunities for people who are unable to secure safe, decent, and sanitary affordable housing in the private marketplace.

The following is a listing of priorities of the Housing Credit program in Ohio:

Income Targeting. A project qualifies for Housing Credit if at least 20% of the project is occupied by households with incomes at or below 50% (20/50 projects) of the Area Median Gross Income (AMGI) or at least 40% of the project is occupied by households with incomes at or below 60% (40/60 projects) of the AMGI. The AMGI limits are published by the Department of Housing and Urban Development (HUD) annually. Incomes are adjusted by household size. OHFA has provided the income limitations by county (See Housing Credit Data Table A, page 26).

Historically in Ohio, most projects have been 100% occupied by households with incomes at or below 60% of the AMGI in order to have a large applicable fraction. The applicable fraction is defined as the lesser of A.) the number of low-income units divided by the number of non-low-income units (unit fraction) or B.) the amount of low-income unit square footage divided by the amount of residential non-low-income unit square footage (floor-space fraction). Low-income units are defined as units occupied by households with incomes at or below 60% AMGI. The applicable fraction is used in the calculation of the annual Housing Credit amount.

Rent Restriction on Units. Applicants can receive extra points during the competitive review if they set rents affordable to households with incomes less than 60% of the AMGI. The rent limits are based on the number of bedrooms in the unit. Rent subsidies paid on behalf of the tenant (such as Section 8 program payments) and overage defined by the Rural Development (RD) 515 program are not included in gross rent calculations. Gross rent includes a utility allowance for the utilities paid by the tenant. The Agency has provided the rent limitations by county (See Housing Credit Data Table A, page 26).

In order to assure the units are rented at the specified level elected at application for competitive points, the Agency 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, in 1998 the Restrictive Covenant will also include restrictions on the income levels the project is targeting per the election the owner makes on the application for competitive points.

Utility allowance information is obtained from HUD or the Public Housing Authority in the county where the project is located. If the project is a Rural Development 515 project, the utility allowance is 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 the Agency.

Safe, Decent, & Sanitary Housing. All projects must meet applicable building codes promulgated by the Ohio Board of Building Standards and local governmental agencies. Projects must also comply with the Americans with Disabilities Act, if applicable.



1998 Housing Credit Qualified Allocation Plan

“No More Credit Than Necessary”. Section 42 of the IRC specifically mandates that state housing finance agencies must ensure that the amount of Housing Credit awarded to a project is the minimum amount necessary for the project to be placed in service as affordable rental housing. The Agency will complete this designated task by thoroughly underwriting every project receiving Housing Credit.

D. Eligible Use of the Housing Credit

The Housing Credit can be used to offset the cost of acquiring, substantially rehabilitating or constructing residential rental housing that is occupied by low-income individuals and families. These units must be available to the general public and have an initial lease of 6 months or longer.

The costs to develop these low-income units become the building's eligible basis. The Housing Credit can be allocated on common areas as long as these facilities are provided to all tenants without additional fees or charges. It is important to note that units created solely for manager and/or security guard occupancy are considered common space. The Housing Credit is available for the following types of projects:

Acquisition/Substantial Rehabilitation. The Housing Credit is available for the acquisition and substantial rehabilitation of a building. The acquisition basis is allocated Housing Credit at the 4% Housing Credit rate. The substantial rehabilitation basis is allocated Housing Credit at the 9% Housing Credit rate. The property cannot have been placed in service within 10 years prior to acquisition. In addition, capital improvements on the building are not eligible cost items if within the previous 10 years major capital improvements have been made to the building. The building may not have been previously owned by the new owner or a related entity; however, 10 % of the ownership may remain unchanged.

The Housing Credit may be claimed on the basis of cost incurred for the substantial rehabilitation of a property without claiming credit on the acquisition basis of the project. At a minimum, non-cosmetic improvements must total \$3,000 per unit, or 10% of total project costs.

New Construction. The Housing Credit at the 9% Housing Credit rate is available for the eligible costs to construct a new building(s).

Housing Credit Rate. The applicable fraction multiplied by the eligible basis is the project's qualified basis. The applicable Housing Credit percentage (commonly referred to as the 9% and 4% Housing Credit rate) is the percentage used to determine the annual Housing Credit amount by multiplying it by the total qualified basis. The Housing Credit rates fluctuate from month to month, and the IRS publishes the new rates monthly. The recipient of an allocation of Housing Credit may “lock-in” the Housing Credit rates at the date of the Binding Reservation Agreement with OHFA or at the date the project is placed into service.

Single Room Occupancy (SRO). SRO housing may qualify for Housing Credit even though cooking or sanitation facilities are provided on a shared basis rather than separately within each unit. In certain circumstances it may be possible to lease SRO units for less than a 6 month lease term without violating the non-transient use requirement of the IRC. Please consult with legal experts if pursuing this option.

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, & bridge loan interest)

7. Any expense that cannot be depreciated with the building.

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 or consult a Housing Credit tax advisor.

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 which 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 tenant as a voluntary option and the tenant is not charged mandatory fees for those services. Please refer to Section 42 of the IRC for more information.

II. ALLOCATION PROCESS

A. Instructions

The applicant must submit their application for 1998 Housing Credits to the Housing Credit Program, OHFA, 77 South High Street, 26th Floor, Columbus, Ohio 43215-6108. The application must be received no later than 5 p.m. by the date listed in the program calendar for the particular application round being applied for. Applicants must use the 1998 ODOD Affordable Housing Funding Application (AHFA) and submit the appropriate application fee. The AHFA may be completed by typewriter or electronically via Microsoft Excel. This submission should include the actual application and any attachments required by the Agency to ensure proper processing of the application.

The Agency has scheduled two application rounds for 1998 in which 75% of the total population credit will be reserved in the first round and 25% of the population credit will be reserved in the second round. In addition, the projects which do not receive a reservation in the second round will be eligible to continue on a waiting list, in which remaining credits will be reserved to those projects which have the higher competitive score and are able to meet carryover requirements by the appropriate deadline.

The application round will incorporate three review phases: threshold, competitive, and underwrite. Threshold review is an evaluation of an applicant's ability to meet certain minimum requirements set forth in the Allocation Plan. In the first application round, the Agency will allow applicants to remedy certain threshold deficiencies after an initial review. Competitive review is the scoring of applicants through criteria which was developed to reflect Congressional mandates and state housing policy as well as input from interested parties. These project scores serve as the basis of the Agency's funding determination. Finally, underwrite review is undertaken by the Agency to determine financial feasibility and the amount of Housing Credit necessary for the development to proceed. *Refer to the Administrative Guidelines for a more specific explanation of the administration of these phases.*

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

- The project must have received an allocation of competitive Housing Credits from OHFA in a previous year.
- The owner of the allocation must have returned the Housing Credits to OHFA prior to the required placed in service date.
- 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.



1998 Housing Credit Qualified Allocation Plan

- The owner of the project must obtain either a final judicial determination that 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 that determines the local activity is inappropriate. As a result of this judicial decree or settlement, the owner of the project must demonstrate that the project can now proceed. The determination of these requirements will be made by OHFA legal counsel and/or the Ohio Attorney General's office.
- The project will complete a current year application and request OHFA board consideration to obtain a current year Housing Credit allocation.
- OHFA staff will evaluate the project based on current year criteria although waivers from current year requirements may be requested and considered. It is OHFA's expectation that comparable competitive commitments will be made. It is expected that any monetary damages received which are related to the project, less direct costs of litigation apportioned between damages that are related and unrelated to the project will be pledged to the project.

Qualifying requests will be summarized and presented to OHFA multifamily subcommittee and board for consideration and approval. OHFA has no affirmative obligation to grant approval to any project seeking relief.

B. Calendar

January/February

Housing Credit Program Trainings

March

9 Round 1 Application Deadline

April

20 Agency notification of threshold deficiencies

27 Applicants' response deadline for threshold corrections

June

1 Round 1 Reservation (75% of total credits) notification

8 Deadline for Round 1 Appeals

22 Round 1 Appeal Responses Released

29 Round 2 Application Deadline

September

8 Round 2 Reservation (25% of total credits) notification

15 Deadline for Round 2 Appeals

22 Round 2 Appeal Responses Released

22 Round 2 Reservation Agreements Due

October

19 Carryover deadline for projects receiving credits in Round 1 (June 1)

November

9 Round 1 Carryover documents mailed

16 Carryover deadline for projects receiving credits in Round 2 (September 8)

December

7 Round 2 Carryover documents mailed

21 Carryover documents return deadline

C. Threshold Review

The Agency has established the following threshold criteria that must be met in order to qualify for the competitive review stage. In addition, all projects with tax-exempt bond financing must meet all threshold requirements to receive a reservation of tax credits. Threshold review is a basic review of the application to determine if it is complete, all necessary forms, supporting evidence, and fees are included, and the project meets minimum program requirements.

In 1998, for projects applying for Housing Credit in Round 1, the Agency will complete threshold reviews of applications and give the applicants the opportunity to correct deficiencies in their applications. *Please refer to the calendar on the preceding page on timelines for deficiency correction.*

In Round 2, if the application does not meet any one of the threshold criteria, the application will be rejected by the Agency. The Agency may offer an opportunity to correct threshold deficiencies in Round 2. *Please refer to the AFHA User Manual and Administrative Guidelines to determine what evidencing requirements need to be met to comply with the threshold criteria.*

- **Section 42 Requirements**

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

- **Complete, Organized Application**

Applications must be submitted in a three-ring binder utilizing the index provided with the application and appropriate tabbing. Applications must be complete and consistent with all supporting documentation. Any applications that are incomplete, inconsistent, and/or illegible, will be rejected.

- **Application Fee**

The appropriate processing fee must accompany each application. If a check is returned for insufficient funds, the application will be immediately rejected. The amount of the application fee is dependent on the number of units in the project (including market rate units) and is scaled as follows:

Projects 25 units or less:	\$ 500
Projects 26-50 units:	\$ 750
Projects 51-75 units:	\$1000
Projects 76+ units:	\$1250

- **Project Narrative**

All applicants must submit a brief project narrative which summarizes the scope of the project and the roles of the development team. This narrative should include the following:

Description of the project and its location(s);
Roles of the development team during the construction and permanent phases of the projects;
Summary of construction and permanent financing; *and*
Anticipated completion date.



1998 Housing Credit Qualified Allocation Plan

- **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. The owner must file a Restrictive Covenant (provided by the Agency) to waive the right to petition the Agency to terminate the extended use term as described in Section 42 of the Internal Revenue Code.

- **Evidence of Site Control**

Site control must be evidenced by both the buyer and seller. Site control may be properly evidenced by the following:

1. Executed and recorded deed of current owner;
2. Executed purchase option with date certain performance;
3. Executed purchase contract;
4. Executed land contract; or
5. Executed long-term land lease or option on a long-term lease.

The items listed above are the minimum required to meet the Agency's threshold requirements. Additional information may be needed such as plat maps, title abstract, legal opinion or other information or narrative if necessary to assist the Agency in determining site control. The Agency must be able to determine that the applicant has proper site control based on the information submitted in the application.

Each of the site options/contracts, as applicable, must not expire before 100 days following the submission of the application. There are two exceptions to the site control requirements listed above:

1. For scattered site projects with 10 or more sites, the Agency will require that at least 25% of the sites be under control at the time of application. A site is defined as a parcel with an assigned permanent parcel number as it exists at application. ***For scattered site projects which contain a mix of rehabilitated and newly constructed units, the sites under control must reflect the proportion of rehab units to new construction units.*** The Agency reserves the right to downsize a project at carryover if the site control percentage at application is not maintained at carryover.
2. For single-site properties which are currently in default to a mortgage held by a federal agency, the demonstration of site control may be held in abeyance until carryover. In lieu of site control documentation, the project sponsor must produce a deed of the current owner, a letter from the federal agency indicating that the first mortgage which it holds is currently in default, that the federal agency is willing to proceed with a foreclosure action if the project is otherwise eligible for a tax credit reservation, and that foreclosure will be completed and title transferred to the project sponsor prior to the carryover deadline for the project. No carryover extensions will be permitted for any project which seeks this avenue of site control.

- **Market Study**

A market study conducted by an independent / third party market study professional must be submitted with the application. Projects with 10 or fewer units and rehabilitation only projects



1998 Housing Credit Qualified Allocation Plan

that will be 100% occupied during the work are exempted from this criterion. Occupied rehabs with qualifying tenants are exempt from the market study requirement, however, the applicant must include a statement accompanying the application certifying that the project is currently occupied by qualifying tenants, and that no anticipated displacement will occur. The study must include the following:

- ◆ The market study must include an index which clearly identifies the location of each of the following required items:
- ◆ A brief executive summary in bullet format stating a.) A concise conclusion by the author; b.) The appropriate vacancy rate for the proposed project; c.) The assumptions and methods used by the author including data sources; and d.) A comparison analysis between the proposed rents of the project and the market rents for the project's market area. The executive summary must also include concise responses to each of the following requirements.
- ◆ If the project will be serving a special needs population, then the executive summary must state that there is an adequate demand for these units by the targeted special needs population.
- ◆ A description and evaluation of public services (transportation, police, fire department, schools), infrastructure and community services (shopping, employment, recreation, transportation, medical and services for special needs if applicable).
- ◆ A description and map of the market area including the supply (current and potential including other Housing Credit projects) and the condition of the housing stock.
- ◆ A description of the competition from other federally subsidized developments as well as proposed Housing Credit projects not yet placed in service. The Housing Credit projects not yet placed in service must be included in the project's market assumptions. Projects that receive a reservation in a current round may be required to amend their market study to incorporate those other projects receiving an allocation in that current round. OHFA will provide the information on Housing Credit projects not yet placed in service.
- ◆ An identification of potential residents of the project, where they currently reside, and the condition and affordability of their current housing. These potential residents must meet the income restrictions of the Housing Credit program.
- ◆ The study must have been completed or updated by the author no later than 1 year prior to the application for Housing Credit.
- ◆ The project assumptions used in the study must match the project assumptions used in the Housing Credit application. For example, the number of units in the project must be the same in the market study and in the Housing Credit application.
- ◆ Applications will be rejected if any of the above market study requirements are not provided.

The characteristics listed above are the minimum required to meet the Agency's threshold requirements. Additional information appropriate to the market area and the project must be submitted to demonstrate the need for the proposed housing project. In addition, certain information may need to be contained in the market study to support the award of competitive points (see Competitive Review).

- **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 include the section of the local zoning map which clearly displays the project site location and the date of the map. In addition, a letter from the local jurisdiction must be submitted to confirm the zoning, and must include the following:

- a. The actual zoning designation and a description of this designation; and
- b. Any density and/or lot coverage requirements; and
- c. If a conditionally permitted use, 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 which would further condition the development of the project.

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

- **Public Notification**

The applicant must notify, in writing, certain officials from

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

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, and **dated no later than 2 weeks prior to the submission deadline date** for Housing Credits. Please provide a copy of the receipt for certified mail and copies of your notification letters with your application. The letter must include:

- a. The project's address;
- b. The number of units;
- c. The nature of the project;
- d. All OHFA programs utilized in the project;
- e. A statement regarding the recipient's right to submit comments;
- f. The address of OHFA and to whom comments should be sent; and
- g. The recipient's rights and procedures to express disapproval or objection.

Model language for such a notification is included as Attachment G of the Plan. The officials to be notified include:

- a. Highest elected executive local political official and members of the elected legislative body;
- b. Members of the board of township trustees;
- c. Members of the board of county commissioners;
- d. State representative; and
- e. State senator.

Scattered site projects must complete the public notification process for sites under control at application and for remaining sites no later than 45 days prior to their Carryover deadline. The notification must be evidenced at Carryover. Please see Attachment G of the QAP for model language on notification; and the AFHA User Manual for more information.

- **Affirmative Marketing Plan**

The applicant must complete ODOD Form AFHM-98 -- Affirmative Fair Housing Marketing Plan. The applicant must include on the form a description of the outreach, marketing, and advertising methods used in order to affirmatively market the project.

- **Conditional Financial Commitments**

All non-ODOD construction and permanent financing, grants, and equity sources shall be conditionally committed at the time of application. The executed conditional commitment letters from these sources must be included with the application. A conditional financing commitment shall contain at a minimum a.) The amount of financing, b.) The interest rate of the loan, c.) The term and the amortization term of the loan, and d.) The contact person's name and phone number.

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 letter of 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, 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) amount of historic equity (if any). The conditional commitment letters shall be consistent with the information provided on the Housing Credit application. OHFA reserves the right to verify these commitment(s) and to require a legal opinion that will state that the project's sources should or should not affect the project's eligible basis and/or Housing Credit rate.

The Agency reserves the right to verify these commitments and to require a legal opinion stating that the project's financing should or should not affect the project's eligible basis and/or credit rate.

Applicants which have been denied requested ODOD loans and/or grants may be required to submit conditional funding commitments that will match the funding sought from ODOD. Failure to provide these conditional commitments may result in the rejection of the application or revocation of the project's reservation.

- **Preliminary Plans and Specifications**

The applicant must submit preliminary plans and specifications which provide a description of the proposed development. All projects should submit the following:

1. Typical unit plan; *and*



1998 Housing Credit Qualified Allocation Plan

2. Building elevation; *and*
3. Site plan (scattered site projects exempted); *and*
4. Detailed scope of work (rehabilitation only).

- **Maximum Credit Cap**

The Agency restricts any user to \$1,000,000 in annual Housing Credits. "Users" to which the credit cap applies are projects, actual general partners, and parent organizations of general partner entities. The Agency reserves the right to determine to which entities the maximum credit cap may apply. ***The annual credit total will be applied equally to the general partners, regardless of ownership interest; thus, a 51% general partner will have the entire project credit total applied toward its cap, rather than 51% of the credit total.***

- **Unit Cost Cap**

The total development cost (total project cost minus cost of land) per unit must not exceed the HUD 221 (d)(3) mortgage limits by bedroom size. Projects receiving historic rehabilitation tax credits will be allowed to deduct the residential portion of the historic tax credit from the project cost to allow for stricter rehabilitation standards. The Agency reserves the right to reduce basis at Carryover and 8609 to compensate for increased costs.

- **Utility Allowance Information**

Utility allowance information provided must be consistent with Section 42 of the IRC.

- **Section 42 Compliance**

If any owner or general partner was involved with a project which is in a state of uncured non-compliance due to site audits or the failure to comply with owner reporting requirements during the period of January 1, 1997, through December 31, 1997, the project will be immediately rejected. In addition, owners not in compliance or in good standing with other OHFA programs will be subject to threshold rejection of their applications.

- **Adherence to Agency Underwriting Standards**

The Agency has certain underwriting standards which must be met or exceeded to pass threshold review. In addition, the Agency may require a legal opinion stating that any government sources utilized by the project will or will not affect the eligible basis and/or credit rate as a condition of the Housing Credit reservation. The project must comply with the following underwriting standards:

1. Developer's fee and overhead, and any consultant fees may not exceed 15% of total eligible basis. In addition, for acquisition and substantial rehabilitation projects, the developer's fee cannot exceed the sum of 5% of the acquisition eligible basis and 15% of the substantial rehabilitation eligible basis.
2. Contractor's profit, overhead, and general requirements may not exceed 14% of total eligible basis.
3. Total eligible soft costs may not exceed 35% of total eligible basis.



1998 Housing Credit Qualified Allocation Plan

4. The project's permanent financing and total project costs must equate at the time of application. After the Agency's initial underwrite, any financial shortfalls cannot exceed 10% of total project costs.

- **Site Location and Pictures**

Applicants must include a clear map identifying the exact location of the project site. In addition, color photographs of each site location must be included with the application. Please include pictures of the area surrounding the project.

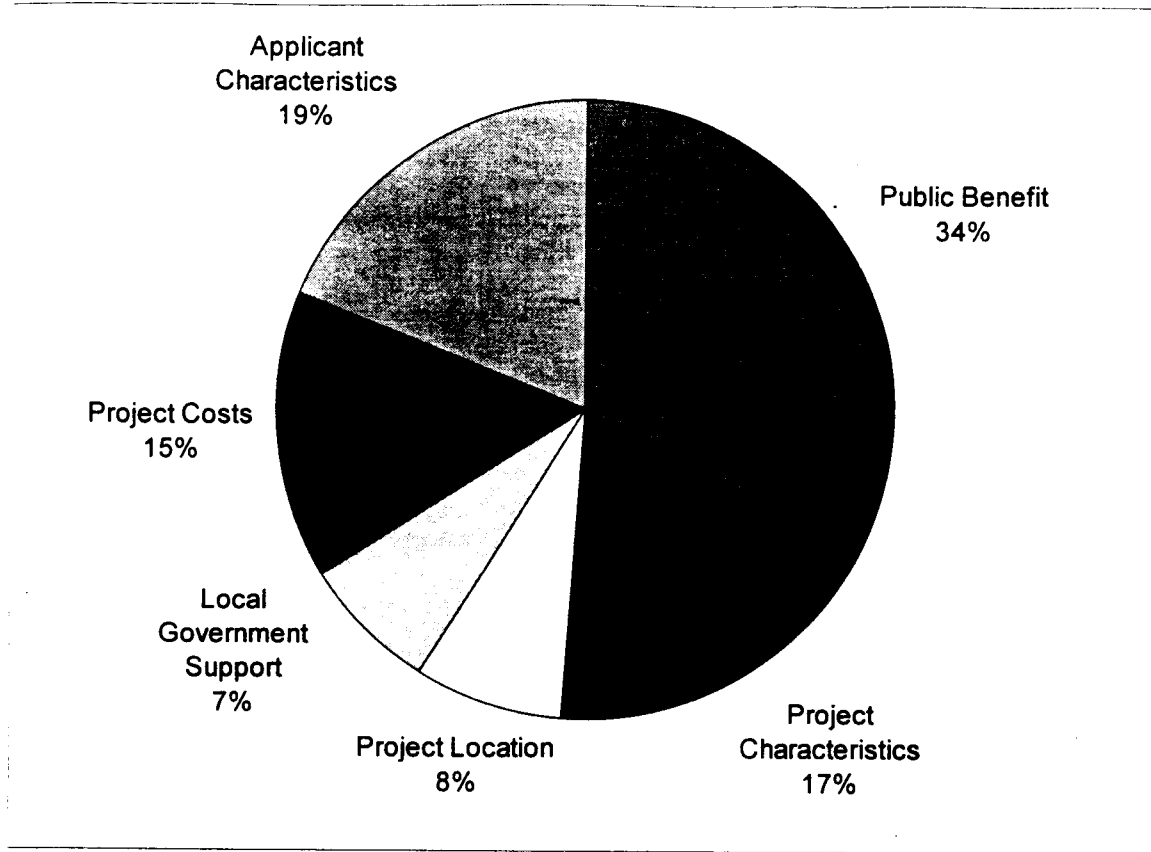
- **Special Threshold Requirements**

There are threshold requirements which apply only to certain projects, depending on the type of credit sought:

1. **For projects requesting acquisition credit**, the applicant must certify on the Housing Credit Acquisition Form that the project was last placed in service by the previous owner more than 10 years ago. The Agency may require as a condition of the Housing Credit reservation that the applicant supply a legal opinion stating that the project is eligible for acquisition credit.
2. **For projects seeking rehabilitation credit**, non-cosmetic construction costs must exceed \$3000 per unit and 10% of total project cost. The Agency may require a legal opinion stating that the project is eligible for Housing Credits as a condition of reservation.
3. **For projects with non-profit participation**, the non-profit organization must complete the Non-Profit Certification Form and include the organization's IRS letter of determination and articles of incorporation.

D. Competitive Review

The Agency has developed an allocation scoring system based on the identified housing needs for Ohio as well as federal mandates for the Housing Credit Program. Points are awarded based on the criteria illustrated below, and reflect a scale of 1000 points. For projects which partially qualify for points in certain categories, points will be prorated accordingly only if a majority of the project will qualify for these points. Please refer to the AFHA User Manual for discussion on documentation standards and further explanation of the Agency's policy on point qualification.



I. Public Benefit

a) Project Rents--200 Point Maximum

Preference will be given to projects whose rent structure will be affordable to households below 60% of AMGI (defined by HUD), adjusted for family size. Ten points will be given for each 1% below 60% AMGI, down to 40% AMGI. The applicant may choose up to three rent elections, upon which the rent average will be derived. Projects located in counties with AMGI levels below the county(s) with the highest state AMGI will receive points toward the maximum rent score (see table on income adjustment points). The sum of the points for the rent structure and the income adjustment points applicable to the project location will determine the total points in this category, but in no case will points total more than 200.

b) Mixed-Income Projects--60 Point Maximum

Preference will be given to projects which consist of market rate and affordable rental housing units. Points will be awarded based on the ratio of market rate units to total project units, according to the following scale:

20.0%-29.9% Market Rate	15 Points
30.0%-39.9% Market Rate	30 Points
40.0%-49.9% Market Rate	45 Points
50.0%-60.0% Market Rate	60 Points

c) Special Needs Populations--50 Point Maximum

Preference will be given to projects which serve special needs populations. Service coordinators and set-asides are required for certain special needs populations.

Special Needs Populations:

- Persons with a mobility or sensory impairment
- Persons with a developmental disability
- Persons with a mental illness
- Persons/households that are extremely low-income (35% AMGI or below)
- Single-parent families
- Persons who are elderly (62 years and older)

Please see the AFHA User Manual for specific requirements.

d) Income Targeting--20 Point Maximum

Preference will be given to projects that elect to rent at least 20% of their units to households with incomes at or below 50% of AMGI, regardless of applicable fraction. Like the rent election and affordability period, the income election will be included in the project's Restrictive Covenant. Please see AFHA User Manual for instructions on your rent election if seeking points in this category.

e) Public Housing Authority Waiting List Referral--10 Point Maximum

Preference will be given to projects which have agreements or referral letters with a Public Housing Authority to accept referrals of tenants from the appropriate waiting lists or to have the project listed on the Public Housing Authority's project list.

II. Project Characteristics

a) Creation of Affordable Housing--30 Point Maximum

Preference will be given to projects which create decent, safe, and sanitary affordable housing units, through new construction, adaptive reuse, and/or for substantial rehabilitation (rehabilitation hard costs that exceed 50% of total project costs minus costs of land). For projects acquiring the building through a long-term lease, acquisition costs will be imputed using the Net Present Value of the lease payments discounted at the rate of 8% over the term of the lease. For buildings with multiple uses (commercial and residential), adaptive reuse points will be awarded if at least 50% of the total floor space of the building was non-residential in its most previous use.

b) At-risk Housing--30 Point Maximum

Preference will be given to projects which maintain affordability of housing units that currently possess Section 8 Housing Assistance Payment Program or Rural Development Section 515 contracts which are due to expire by 2000.

c) Unit Size--30 Point Maximum

Preference will be given to projects whose low-income units exceed certain standards for square footage. Points will be awarded based on the following scale:

Efficiency/SRO Units:	Exceed 500 S.F.
1-Bedroom Units:	Exceed 650 S.F.
2-Bedroom Units:	Exceed 850 S.F.
3-Bedroom Units:	Exceed 1000 S.F.
4-Bedroom Units:	Exceed 1150 S.F.

Points will be calculated for mixed-bedroom projects as the number of low-income units (which exceed the above standards) divided by total low-income units. This percentage will then be multiplied by 30 to award the points in this category.

d) Preservation of Historic Buildings--60 Point Maximum

Preference will be given to projects which rehabilitate buildings using historic rehabilitation tax credits.

e) Lease Purchase of Units--20 Point Maximum

Preference will be given to projects that offer homeownership opportunities to qualified tenants after the initial 15 year compliance period. Applicants must have a viable homeownership strategy for tenants who inhabit the units during the compliance period. The units eligible for these points are single family detached structures. Points are available according to the following scale:

100% lease purchase:	20 points
75% to 99% lease purchase:	15 points
50% to 74% lease purchase:	10 points

Scattered site projects will be evaluated based on sites under control at application. The percentage of lease purchase units at application must be maintained at Carryover and 8609. As with site control, projects may be required to reduce overall sites subsequent to application to maintain consistency with their initial lease purchase commitment.

III. Project Location

a) Location in a Qualified Census Tract or a Low-income County--60 Point Maximum

Preference will be given to projects which are located in qualified census tracts (as defined by HUD) that qualify for the 130% basis adjustment. Scattered site projects will be evaluated based on the sites controlled at application. Points are also available to projects located in a low-income county, defined as counties whose median incomes are below 80% (HUD definition of low-income) of the state's non-metropolitan area median income. Those counties that qualify under this category are as follows:

Adams	Jackson	Monroe	Perry	Scioto
Harrison	Meigs	Morgan	Pike	Vinton

Points in this category will be given either for location in a qualified census tract OR low-income county.

b) Relief to Emergency-Declared Counties--20 Point Maximum

 **1998 Housing Credit Qualified Allocation Plan**

Preference will be given to projects that locate in counties which have been declared federal disaster areas in 1997. Those counties under the emergency declaration are:

Adams	Clermont	Highland	Lawrence	Morgan	Scioto
Athens	Gallia	Hocking	Meigs	Pike	Vinton
Brown	Hamilton	Jackson	Monroe	Ross	Washington

In addition, the Agency reserves the right to award points to counties which are declared federal disaster areas in 1998.

IV. Local Government Support

a) Letters of Local Government Support—40 Point Maximum

Preference will be given to applicants who have obtained local government support for the proposed project through an affirmative letter by the highest elected executive official (as defined in IRC Section 42) of the jurisdiction in which the project is located.

b) Letters of Other Local Support—10 Point Maximum

Preference will be given to applicants who have obtained the support of local community groups such as housing agencies or local agencies which serve the population that will reside in the project. The Agency reserves the right to determine relevance of the organization to the project and community.

c) Conformity with Local Consolidated Plan/Comprehensive Housing Improvement Strategy --20 Point Maximum

Preference will be given to applicants who have demonstrated 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 which administers the Consolidated Plan or CHIS to be awarded points. It is the responsibility of the applicant to determine which plan applies. If no local Consolidated Plan or CHIS exists in the community in which the project is located, an applicant can receive points in this category if the project conforms with the state Consolidated Plan and secure approval by the certifying official of the jurisdiction. Please see attached table for a listing of cities and counties with a CHIS.

V. Project Costs

a) Developer Fees and Overhead—80 Point Maximum

Preference will be given to projects whose developer's fees and overhead are below the maximum threshold figure of 15%. Developer's fees and overhead includes any fees paid to consultants, and is computed as a percentage of total eligible basis. Ten points will be awarded for each 1% below 15.0%, up to a maximum of 80 points.

b) Combined Contractor Profit, Overhead and General Requirements Fee Percentage--70 Point Maximum

Preference will be given to projects whose contractor's profit, overhead, and general requirements are below the maximum threshold figure of 14%. This combined percentage is



1998 Housing Credit Qualified Allocation Plan

calculated as the percentage of total eligible basis. Ten points will be awarded for each 1% below 14.0%, up to a maximum of 70 points.

VI. Applicant Characteristics

a) Ability to Proceed--60 Point Maximum

Preference will be given to applicants who have demonstrated that the project has completed certain steps in the development process. Applicants can receive points for the following development steps:

Submission of <i>complete</i> early carryover submission:	60 Points
Site ownership:	15 Points
Completion of Phase I Environmental Review:	15 Points
Completion of Lead-Based Paint Review (Rehabilitation with no Phase I):	5 Points
Completion of Asbestos Review (Rehabilitation with no Phase I):	5 Points

Site ownership points will not be awarded to those projects which are engaging in long-term leases, unless the lessor is the general partner.

b) Controlling General Partner Affordable Housing Funding Experience--20 Point Maximum

Preference will be given to projects whose majority owner has had previous experience in securing public funds for the development of affordable housing. Local Community Housing Improvement Program (CHIP) administrators such as local governments or Community Action Agencies administering the CHIP program on behalf of the local government may also qualify for experience points. Points will only be awarded to the entity or parent organization of the entity serving as the controlling owner and are based on years of experience as well as a minimum number of units:

2-5 Years:	40 units:	10 Points
6-10 Years:	100 units:	15 Points
11+ Years:	200 units:	20 Points

Applicants will receive points based on the lesser of years experience or units produced using public funding.

Note that points will only be awarded for the construction and/or rehabilitation of affordable housing units based on public subsidy--weatherization is not included.

c) Controlling General Partner Housing Credit Experience--30 Point Maximum

Preference will be given to projects whose controlling owner or parent organization has had previous experience placing projects into service under the Housing Credit Program. Points will be awarded as follows:

2-5 Projects	20 units:	10 Points
6-10 Projects	75 units:	15 Points
11-15 Projects	150 units:	20 Points
16+ Projects	200 units:	30 Points

Applicants will receive points based on the lesser of number of projects or number of units.



1998 Housing Credit Qualified Allocation Plan

Projects which count under this category must have received 8609 forms for all buildings at the time of application.

d) Management Company Experience--20 Point Maximum

Preference will be given to projects who contract with management companies that have experience with assisted or Housing Credit housing. Points will be given for management companies who meet at least one of the following criteria:

- Membership in National Assisted Housing Management Association
- Membership in Midwest Assisted Housing Management Association
- Membership in National Leased Housing Association
- Currently manage a minimum of five Housing Credit Projects (projects that have been placed in service prior to 1-1-98)
- Attendance at OHFA's 1997 or 1998 Compliance Monitoring Training

e) Local Tax-Exempt Involvement--30 Point Maximum

Preference will be given to projects whose controlling owner is a locally based non-profit organization (501(c)(3) or 501 (c)(4)) and are materially participating in the project. The controlling owner must meet the non-profit set-aside requirements and elect to be included in the non-profit set-aside as indicated on ODOD form 001. A locally based non-profit must be located in the county in which the project is located. Exceptions to this geographic requirement may be determined by the Agency if there is sufficient evidence that the non-profit has been continually serving the county in question for at least 5 years, or demonstrate to the satisfaction of the Agency administrative capacity to provide service in that county. In addition, the Certification of Non-Profit Status Form must be completed by the non-profit organization and it must state that it will materially participate in the project.

f) Value-Added to Project Through Services--30 Point Maximum

Thirty points will be awarded to owners that evidence a benefit to the housing and community. Applicants must commit to at least four of the activities listed below; each activity is worth five points. However, points for this category will not exceed 30 total. Those applicants seeking special needs points may not include the supportive service items listed in this category. The Agency may consider other activities on a case by case basis. Please see the AFHA User Manual for more information.

- provide supportive services to residents, or facilitate in the delivery of supportive services;
- provide financial assistance to prevent an eviction or utility turn-off;
- the project will be a part of a community revitalization component evidenced by an existing written plan that incorporates affordable rental housing;
- provide self-sufficiency activities for residents such as job training, day care, computer literacy and budgetary skills;
- allow for a community-based non-profit to obtain first position to purchase the limited partner interest at the end of the 15 year compliance period;
- the non-profit must be a CHDO or CBO, the for-profit must provide evidence of ongoing service to this community;
- secure local input into the project's planning and implementation;

Projects will be monitored based on the above commitments, and may be issued an 8823 form for non-compliance if the services are not being provided.



E. Financial Underwriting

If a project is selected to receive a reservation/allocation of Housing Credits, the Agency will underwrite each project to ensure that the project receives only the amount of Housing Credits necessary to assure project feasibility and viability throughout the credit period. This includes tax-exempt bond-financed projects which are excluded from the state's Housing Credit allocation ceiling. The Agency is required to perform the credit evaluation up to three times:

At the time when the **binding reservation** is issued;
At the time when the **Carryover allocation** is issued; and
At the time when the **project requests IRS Form 8609**.

After each stage of underwriting, the project's request or allocation of Housing Credits may be reduced. The Housing Credit amount may never exceed the amount received at reservation.

Recipients of 1998 Housing Credits must follow the procedures and comply with the requirements listed in the current Housing Credit Administrative Guidelines, including the Binding Reservation Agreement procedures; Carryover and 8609 Form request requirements and procedures; detailed Agency underwriting procedures; and additional administrative rules. *Please refer to the Administrative Guidelines and AFHA User Manual to review the Agency's underwriting standards and policies.*

III. MONITORING

A. Introduction

The Revenue Reconciliation Act of 1990 mandated that beginning in 1992, housing finance agencies must actively monitor all Housing Credit properties to determine if they are complying with the requirements of the Housing Credit program. In September, 1992 the IRS issued final regulations with regard to the monitoring requirement. These regulations were effective June 30, 1993.

The monitoring process determines if the project is complying with requirements of the IRC. The Agency's internal monitoring process is outlined in the Low-Income Housing Tax Credit Program Compliance Manual, which will be provided to the owner/agent for each Housing Credit property. All residents must be income qualified, adjusted for family size prior to moving into the unit. All units, must be rent restricted as provided for in the IRC. All units allocated Housing Credit must be safe, decent and sanitary housing units complying with local building, health, safety, and zoning codes.

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

B. Monitoring Process

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

1. The owner/agent prior to rent up **MUST** complete a preoccupancy training/meeting with the Agency:
 - a) The owner/agent will be required to contact the Agency in writing within 120 days prior to leasing units to arrange a training/meeting with the Agency.



1998 Housing Credit Qualified Allocation Plan

2. 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 record must include:
 - a) Total number of residential rental units and percentage that are low-income units;
 - b) Rent charged on each residential unit (including supporting documentation of the utility allowances);
 - c) Number of occupants in each low-income unit under Section 42(g)(2) of the IRC;
 - d) Low-income unit vacancies and information that shows when, and to whom, the next available units were rented;
 - e) State required move-in and annual income certification of each low-income resident per unit and third-party documentation to support each certification;
 - f) Character and use of the nonresidential portion of the building included in the building's eligible basis under section 42(d) of the IRC; and
 - g) The eligible basis and qualified basis of the building at the end of the first year of the Housing Credit period.
3. The owner of a Housing Credit project is required to retain the records described in Section 2 above, for at least 6 years after the due date (with extensions) for filing the federal income tax return for that year. Records for the first year of the credit period **must** be retained for at least 6 years beyond the due date (with extensions) for filing the federal income tax return for the last year of the compliance period of the building (reference 26 CFR Par. 2. 1.42-5 (b)(2)).
4. The **owner** is responsible for **reporting** to the Agency annually in the form and manner the Agency specifies, the project's compliance with the **Code** and for **certifying under penalty of perjury** that the information provided is true, accurate and in compliance with **Section 42** of the **IRC**. The owner certifies that
 - a) The project meets the minimum set-aside test applicable to the project;
 - b) The owner has received the **state required** annual low-income certification from each low-income resident and third party documentation to support that certification;
 - c) Each unit in the project is **rent-restricted** under Section 42(g)(2) of the IRC;
 - d) All units in the project **are for use by** the general public and are used on a non-transient basis;
 - e) Each building in the project is suitable for occupancy, taking into account local health, safety and building codes;
 - f) Either there has been no change in the eligible basis as defined in Section 42(d) of the IRC of any building, or there has been a change, and the nature of the change;
 - g) All residents facilities included in the eligible basis of any building in the project are provided on a comparable basis without a separate fee to all residents in the building;



1998 Housing Credit Qualified Allocation Plan

- h) If a low-income unit in the project becomes vacant during the year, reasonable attempts are made to rent that unit to residents having a qualifying income, and while the unit is vacant no units of comparable or smaller size are rented to residents not having a qualifying income;
 - i) If the income of residents of low-income units increases above the limit allowed in Section 42(g)(2)(D)(ii) of the IRC, the next available unit of comparable or smaller size in the project will be rented to residents having a qualifying income; and
 - j) Exceptions for certain buildings;
 - 1.) Buildings financed by the RHCDS Section 515 Program.
 - 2.) Buildings of which 50% or more of the aggregate basis is financed with the proceeds of obligations, the interest on which is exempt from tax under section 103 of the tax code (i.e. tax-exempt bonds).
- If exempt under 1.) or 2.), the owner of such building must certify to the Agency that the building complies with the requirements of the IRC. If the owner is unable to meet the reporting requirements as otherwise required by said programs, the owner must notify the Agency.
5. The Agency requires that the owner of a Housing Credit **annually** certify the resident's income and assets within 12 months of move in.
- The Agency reserves the right to make a determination at a later date regarding the Annual Income Recertification Waiver (Section 42 (g) (8) (B) of the IRC).
6. The Agency has the right to review tenant files throughout the 15 year compliance period plus extensions (up to an additional 15 years for a total up to 30 years, based upon the extended use provision). The Agency has the right to perform on-site inspections of any low-income housing project at least through the end of the compliance period of the building(s) in the project (26 CFR Par.2. 1.42-5 (d)).
7. The Agency will provide prompt written notice to the owner of a Housing Credit project if the Agency 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 date of the notification to correct any non-compliance issues found and give a written response to the Agency of corrective actions taken. The Agency may extend the correction period for up to 6 months, but only if the agency determines there is good cause for granting the extension. During the correction period, an owner must supply any missing certifications and bring the project into compliance with the provisions of the IRC.
8. The Agency 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, including extensions, and no earlier than the end of the correction period, **whether or not the non-compliance or failure to certify is corrected**. The Agency 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)).

Should a building go entirely out of compliance and will not be in compliance at any time in the future, the Agency **must** be informed in writing. In this case, the Agency will notify the IRS one time only.



1998 Housing Credit Qualified Allocation Plan

9. Compliance with the requirements of Section 42 of the IRC is the responsibility of the owner of the building(s) for which the Housing Credit is allowable. The Agency's obligation to monitor for compliance does not make **the Agency** liable for an owner/agent non-compliance.
10. If the Agency is unable to serve notice on the property owner by mail and/or telephone during the compliance period as defined by the IRS, the Agency will consider the property out of compliance and notify the IRS by filing Form 8823 of non-compliance.
 - a) The Agency will maintain one contact person per project. The owner/agent will agree upon the contact person and notify the Agency immediately of any change.
 - b) Recapture determinations are made by the IRS.
11. The Agency requires Housing Credit owners to pay an annual compliance monitoring fee. The fee amount for projects receiving a reservation in 1998 will be \$125 per unit. The monitoring fee for projects receiving a reservation in 1997 and not placing in service in 1997 will be \$125 per unit. The fee **must** be submitted with the 8609 request.

IV. Housing Credit Data Tables

A.	RENT AND INCOME LIMITS	25
B.	INCOME ADJUSTMENT POINTS	34
C.	HUD 221D(3) MORTGAGE LIMITS PER UNIT	35
D.	QUALIFIED CENSUS TRACTS	41
E.	COMMUNITIES WITH A CONSOLIDATED PLAN	43
F.	AREAS WITH A COMMUNITY HOUSING IMPROVEMENT STRATEGY (CHIS)	44
G.	MODEL LANGUAGE FOR LOCAL GOVERNMENT NOTIFICATION	45

A. Rent and Income Limits

Instructions

Example:

County	(5.) Rent: Bedrooms (Residents) Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)			
	(2.) Income: Residents	1	2	3	4	5	6	7	8	
Adams	(6.) 50% rent	355	380	455	526	587	648			
(1.)	(3.) 50% income		14200	16200	18200	20250	21850	23500	25100	26750
	(7.) 60% rent	426	456	546	631	705	777			
	(4.) 60% income		17040	19440	21840	24300	26220	28200	30120	32100

1. Name of County.
2. The number of residents in a household, used for the 50% and 60% income figures in the table.
3. The 50% Area Median Gross Income (AMGI) for the county, adjusted for the number of residents in a household. The source of these income figures are the HUD very low-income limits, which are updated and published annually.
4. The 60% Area Median Gross Income (AMGI) for the county, adjusted for the number of residents in a household. The 60% income figures are computed using the 50% income figures as follows:

$$[50\% \text{ income}] * 2 * 60\% = [60\% \text{ income}]$$

5. The number of bedrooms in a unit, used for the 50% and 60% rent figures in the table. The number of residents in each type of unit (1 resident for SRO & efficiency units; 1.5 residents per bedroom for units with one or more bedrooms) are used to compute the rent figures in the table.
6. The 50% monthly rent figures for the county, adjusted for the number of bedrooms in a unit. The rents are computed using the 50% income figures, and the number of residents in each type of unit, as follows:

$$([50\% \text{ income for the number of residents}] * 30\%) / 12 = [50\% \text{ monthly rent}]$$

7. The 60% monthly rent figures for the county, adjusted for the number of bedrooms in a unit. The rents are computed using the 60% income figures, and the number of residents in each type of unit, as follows:

$$([60\% \text{ income for the number of residents}] * 30\%) / 12 = [60\% \text{ monthly rent}]$$

NOTE: The monthly rent for any percentage of income can be computed using the 50% income figures.

Example: Monthly rent figures for 45% Area Median Gross Income.

$$[50\% \text{ income}] * 2 * 45\% = [45\% \text{ income}]$$

$$([45\% \text{ income for the number of residents}] * 30\%) / 12 = [45\% \text{ monthly rent}]$$

If the income or monthly rent figures contain a decimal, always round down to compute the correct figure.

A. Rent and Income Limits

H.U.D. Effective Date: January, 1998

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6	7	8
Adams	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Allen	50% rent	368	395	475	548	612	675			
	50% income		14750	16900	19000	21100	22800	24500	26150	27850
	60% rent	442	474	570	658	735	810			
	60% income		17700	20280	22800	25320	27360	29400	31380	33420
Ashland	50% rent	357	383	460	531	592	654			
	50% income		14300	16350	18400	20450	22100	23700	25350	27000
	60% rent	429	459	552	638	711	785			
	60% income		17160	19620	22080	24540	26520	28440	30420	32400
Ashtabula	50% rent	432	463	556	642	716	790			
	50% income		17300	19750	22250	24700	26700	28650	30650	32600
	60% rent	519	555	667	771	859	948			
	60% income		20760	23700	26700	29640	32040	34380	36780	39120
Athens	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Auglaize	50% rent	368	395	475	548	612	675			
	50% income		14750	16900	19000	21100	22800	24500	26150	27850
	60% rent	442	474	570	658	735	810			
	60% income		17700	20280	22800	25320	27360	29400	31380	33420
Belmont	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Brown	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Butler	50% rent	451	483	580	670	748	825			
	50% income		18050	20650	23200	25800	27850	29950	32000	34050
	60% rent	541	580	696	804	898	990			
	60% income		21660	24780	27840	30960	33420	35940	38400	40860
Carroll	50% rent	386	413	496	573	640	705			
	50% income		15450	17650	19850	22050	23800	25600	27350	29100
	60% rent	463	496	595	687	768	846			
	60% income		18540	21180	23820	26460	28560	30720	32820	34920
Champaign	50% rent	363	390	467	540	603	665			
	50% income		14550	16650	18700	20800	22450	24150	25800	27450
	60% rent	436	468	561	648	724	798			
	60% income		17460	19980	22440	24960	26940	28980	30960	32940

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6		
Clark	50% rent	412	442	531	613	685	755			
	50% income		16500	18900	21250	23600	25500	27400	29250	31150
	60% rent	495	531	637	736	822	906			
	60% income		19800	22680	25500	28320	30600	32880	35100	37380
Clermont	50% rent	437	468	562	650	725	800			
	50% income		17500	20000	22500	25000	27000	29000	31000	33000
	60% rent	525	562	675	780	870	960			
	60% income		21000	24000	27000	30000	32400	34800	37200	39600
Clinton	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Columbiana	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Coshocton	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Crawford	50% rent	357	382	458	530	591	653			
	50% income		14300	16300	18350	20400	22050	23650	25300	26950
	60% rent	429	459	550	636	709	783			
	60% income		17160	19560	22020	24480	26460	28380	30360	32340
Cuyahoga	50% rent	432	463	556	642	716	790			
	50% income		17300	19750	22250	24700	26700	28650	30650	32600
	60% rent	519	555	667	771	859	948			
	60% income		20760	23700	26700	29640	32040	34380	36780	39120
Darke	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Defiance	50% rent	358	384	461	533	595	655			
	50% income		14350	16400	18450	20500	22150	23800	25400	27050
	60% rent	430	461	553	639	714	786			
	60% income		17220	19680	22140	24600	26580	28560	30480	32460
Delaware	50% rent	442	474	568	657	733	809			
	50% income		17700	20250	22750	25300	27300	29350	31350	33400
	60% rent	531	569	682	789	880	971			
	60% income		21240	24300	27300	30360	32760	35220	37620	40080
Erie	50% rent	381	408	490	566	632	698			
	50% income		15250	17450	19600	21800	23550	25300	27050	28800
	60% rent	457	490	588	680	759	837			
	60% income		18300	20940	23520	26160	28260	30360	32460	34560

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6		
Fairfield	50% rent	442	474	568	657	733	809			
	50% income		17700	20250	22750	25300	27300	29350	31350	33400
	60% rent	531	569	682	789	880	971			
	60% income		21240	24300	27300	30360	32760	35220	37620	40080
Fayette	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Franklin	50% rent	442	474	568	657	733	809			
	50% income		17700	20250	22750	25300	27300	29350	31350	33400
	60% rent	531	569	682	789	880	971			
	60% income		21240	24300	27300	30360	32760	35220	37620	40080
Fulton	50% rent	415	444	533	616	687	758			
	50% income		16600	18950	21350	23700	25600	27500	29400	31300
	60% rent	498	533	640	739	825	910			
	60% income		19920	22740	25620	28440	30720	33000	35280	37560
Gallia	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Geauga	50% rent	432	463	556	642	716	790			
	50% income		17300	19750	22250	24700	26700	28650	30650	32600
	60% rent	519	555	667	771	859	948			
	60% income		20760	23700	26700	29640	32040	34380	36780	39120
Greene	50% rent	412	442	531	613	685	755			
	50% income		16500	18900	21250	23600	25500	27400	29250	31150
	60% rent	495	531	637	736	822	906			
	60% income		19800	22680	25500	28320	30600	32880	35100	37380
Guernsey	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Hamilton	50% rent	437	468	562	650	725	800			
	50% income		17500	20000	22500	25000	27000	29000	31000	33000
	60% rent	525	562	675	780	870	960			
	60% income		21000	24000	27000	30000	32400	34800	37200	39600
Hancock	50% rent	372	398	477	552	616	680			
	50% income		14900	17000	19100	21250	22950	24650	26350	28050
	60% rent	447	478	573	663	739	816			
	60% income		17880	20400	22920	25500	27540	29580	31620	33660
Hardin	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
		1	2	3	4	5	6			
Harrison	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Henry	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Highland	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Hocking	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Holmes	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Huron	50% rent	360	386	463	535	597	659			
	50% income		14400	16500	18550	20600	22250	23900	25550	27200
	60% rent	432	463	556	642	717	791			
	60% income		17280	19800	22260	24720	26700	28680	30660	32640
Jackson	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Jefferson	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Knox	50% rent	358	384	461	533	595	655			
	50% income		14350	16400	18450	20500	22150	23800	25400	27050
	60% rent	430	461	553	639	714	786			
	60% income		17220	19680	22140	24600	26580	28560	30480	32460
Lake	50% rent	432	463	556	642	716	790			
	50% income		17300	19750	22250	24700	26700	28650	30650	32600
	60% rent	519	555	667	771	859	948			
	60% income		20760	23700	26700	29640	32040	34380	36780	39120
Lawrence	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6	7	8
Licking	50% rent	442	474	568	657	733	809			
	50% income		17700	20250	22750	25300	27300	29350	31350	33400
	60% rent	531	569	682	789	880	971			
	60% income		21240	24300	27300	30360	32760	35220	37620	40080
Logan	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Lorain	50% rent	432	463	556	642	716	790			
	50% income		17300	19750	22250	24700	26700	28650	30650	32600
	60% rent	519	555	667	771	859	948			
	60% income		20760	23700	26700	29640	32040	34380	36780	39120
Lucas	50% rent	415	444	533	616	687	758			
	50% income		16600	18950	21350	23700	25600	27500	29400	31300
	60% rent	498	533	640	739	825	910			
	60% income		19920	22740	25620	28440	30720	33000	35280	37560
Madison	50% rent	442	474	568	657	733	809			
	50% income		17700	20250	22750	25300	27300	29350	31350	33400
	60% rent	531	569	682	789	880	971			
	60% income		21240	24300	27300	30360	32760	35220	37620	40080
Mahoning	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Marion	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Medina	50% rent	432	463	556	642	716	790			
	50% income		17300	19750	22250	24700	26700	28650	30650	32600
	60% rent	519	555	667	771	859	948			
	60% income		20760	23700	26700	29640	32040	34380	36780	39120
Meigs	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Mercer	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Miami	50% rent	412	442	531	613	685	755			
	50% income		16500	18900	21250	23600	25500	27400	29250	31150
	60% rent	495	531	637	736	822	906			
	60% income		19800	22680	25500	28320	30600	32880	35100	37380

County	Rent: Bedrooms (<i>Residents</i>) Income: <i>Residents</i>	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6	7	8
Monroe	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Montgomery	50% rent	412	442	531	613	685	755			
	50% income		16500	18900	21250	23600	25500	27400	29250	31150
	60% rent	495	531	637	736	822	906			
	60% income		19800	22680	25500	28320	30600	32880	35100	37380
Morgan	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Morrow	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Muskingum	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Noble	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Ottawa	50% rent	390	417	500	578	645	711			
	50% income		15600	17800	20000	22250	24050	25800	27600	29350
	60% rent	468	501	600	694	774	854			
	60% income		18720	21360	24000	26700	28860	30960	33120	35220
Paulding	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Perry	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Pickaway	50% rent	442	474	568	657	733	809			
	50% income		17700	20250	22750	25300	27300	29350	31350	33400
	60% rent	531	569	682	789	880	971			
	60% income		21240	24300	27300	30360	32760	35220	37620	40080
Pike	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6		
Portage	50% rent	407	436	523	605	676	745			
	50% income		16300	18650	20950	23300	25150	27050	28900	30750
	60% rent	489	524	628	726	811	894			
	60% income		19560	22380	25140	27960	30180	32460	34680	36900
Preble	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Putnam	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Richland	50% rent	357	382	458	530	591	653			
	50% income		14300	16300	18350	20400	22050	23650	25300	26950
	60% rent	429	459	550	636	709	783			
	60% income		17160	19560	22020	24480	26460	28380	30360	32340
Ross	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Sandusky	50% rent	381	408	490	566	632	698			
	50% income		15250	17450	19600	21800	23550	25300	27050	28800
	60% rent	457	490	588	680	759	837			
	60% income		18300	20940	23520	26160	28260	30360	32460	34560
Scioto	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Seneca	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Shelby	50% rent	373	400	480	555	618	683			
	50% income		14950	17100	19200	21350	23050	24750	26450	28200
	60% rent	448	480	576	666	742	819			
	60% income		17940	20520	23040	25620	27660	29700	31740	33840
Stark	50% rent	386	413	496	573	640	705			
	50% income		15450	17650	19850	22050	23800	25600	27350	29100
	60% rent	463	496	595	687	768	846			
	60% income		18540	21180	23820	26460	28560	30720	32820	34920
Summit	50% rent	407	436	523	605	676	745			
	50% income		16300	18650	20950	23300	25150	27050	28900	30750
	60% rent	489	524	628	726	811	894			
	60% income		19560	22380	25140	27960	30180	32460	34680	36900

County	Rent: Bedrooms (Residents) Income: Residents	Eff (1)	1 (1.5)	2 (3)	3 (4.5)	4 (6)	5 (7.5)	6 (9)	7	8
			1	2	3	4	5	6		
Trumbull	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Tuscarawas	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Union	50% rent	418	448	537	621	692	765			
	50% income		16750	19100	21500	23900	25800	27700	29650	31550
	60% rent	502	537	645	745	831	918			
	60% income		20100	22920	25800	28680	30960	33240	35580	37860
VanWert	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Vinton	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Warren	50% rent	437	468	562	650	725	800			
	50% income		17500	20000	22500	25000	27000	29000	31000	33000
	60% rent	525	562	675	780	870	960			
	60% income		21000	24000	27000	30000	32400	34800	37200	39600
Washington	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Wayne	50% rent	372	399	478	553	617	681			
	50% income		14900	17050	19150	21300	23000	24700	26400	28100
	60% rent	447	479	574	664	741	817			
	60% income		17880	20460	22980	25560	27600	29640	31680	33720
Williams	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100
Wood	50% rent	415	444	533	616	687	758			
	50% income		16600	18950	21350	23700	25600	27500	29400	31300
	60% rent	498	533	640	739	825	910			
	60% income		19920	22740	25620	28440	30720	33000	35280	37560
Wyandot	50% rent	355	380	455	526	587	648			
	50% income		14200	16200	18200	20250	21850	23500	25100	26750
	60% rent	426	456	546	631	705	777			
	60% income		17040	19440	21840	24300	26220	28200	30120	32100

A. Rent and Income Limits

Determination of Competitive Review Points for Counties Located in a Non-Ohio MSA (Belmont, Lawrence, & Washington Counties)

Issue

During the 1996 Housing Credit Program year, the Agency was made aware of a significant difference in the income limits between Belmont county and its adjacent Ohio counties. It had been asserted that the HUD income limits used by OHFA for competitive scoring purposes were not reflective of actual market factors because Belmont county is included in a West Virginia MSA, which has significantly lower income limits than nearby Ohio counties. This creates a competitive scoring disadvantage to otherwise "like" projects located in non-Ohio MSA counties.

Analysis

The Agency conducted an analysis of the income limits for all Ohio counties (Belmont, Jefferson, Lawrence and Washington) which are part of another state's MSA. The results of this analysis showed that Belmont, Lawrence, and Washington counties had significantly lower income limits than their contiguous Ohio neighbors, and were below Ohio's non-metropolitan average. HUD's income calculation for MSAs that cover more than one state (i.e., the Wheeling MSA incorporates Belmont County) uses the non-metropolitan median family income of the state with the largest portion of the MSA. In the case of these counties, the non-metropolitan median family income used was West Virginia's. Further review concluded that Ohio counties located in West Virginia MSAs are more characteristic of their neighboring Ohio counties than of adjacent West Virginia counties.

Determination

For the purpose of determining competitive review points in the Housing Credit Program, the income limits for counties located in non-Ohio MSAs will be the higher of (1) the county's actual limit; or (2) the Ohio non-metropolitan median family income, adjusted for family size. These income limits will **only** be used to determine competitive review points. *Actual rents charged, as mandated by Internal Revenue Code Section 42, will continue to be based on the actual HUD income limits of the county in which the project is located.*

Example

Project located in Belmont County
All units have 2 bedrooms

Rent Election: 100% of the units at 60% of AMGI
Actual rents charged = \$460 per month

Competitive Points:

50% rent for Ohio non-metropolitan income:	\$455		
multiply by 2:	<u>2</u>		
100% rent for Ohio non-metropolitan income:	\$910		
Actual rents charged:	<u>\$460</u>	=	51%
100% rent for Ohio non-metropolitan income:	\$910		

Competitive Points at 51% rents = 90

B. Income Adjustment Points

County	50% AMGI (3 person household)	Point Adjustment	County	50% AMGI (3 person household)	Point Adjustment
Adams	\$18,200	110	Licking	\$22,750	10
Allen	\$19,000	90	Logan	\$18,200	110
Ashland	\$18,400	110	Lorain	\$22,250	20
Ashtabula	\$22,250	20	Lucas	\$21,350	40
Athens	\$18,200	110	Madison	\$22,750	10
Auglaize	\$19,000	90	Mahoning	\$18,200	110
Belmont	\$18,200	110	Marion	\$18,200	110
Brown	\$18,200	110	Medina	\$22,250	20
Butler	\$23,200	0	Meigs	\$18,200	110
Carroll	\$19,850	70	Mercer	\$18,200	110
Champaign	\$18,700	100	Miami	\$21,250	40
Clark	\$21,250	40	Monroe	\$18,200	110
Clermont	\$22,500	20	Montgomery	\$21,250	40
Clinton	\$18,200	110	Morgan	\$18,200	110
Columbiana	\$18,200	110	Morrow	\$18,200	110
Coshocton	\$18,200	110	Muskingum	\$18,200	110
Crawford	\$18,350	110	Noble	\$18,200	110
Cuyahoga	\$22,250	20	Ottawa	\$20,000	70
Darke	\$18,200	110	Paulding	\$18,200	110
Defiance	\$18,450	110	Perry	\$18,200	110
Delaware	\$22,750	10	Pickaway	\$22,750	10
Erie	\$19,600	80	Pike	\$18,200	110
Fairfield	\$22,750	10	Portage	\$20,950	50
Fayette	\$18,200	110	Preble	\$18,200	110
Franklin	\$22,750	10	Putnam	\$18,200	110
Fulton	\$21,350	40	Richland	\$18,350	110
Gallia	\$18,200	110	Ross	\$18,200	110
Geauga	\$22,250	20	Sandusky	\$19,600	80
Greene	\$21,250	40	Scioto	\$18,200	110
Guernsey	\$18,200	110	Seneca	\$18,200	110
Hamilton	\$22,500	20	Shelby	\$19,200	90
Hancock	\$19,100	90	Stark	\$19,850	70
Hardin	\$18,200	110	Summit	\$20,950	50
Harrison	\$18,200	110	Trumbull	\$18,200	110
Henry	\$18,200	110	Tuscarawas	\$18,200	110
Highland	\$18,200	110	Union	\$21,500	40
Hocking	\$18,200	110	VanWert	\$18,200	110
Holmes	\$18,200	110	Vinton	\$18,200	110
Huron	\$18,550	110	Warren	\$22,500	20
Jackson	\$18,200	110	Washington	\$18,200	110
Jefferson	\$18,200	110	Wayne	\$19,150	90
Knox	\$18,450	110	Williams	\$18,200	110
Lake	\$22,250	20	Wood	\$21,350	40
Lawrence	\$18,200	110	Wyandot	\$18,200	110

C. H.U.D. 221(d)(3) Mortgage Limits per Unit

H.U.D. Effective Date: January 1, 1997

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Adams	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Allen	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Ashland	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Ashtabula	Non- Elevator	\$56,175	\$64,771	\$78,114	\$99,986	\$111,389
	Elevator	\$59,118	\$67,767	\$82,404	\$106,603	\$117,017
Athens	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Auglaize	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Belmont	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Brown	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Butler	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Carroll	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Champaign	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Clark	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Clermont	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Clinton	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Columbiana	Non- Elevator	\$57,857	\$66,710	\$80,453	\$102,980	\$114,724
	Elevator	\$60,888	\$69,796	\$84,872	\$109,794	\$120,520
Coshocton	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Crawford	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Cuyahoga	Non- Elevator	\$58,530	\$67,486	\$81,389	\$104,177	\$116,058
	Elevator	\$61,596	\$70,607	\$85,859	\$111,071	\$121,922
Darke	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Defiance	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Delaware	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Erie	Non- Elevator	\$57,185	\$65,935	\$79,518	\$101,782	\$113,390
	Elevator	\$60,180	\$68,984	\$83,885	\$108,518	\$119,119
Fairfield	Non- Elevator	\$50,793	\$58,565	\$70,630	\$90,407	\$100,717
	Elevator	\$53,454	\$61,274	\$74,509	\$96,389	\$105,806
Fayette	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Franklin	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Fulton	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Gallia	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Geauga	Non- Elevator	\$56,175	\$64,771	\$78,114	\$99,986	\$111,389
	Elevator	\$59,118	\$67,767	\$82,404	\$106,603	\$117,017
Greene	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Guernsey	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Hamilton	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Hancock	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Hardin	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Harrison	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Henry	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Highland	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Hocking	Non- Elevator	\$50,793	\$58,565	\$70,630	\$90,407	\$100,717
	Elevator	\$53,454	\$61,274	\$74,509	\$96,389	\$105,806
Holmes	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Huron	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Jackson	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Jefferson	Non- Elevator	\$57,857	\$66,710	\$80,453	\$102,980	\$114,724
	Elevator	\$60,888	\$69,796	\$84,872	\$109,794	\$120,520
Knox	Non- Elevator	\$50,793	\$58,565	\$70,630	\$90,407	\$100,717
	Elevator	\$53,454	\$61,274	\$74,509	\$96,389	\$105,806
Lake	Non- Elevator	\$58,530	\$67,486	\$81,389	\$104,177	\$116,058
	Elevator	\$61,596	\$70,607	\$85,859	\$111,071	\$121,922
Lawrence	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Licking	Non- Elevator	\$50,793	\$58,565	\$70,630	\$90,407	\$100,717
	Elevator	\$53,454	\$61,274	\$74,509	\$96,389	\$105,806
Logan	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Lorain	Non- Elevator	\$57,185	\$65,935	\$79,518	\$101,782	\$113,390
	Elevator	\$60,180	\$68,984	\$83,885	\$108,518	\$119,119
Lucas	Non- Elevator	\$59,539	\$68,649	\$82,792	\$105,973	\$118,059
	Elevator	\$62,658	\$71,825	\$87,339	\$112,986	\$124,024
Madison	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Mahoning	Non- Elevator	\$57,857	\$66,710	\$80,453	\$102,980	\$114,724
	Elevator	\$60,888	\$69,796	\$84,872	\$109,794	\$120,520

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Marion	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Medina	Non- Elevator	\$56,175	\$64,771	\$78,114	\$99,986	\$111,389
	Elevator	\$59,118	\$67,767	\$82,404	\$106,603	\$117,017
Meigs	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Mercer	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Miami	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Monroe	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Montgomery	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Morgan	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Morrow	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Muskingum	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Noble	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Ottawa	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Paulding	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Perry	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Pickaway	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Pike	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Portage	Non- Elevator	\$56,175	\$64,771	\$78,114	\$99,986	\$111,389
	Elevator	\$59,118	\$67,767	\$82,404	\$106,603	\$117,017

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Preble	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Putnam	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Richland	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Ross	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Sandusky	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Scioto	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Seneca	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Shelby	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Stark	Non- Elevator	\$56,175	\$64,771	\$78,114	\$99,986	\$111,389
	Elevator	\$59,118	\$67,767	\$82,404	\$106,603	\$117,017
Summit	Non- Elevator	\$56,175	\$64,771	\$78,114	\$99,986	\$111,389
	Elevator	\$59,118	\$67,767	\$82,404	\$106,603	\$117,017
Trumbull	Non- Elevator	\$57,857	\$66,710	\$80,453	\$102,980	\$114,724
	Elevator	\$60,888	\$69,796	\$84,872	\$109,794	\$120,520
Tuscarawas	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Union	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
VanWert	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105
Vinton	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Warren	Non- Elevator	\$51,803	\$59,729	\$72,034	\$92,203	\$102,718
	Elevator	\$54,516	\$62,492	\$75,990	\$98,304	\$107,908
Washington	Non- Elevator	\$50,457	\$58,178	\$70,163	\$89,808	\$100,050
	Elevator	\$53,100	\$60,869	\$74,016	\$95,751	\$105,105

County	Non- Elevator Elevator	Bedrooms				
		Eff (0)	1	2	3	4
Wayne	Non- Elevator	\$53,821	\$62,056	\$74,840	\$95,795	\$106,720
	Elevator	\$56,640	\$64,926	\$78,950	\$102,134	\$112,112
Williams	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404
Wood	Non- Elevator	\$59,539	\$68,649	\$82,792	\$105,973	\$118,059
	Elevator	\$62,658	\$71,825	\$87,339	\$112,986	\$124,024
Wyandot	Non- Elevator	\$50,121	\$57,790	\$69,695	\$89,209	\$99,383
	Elevator	\$52,746	\$60,463	\$73,523	\$95,113	\$104,404

D. Qualified Census Tracts

H.U.D. Effective Date: May, 1995

County	Tracts												
Adams	9904.00	9905.00	9906.00										
Allen	125.00	128.00	135.00	136.00	138.00								
Ashtabula	7.01												
Athens	9731.00												
Belmont	116.00	121.00											
Brown	9517.00												
Butler	3.00	4.00	5.00	6.00	7.01	7.02	8.00	101.01	101.04	128.00	129.00	131.00	
	132.00	138.00	140.00										
Clark	1.00	2.00	3.00	4.00	9.01	9.02	12.00						
Columbiana	9521.00	9522.00	9525.98										
Coshocton	9914.00												
Cuyahoga	1011.01	1012.00	1013.00	1016.00	1017.00	1018.00	1019.00	1025.00	1026.00	1027.00	1028.00	1029.00	
	1031.00	1032.00	1033.00	1034.00	1035.00	1037.00	1038.00	1039.00	1041.00	1042.00	1043.00	1044.00	
	1045.00	1046.00	1047.01	1047.02	1048.00	1049.00	1051.00	1053.00	1055.00	1056.01	1072.00	1073.00	
	1074.00	1075.00	1077.00	1079.00	1081.00	1082.00	1083.00	1084.00	1085.00	1087.00	1088.00	1089.00	
	1093.00	1096.00	1097.00	1098.00	1104.00	1105.00	1106.00	1107.00	1108.00	1111.00	1112.00	1113.00	
	1114.01	1114.02	1115.00	1116.00	1117.00	1118.00	1119.02	1121.00	1122.00	1123.00	1124.00	1125.00	
	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	1158.00	1161.00	1162.00	1163.00	1164.00	1165.00	1166.00	1168.00	1169.00	
	1172.01	1173.00	1181.00	1182.00	1183.00	1184.00	1185.00	1186.01	1186.02	1187.00	1189.00	1191.00	
	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	1208.01	1208.02	1212.00	1213.00	1214.01	1244.00	1275.00	1503.00	1504.00	1511.00	
	1512.00	1513.00	1514.00	1515.00	1517.00	1518.00	1527.01	1915.00	1939.00				
Erie	408.00												
Fairfield	317.00	319.00											
Franklin	7.30	9.20	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	39.00	40.00	
	41.00	42.00	43.00	44.00	50.00	51.00	53.00	54.10	54.20	56.10	56.20	60.00	
	61.00	74.10	75.11	75.34	75.40	75.20	78.20	83.50	87.30				
Greene	2403.02												
Hamilton	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	21.00	22.00	23.00	25.00	26.00	28.00	30.00	32.00	33.00	34.00	35.00	
	36.00	37.00	38.00	39.00	43.00	44.00	47.02	55.00	66.00	67.00	68.00	69.00	
	74.00	77.00	78.00	80.00	85.02	86.01	87.00	89.00	91.00	93.00	94.00	103.00	
	219.00	227.00											
Jackson	9576.00												
Jefferson	1.00	2.00	3.00	8.00									
Lake	2059.96	2061.97											
Lawrence	503.00	506.00											
Licking	7501.00	7504.00	7507.00	7525.00	7583.00								
Lorain	223.00	228.00	231.00	232.00	233.00	238.00	708.00	714.00					

County	Tracts											
Lucas	8.00	12.02	13.04	14.00	15.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00
	25.00	26.00	27.00	28.00	29.00	30.00	32.00	33.00	34.00	35.00	36.00	37.00
	38.00	41.00	42.00	43.01	48.00	54.00	68.00	73.03				
Mahoning	8002.00	8005.00	8006.00	8007.00	8009.00	8010.00	8017.00	8019.00	8020.00	8021.00	8022.00	8023.00
	8031.00	8032.00	8034.00	8035.00	8037.00	8040.00	8044.00	8103.00	8104.00			
Marion	1.00	9.00										
Meigs	9644.00											
Montgomery	3.00	7.00	10.00	12.00	13.00	14.00	15.00	17.00	18.00	19.00	21.00	22.00
	34.00	35.00	36.00	37.00	39.00	40.00	41.00	42.00	43.00	47.00	602.00	603.00
	702.01	703.00	805.00									
Muskingum	9821.00											
Portage	6015.00											
Richland	1.00	2.00	3.00	7.00								
Scioto	9931.00	9932.00	9935.00	9936.00	9937.00	9939.00						
Stark	7001.00	7015.00	7017.00	7018.00	7023.00	7101.00	7104.00	7105.00	7138.00			
Summit	5011.00	5012.00	5013.01	5013.02	5014.00	5015.00	5017.00	5018.00	5019.00	5024.00	5025.00	5031.00
	5032.00	5034.00	5038.00	5041.00	5042.00	5043.00	5044.00	5053.00	5056.00	5063.04	5065.00	5066.00
	5067.00	5068.00	5069.00	5074.00	5101.00	5103.01						
Trumbull	9201.00	9205.00	9206.00									
Warren	304.00											
Washington	205.00											
Wood	217.02	218.00										

E. Communities with a Consolidated Plan

1. HUD Entitlement Cities

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

*(**includes Trumbull County)*

2. HUD Eligible Urban Counties

Cuyahoga
Franklin
Hamilton
Lake
Montgomery
Stark
Summit

F. Areas with a Community Housing Improvement Strategy (CHIS)

1. Counties

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

2. Cities

Amherst	East Liverpool	Mount Vernon	Sheffield Lake
Ashland	Fairborn	Napoleon	Shelby
Ashtabula	Findlay	New Philadelphia	Sidney
Athens	Fostoria	Niles	St. Clairsville
Bellaire	Fremont	North Ridgeville	Tiffin
Bellefontaine	Galion	Northwood	Toronto
Cambridge	Girard	Norwalk	Uhrichsville
Campbell	Greenfield	Oberlin	Upper Sandusky
Celina	Hillsboro	Oregon	Urbana
Chillicothe	Ironton	Oxford	Van Wert
Circleville	Jackson	Piqua	Wadsworth
Conneaut	Logan	Portsmouth	Washington C.H.
Coshocton	London	Ravenna	Wellston
Defiance	Marion	Rossford	Wooster
Delaware	Martins Ferry	Salem	Xenia
Dover	Maumee	Sandusky	Zanesville

G. MODEL LANGUAGE FOR LOCAL GOVERNMENT NOTIFICATION

DATE

CERTIFIED MAIL RETURN RECEIPT REQUESTED (Attach copies)

Applicable Person

Title

Name of Political Jurisdiction

Address

City, State Zip

Re: Name of Project

Dear Applicable Person:

The purpose of this letter is to apprise your office that (Name of General Partner, Managing Member, Etc.) will be the (general partner, managing member, etc.) of a multifamily residential development located in or within a one-half mile radius of your political jurisdiction. The following describes the project and the multifamily funding programs of the Ohio Housing Finance Agency (OHFA) that will be utilized for the project and notifies you of your right to submit written comments to OHFA:

Project Address: Be as specific as possible; note city or township location as county.

Number of Units: Total number of units; you may wish to do a breakdown on unit types i.e. 1BR, 2BR, 3BR.

Nature of Project: Such as new construction, acquisition rehabilitation, substantial rehabilitation, adaptive reuse. Note any other distinguishing characteristics.

Program(s) Utilized in the Project: Indicate that the project will utilize funding from the Housing Credit, Affordable Housing Loans, and/or Multifamily Bond Programs.

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

return receipt requested. The persons and addresses to be notified at OHFA are:

Mr. Vincent J. Lombardi, Chairman
Ohio Housing Finance Agency
77 S. High Street, 29th Floor
Columbus, OH 43215

Mr. Richard V. Everhart, Executive Director
Ohio Housing Finance Agency
77 S. High Street, 26th Floor
Columbus, OH 43215

The written objection must be submitted within 30 days of your receipt of this notice, and must be received by OHFA within 45 days of the date of the sponsor's or private developer's notice.

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

Sincerely,

Name
Title of Writer

V. INDEX

A	
Applicant Characteristics.....	18
Ability to Proceed.....	18
General Partner Housing Credit Experience.....	18
General Partner Housing Funding Experience.....	18
Local Tax-Exempt Involvement.....	19
Management Company Experience.....	19
Value-Added through Services.....	19
Application Rounds.....	5
C	
Calendar.....	6
Competitive Review.....	13
E	
Eligible Use of Housing Credit.....	4
Acquisition.....	4
New Construction.....	4
Substantial Rehabilitation.....	4
Extended Low-Income Use.....	3
F	
Financial Underwriting.....	20
H	
Housing Credit.....	2
Housing Credit Data Tables.....	24
Housing Credit Rate.....	4
I	
Income Targeting.....	3
Ineligible Costs.....	4
L	
Local Government Support.....	17
Comprehensive Housing Improvement	
Strategy.....	17
Letters of Local Government Support.....	17
Letters of Other Local Support.....	17
Local Consolidated Plan.....	17
M	
Monitoring.....	20
Process.....	20
N	
No More Credit Than Necessary.....	4
P	
Project Characteristics	
At-risk Housing.....	15
Creation of Affordable Housing.....	15
Lease Purchase of Units.....	16
Preservation of Historic Buildings.....	16
Unit Size.....	15
Project Characteristics.....	15
Project Costs.....	17
Contractor Profit, Overhead.....	17
Developer Fees and Overhead.....	17
Project Location.....	16
Emergency-Declared Counties.....	16
Low-income County.....	16
Qualified Census Tract.....	16
Public Benefit.....	14
Income Targeting.....	15
Mixed-Income Projects.....	14
Project Rents.....	14
Public Housing Authority Waiting List.....	15
Special Needs Populations.....	15
Public Notification.....	10
R	
Rent Restrictions.....	3
Returned Housing Credit.....	5
S	
Single Room Occupancy.....	4
T	
Threshold Review.....	7
Affirmative Marketing Plan.....	11
Agency Underwriting Standards.....	12
Application Fee.....	7
Complete, Organized Application.....	7
Conditional Financial Commitments.....	11
Evidence of Site Control.....	8
Extended Use.....	8
Market Study.....	8
Maximum Credit Cap.....	12
Plans and Specifications.....	11
Project Narrative.....	7
Public Notification.....	10
Section 42 Compliance.....	12
Section 42 Requirements.....	7
Site Location and Pictures.....	13
Special Threshold Requirements.....	13
Unit Cost Cap.....	12
Utility Allowance Information.....	12
Zoning.....	10
U	
Utility allowance.....	3

1998 Housing Credit Administrative Guidelines



**Ohio
Housing
Finance
Agency**

77 S. High Street, Columbus, OH 43215-6108
www.odod.ohio.gov/ohfa
(614) 466-7970



Table of Contents

I. INTRODUCTION	2
II. APPLICATION SUBMISSION	2
III. APPLICATION PROCESSING	5
IV. UNDERWRITING	6
V. BINDING RESERVATION AGREEMENT	10
VI. CARRYOVER ALLOCATION	10
VII. PROJECT COMPLETION STAGE / 8609 REQUEST	11
VIII. MISCELLANEOUS	12
IX. INDEX	13



I. Introduction

This document contains the Administrative Guidelines for the Ohio Low-Income Housing Tax Credit program (Housing Credit Program) in Ohio. The programmatic procedures and underwriting requirements are located within these Guidelines. The Ohio Housing Finance Agency (OHFA or the Agency) reserves the right to modify these Administrative Guidelines without notice pending developments in federal and state legislative requirements and/or Agency policy.

The Ohio Housing Finance Agency's (OHFA's) Threshold and Competitive Review Criteria for the Housing Credit program appear in the 1998 Qualified Allocation Plan (QAP).

Information in these Guidelines include Housing Credit application submission requirements, application processing, underwriting standards and procedures, Binding Reservation procedures, and Carryover and 8609 request requirements. Please use these Administrative Guidelines in conjunction with the QAP and AHFA User Manual to fully understand Ohio's requirements and complete the Affordable Housing Funding Application (AHFA).

II. Application Submission

Application: Submit one (1) application and one set of attachments in a three-ring binder. The applicant must submit their application for 1998 Housing Credits to the Housing Credit Program, Ohio Housing Finance Agency, 77 South High Street, 26th Floor, Columbus, Ohio 43215-6108. The application must be received no later than 5 p.m. by the date listed in the program calendar for the particular application round being applied for. Please include an index at the beginning of your application which incorporates appropriate tabbing for each section. Your index and tabbed sections must follow the outline provided in the organizational index appearing in Section J of the AHFA. The application cover must clearly indicate it as the 1998 Housing Credit application. Please see the AHFA User Manual and QAP for more detail on preparing your application. If you are also applying for funding from the Ohio Department of Development's Housing Development Assistance Program (HDAP) you must submit one original and one copy of your application directly to that office. The application submission deadline for HDAP funds must correspond with the application deadlines for the Housing Credit program. Policies and Guidelines of the HDAP can be obtained from the Office of Housing and Community Partnerships , 77 S. High Street, 24th Floor, Columbus 43216-1001, 614-466-2285.

Fees. OHFA requires the appropriate application fee to be submitted with the application. Fees are based on project size. Please review the following fee schedule.

Projects 25 units or less:	\$ 500
Projects 26-50 units:	\$ 750
Projects 51-75 units:	\$1000
Projects 76+ units:	\$1250

The Agency requires payment of a Binding Reservation fee after receiving a binding reservation. The reservation fee is equal to 4% of the annual Housing Credit amount listed on the Binding Reservation letter.

The Agency will charge extension fees for any granted extension of the reservation fee, Carryover submission or 8609 submission. The fee will be based on a percentage of the reservation and the length of the extension.

In addition, the recipient of an allocation of Housing Credits must pay a monitoring fee of \$125 per unit due with the 8609 request.

All fees are non-refundable and non-transferable.

Resubmissions. An applicant may re-apply for Housing Credits if his/her application does not receive a reservation in an application funding round. The applicant must pay a new application fee and submit a new application. All changes to the project must be clearly stated in a cover letter and in the application resubmission. **A new application along with all supporting documents and attachments must be resubmitted.**

Agency Timelines and Due Dates. The Internal Revenue Service and the Agency have established timelines and due dates during the life cycle of the project. The QAP contains a calendar of key program dates. Applicants for and recipients of Housing Credits are expected to meet all timelines and due dates.

Request for Extension. The applicant must request an extension if he/she is unable to meet a timeline or a due date. Please submit your request in writing at least 2 weeks prior to the deadline via certified mail. Please include an explanation for the extension and a check in the amount of the correct fee. The Agency reserves the right to deny any extension request.

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. Owners of projects that received an allocation of Housing Credits in previous years and are placed-in-service may only apply for additional Housing Credits if 10% or more residential square footage, and/or 5% or more units have been added to the project. The project must apply during a standard application round, and will be reviewed according to the current year's Competitive criteria. In addition, projects that re-apply may be subject to additional underwriting requirements. Projects must provide the previous Housing Credit allocation; projects placed-in-service must also provide previous project square footage, and previous number of units on the new application and in the project narrative. Projects already placed-in-service may only be eligible for two-thirds of its additional Housing Credit request.

Projects with Tax-Exempt Bond Financing. Projects receiving tax-exempt bond financing must pass the Threshold Review and meet Agency underwriting standards in order to receive a letter



1998 Housing Credit Administrative Guidelines

of eligibility for Housing Credits. Project specific conditions will be listed in the eligibility letter. The annual \$1 million dollar Housing Credit limit does not apply to these projects.

In addition to meeting the Threshold requirements listed in the QAP the applicant must supply evidence of the following:

- ◆ 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 anticipated rate, term and amortization of the bonds must be submitted. For OHFA issued bonds, the application should be submitted with Section A, B, C, D, and E completed. The tax credit letter of eligibility will be issued following final approval of the bond issuance by the OHFA board.
- ◆ The Agency 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.

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.

For non-OHFA issued bonds, applicants may apply at any time during the year. If public notification requirements have been met, the Agency may take up to 4 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 request procedures outlined in these guidelines. Please provide the Agency with a copy of the property's legal description within 30 days of site acquisition.

For OHFA issued bonds, please consult the most recent OHFA Multifamily Rental Development Bond guidelines for appropriate submission deadlines.

Waiting List. Projects reviewed in the last competitive round that did not receive a reservation will be given the opportunity to be placed on a waiting list for Housing Credits that are returned later in the year. Projects will be ranked by their scores in the last round. In order to be placed on the waiting list, projects **must** submit a letter to OHFA by the deadline provided in the Competitive Rejection letter. The letter must include your desire to be on the waiting list, how you plan to fill any funding gaps, as well as specific action steps on how you will meet the Carryover deadline.

The Agency will contact representatives of projects on the list, starting with the project with the highest score, when Housing Credit becomes available. The Agency will set a deadline for the applicant to respond to the offer of Housing Credit.

III. Application Processing

Scoring/Ranking Procedure. Once an applicant's project passes Threshold review, the Agency will evaluate the project based on the QAP Competitive Review Criteria (see the QAP for the Competitive Criteria). The projects will then be ranked from highest score to lowest, and OHFA will award, from highest scoring project to lowest, up to the maximum amount of Housing Credit available for that round.

Housing Credits Available Per Round. The amount of Housing Credit available per round is listed in the QAP. The Agency reserves the right to modify the amount of Housing Credit available per round, as well as when to distribute any returned Housing Credit. The last project awarded Housing Credit in a year may be awarded a forward commitment from next year's Housing Credit (based on the availability of future Housing Credit funding), if needed to fill the project's Housing Credit gap.

Tie-Breaking Procedure. The Agency will use the following tie-breaking process: projects will be ranked by their score for the first Competitive Criterion (a subtotal of all sub-criteria). If the tie remains, the Agency will rank the projects by their score for the second Competitive Criterion, and so on until the tie is broken. For example, Projects A and B both have a competitive score of 100. Project A's total score for criteria 1a. through 1d. was 30, and Project B's total score for criteria 1a. through 1d. was 25. Therefore, Project A would be ranked ahead of Project B. OHFA reserves the right to institute the tie-breaking procedure only in the final Housing Credit application cycle.

Project Changes. All project changes require Agency approval, and all changes will be reviewed by the Agency on a case-by-case basis. Any change in a project which reduces the project score, or which reduces the project score below the score of the last funded project in a particular funding round may result in a reduction or revocation of the Housing Credit reservation or allocation. No changes in a project are allowed if it reduces the project's score in rent structure. A new application, fee, and Competitive review may be required if any project characteristics change.

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.

Appeals. Applicants may appeal their project score, Housing Credit amount (at Binding Reservation, Carryover and 8609), or Threshold rejection if the applicant believes OHFA has erred in its determination. The applicant must submit his or her appeal in writing to the Director of the Office of Planning & Development. The appeal must be sent to the Agency on or before the deadlines listed in the QAP or within 1 week, whichever is greater.

In the appeal, the applicant must state his or her objections to the Agency's determinations and give specific reasons why he or she believes the Agency's decision should be overturned. Any



documentation to support the Threshold and Competitive appeal can be provided, but will not override the documentation or materials which were included in the original application.

Upon receipt of the appeal letter, the Agency will review and respond in writing to the sponsor by the dates listed in the QAP. The Agency may review the project in its entirety. The appeal will be granted only if the applicant can document that the Agency has erred in its review of the project application or in determining the credit amount.

AN APPEAL IS JUDGED SOLELY UPON THE MATERIALS WHICH WERE PROPERLY AND TIMELY SUBMITTED WITH THE ORIGINAL APPLICATION.

Agency Information Sources. The Agency's Website contains important, easily accessible program information such as Housing Credit percentages, frequently asked questions, technical support, general tax credit information, important program dates and downloadable files such as the 1998 QAP and Affordable Housing Funding Application. Our Website address is <http://www.odod.ohio.gov/ohfa>. Please visit our Website to obtain current information on Housing Credit and other Agency programs.

Contacting the Applicant. The Agency will only contact the person listed in the application as the project contact. The Agency asks other parties involved in the project to communicate with the project contact, prior to contacting the Agency.

Requesting Information. At the end of each allocation round, the Agency will make available a listing by score of all projects along with a detailed report featuring the reserved projects of that round. Please visit our Website at <http://www.odod.ohio.gov/ohfa> to obtain this listing. Interested parties requesting similar information directly from the Agency will be required to use a Freedom of Information Request Form (forms are available from OHFA) and follow Ohio Department of Development procedures.

IV. Underwriting

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

- 1.) when the application is received/prior to issuing Binding Reservation or letter of eligibility;
- 2.) at the time of allocation, i.e., Carryover or 8609; and,
- 3.) at the time the project is placed-in-service and requests IRS Form(s) 8609.



1998 Housing Credit Administrative Guidelines

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

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

OHFA staff will review projects that pass the Competitive Review (see scoring procedure) or have been issued a Reservation or Carryover using the following procedures:

1. The applicant's determination of adjusted qualified basis will be reviewed. All non-eligible costs will be deducted from the basis. All other project financing will be reviewed in order to determine if it should be deducted from basis.
2. All fees, costs, and assumptions will be checked to determine if they meet Agency standards.
 - ◆ OHFA will assume that all projects will receive no less than **\$.70** per dollar of Housing Credit for equity. Inner-city projects with at least 50% of the project located in a qualified census tract that have difficulty achieving the \$.70 per dollar of Housing Credit may, upon clear demonstration to OHFA, request a waiver. In no event, will OHFA underwrite the project at less than \$.67 per dollar of Housing Credit. The equity per dollar of tax credit will be evaluated based on the percentage of the limited partner ownership of the project. The Agency will survey syndicators quarterly to update the equity standard. Updated equity standards will be published on OHFA's Website. Please visit our Website at <http://www.odod.ohio.gov/ohfa> to obtain current program information.
 - ◆ The developer fee, contractor profit, contractor overhead, and general requirement percentages must not increase from date of application to the placed-in-service date. If any of the percentages increase at any time, the project's eligible basis will be reduced, potentially reducing the Housing Credit amount. The adjustment is calculated by multiplying the fee increase by the total eligible line items in total project cost. The difference is then deducted from basis.
 - ◆ 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 decrease 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.



1998 Housing Credit Administrative Guidelines

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

3. 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 a positive and adequate debt service coverage. The hard debt coverage ratio (DCR) must be above 1.15. The DCR for all debt sources may be no higher than 1.25. If the DCR is too high, the following will happen:

- ◆ The mortgage amount will be increased to reflect a lower DCR. The loan term used for the increased loan will be rate = prime + 3 (published in the Wall Street Journal) and a term = 25 years. The eligible basis will be lowered to reflect the increased mortgage amount.
- ◆ The DCR of projects financed by owner's equity only will be determined by using a loan with the characteristics described above.
- ◆ The project's annual operating expenses per unit including replacement reserves, but excluding management fees, owner-paid utility costs, annual bond fees, and property taxes, may not exceed \$2,650 for non-elevator buildings, and \$3,150 for elevator buildings. In addition to the project expenses, replacement reserves cannot exceed .006 of the estimated or actual project's hard construction and building acquisition costs (if seeking acquisition credit). Rural Development projects' replacement reserves may not exceed .001 of the mortgage amount.
- ◆ The Agency will assume an annual income increase of 3% and an annual expense increase of 4%. The vacancy rate for the project will be what is reflected in the project's market study.
- ◆ For projects with no hard debt, OHFA will impute hard debt at a DCR of 1.5 using the method described above.
- ◆ OHFA will establish minimum operating cost standards and may apply these minimums to projects.
- ◆ OHFA will establish minimum replacement reserve requirements and may apply these minimums to projects.
- ◆ OHFA will utilize the applicable utility allowances as referenced in Section 42 and Reg. 1.42-10.



SUBSIDY LAYERING REVIEW

For those projects receiving other government assistance, a subsidy layering review analysis may apply. Subsidy layering review regulations have been developed by HUD.

Projects may receive an allocation of credit based upon 130% of the qualified basis for new construction or substantial rehabilitation if the project is located in designated high cost areas of the state. High cost areas are defined as qualified census tracts and difficult development areas. The U.S. Department of Housing and Urban Development publish a list of qualified areas for 130% basis. This information is reproduced in the 1998 QAP.



UNDERWRITING EXAMPLE

A project that passed the Competitive review has the following characteristics:

- Total project cost = \$2,520,000
- Total eligible basis (all NC/S Rehab.) = \$2,000,000
- Credit percentage = 9% and Annual Housing Credit Amount = \$180,000
- 1st mortgage amount = \$1,260,000 and term = 30 years and rate = (9.75%)
- Annual debt service costs = \$129,904
- 100 two bedroom units in project
- Rent election = 100% of units affordable at 50% AMGI with \$50 utility allowance
- Project located in Franklin County
- Vacancy rate = 7%
- Annual operating cost per unit = \$2,650 and total = \$265,000
- Housing Credit equity (\$.70 per dollar) = \$1,260,000

Annual Net Operating Income (NOI) = \$274,028

Debt Coverage Ratio (DCR) = 2.109

Since the DCR is greater than 1.25 the Agency will increase the debt amount and lower the Housing Credit annual amount and eligible basis.

⇒ Maximum annual debt service costs for 1.25 DCR = \$219,222

⇒ New loan amount = \$1,992,259

⇒ Sources exceed uses by \$732,259

⇒ New Housing Credit annual amount = \$75,392 and new eligible basis = \$681,684



V. Binding Reservation Agreement

After the Agency has determined which projects to award Housing Credit and has performed the underwrite, the 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, and any additional documentation listed in the Agreement, must be sent to the Agency by the fifth day of the following month in which the agreement was issued, or the reservation of Housing Credit will be **invalid**.



PROJECTS PLACED-IN-SERVICE IN FIRST YEAR

Projects that will be completed and placed-in-service in the same year in which they received a reservation should request form 8609 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.

VI. Carryover Allocation

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

The following are required to be submitted for all projects by the Carryover submission deadline:

- ◆ A completed OHFA Cost Certification form (*the most current version*). These forms and instructions are available for downloading at <http://www.odod.ohio.gov/ohfa> or you may contact the Office of Planning & Development directly at 614-466-0400 or 1-800-848-1300.
- ◆ Federal Tax ID number for the owner.
- ◆ 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.
- ◆ Conditional commitment letters, including equity commitments, from non-OHFA funders must be updated from those which were submitted with the application. This requirement may be waived for Round 2 projects which receive Binding Reservations.



1998 Housing Credit Administrative Guidelines

- ◆ An appraisal that meets OHFA requirements if the project is seeking acquisition credit. Those requirements include:
 - ◇ preparation by a third party licensed (state does not matter) appraiser. Name, address, and license number must be included;
 - ◇ stated 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;
 - ◇ adherence to the Uniform Standards of Appraisal Practice. A statement to this effect must be included in the report;
 - ◇ conducted in 1998, although the Agency will consider earlier reports on a case by case basis.
- ◆ 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 each building in the project will receive a Building Identification Number (BIN). Those buildings receiving an acquisition and substantial rehabilitation credit 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.



CARRYOVER TRAINING

The Agency will hold a training that will cover the Carryover requirements and procedures for all recipients of a 1998 reservation of Housing Credit. The training will take place in Columbus. Please visit our Website at <http://www.odod.ohio.gov/ohfa> for information, or contact the Office of Planning & Development.

VII. Project Completion Stage / 8609 Request

Upon project completion, the owner must notify the Agency of the placed-in-service date(s) of each building and submit:

- ◆ An OHFA Cost Certification form and instructions (*most current version*) signed by an independent accountant/attorney. These forms are available for downloading at www.odod.ohio.gov/ohfa.



1998 Housing Credit Administrative Guidelines

- ◆ Certificates of Occupancy, unconditional, from the issuer of the building permits. Certificates of completion will be accepted for Rehabilitation projects.
- ◆ Permanent source(s) closing documents, executed by the borrower and the source provider(s). This includes all first and second mortgages, government loans, deferred fee notes, and grants. The Agency considers a minimum term of 15 years for a permanent loan.
- ◆ Partnership agreement, executed by the limited and general partners. Please submit a cover letter from the syndicator which summarizes the equity amount and pay-in schedule for tax credits and historic tax credits (if used).
- ◆ Copy of the appraisal submitted to the permanent lender may be required.
- ◆ Recorded Restrictive Covenant.

When a project receives an 8609 tax form or a Carryover Allocation Certificate, each building in the project will receive a BIN. Those buildings receiving an acquisition and substantial rehabilitation credit will receive one BIN for both Housing Credit types.

The Agency will mail out 8609 forms up to 90 working days after the request materials have been submitted to the Agency. Incomplete or insufficient request documentation will result in a delay of the 8609 form issuance.

VIII. Miscellaneous

Agency Participation Notification. Project owner(s) and applicant(s) should coordinate with Agency personnel to provide the opportunity for public notification of the Agency's participation in a project.

Plan Development. OHFA receives input in the development of the Plan from the Housing Credit Advisory Committee and citizens at the public hearings. The Governor and OHFA's Board approve the QAP. OHFA encourages participation from interested parties during the public hearing and written comment process.



IX. INDEX

A		I	
Agency Information Sources	6	Introduction	2
Agency Timelines	3	N	
Appeals	5	Net Operating Income.....	8
Application	2	Notification	13
Application Processing	5	O	
Application Submission	2	OHFA Website	6
B		P	
Binding Reservation	7	Placed-in-Service.....	11
Binding Reservation Agreement.....	10	Plan Development.....	13
Building Identification Number.....	12	Previous Allocation	3
C		Project Changes	5
Carryover Allocation	10	Project Completion	12
Carryover Allocation Agreement.....	12	R	
Carryover Training	12	Ranking Procedure	5
Certificates of Completion.....	12	Reduction in Score.....	5
Certificates of Occupancy.....	12	Requesting 8609 Form.....	12
Competitive Review Criteria	5	Requesting Information	6
Contacting the Applicant	6	Restrictive Covenant.....	13
Cost Certification Form	11	Resubmissions	3
D		Rural Development Projects	8
Debt Coverage Ratio.....	8	S	
Due Dates	3	Scoring Procedure.....	5
E		Subsidy Layering Review.....	9
Extension Request	3	T	
F		Tax Exempt Bond Financing.....	4
Fee Schedule.....	2	Threshold Requirements	4
Fees	2	Tie-Breaking Procedure.....	5
Binding Reservation.....	3	U	
Extension	3	Underwriting.....	6
Monitoring	3	Underwriting Example.....	10
H		W	
Housing Credits		Waiting List	4
Availability Per Round	5		