

DevCo Online Application Guide & Instructions

January 12, 2015

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I. Adding an Application


Step 1: Enter the DevCo Online Management System

- Click the DevCo link on the OHFA home page; -OR-
- Go to <https://devco.ohiohome.org/AuthorityOnline/Default.aspx>.
- Log in with your Username and Password.
- If you are not yet registered, select **New User? Register here**, and enter the requested information.
 - See “Setting up an account within DevCo” in the *DevCo Online Application Registration Quick Guide* for details.

	DevCo Online Management System
	<p>This site will allow organizations working with the Ohio Housing Finance Agency to manage information about their awards. A couple of the features of this site are claims management and Owner Certifications. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes.</p> <p>Username: <input type="text"/> New User? Register Here.</p> <p>Password: <input type="password"/> <input type="button" value="Login"/></p> <p>Forgot Your Password?</p>

Step 2: Add a new application

- Select “Online Applications” from the Programs screen.

	<p>Welcome Kevin Clark OA Developers (Test)</p> <p>DevCo Online Management System</p> <p>Logout</p> <p>59:48</p>							
	<p>Programs</p> <table><tr><td>Tenant Income Certification/Owner Certification</td><td>This will allow a property manager to complete Tenant Income Certifications and Owner Certifications for Housing Credit, HOME, OHTF, and other OHFA multifamily programs.</td></tr><tr><td>Progress Report</td><td>This will allow the owner or developer to enter the progress report.</td></tr><tr><td>Online Applications</td><td>Applicant organizations can submit an online application for any open rounds for programs.</td></tr><tr><td>My Profile</td><td>Manage your profile including your password, contact information, your organization information, and other information about your organization.</td></tr></table> <p>Many features of the DevCo Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.</p>	Tenant Income Certification/Owner Certification	This will allow a property manager to complete Tenant Income Certifications and Owner Certifications for Housing Credit, HOME, OHTF, and other OHFA multifamily programs.	Progress Report	This will allow the owner or developer to enter the progress report.	Online Applications	Applicant organizations can submit an online application for any open rounds for programs.	My Profile
Tenant Income Certification/Owner Certification	This will allow a property manager to complete Tenant Income Certifications and Owner Certifications for Housing Credit, HOME, OHTF, and other OHFA multifamily programs.							
Progress Report	This will allow the owner or developer to enter the progress report.							
Online Applications	Applicant organizations can submit an online application for any open rounds for programs.							
My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.							

- Select **Add New**.

Step 3: Add the Project Name and select a round

Step 4: Select Create Application

You are now able to complete an application for this project. All applications that you have created will appear on the Online Applications screen.

Note: There are approximately 20 screens that need to be completed depending on the structure of your project.

- You can access each screen on the left hand panel. A brief description of each screen is below.
- Each Screen will be discussed further within this document.

General tips for filling out the application

- You must select the **Save** button before leaving any screen to save all of the information entered. All information entered on a screen will be lost if it is not saved.
- Some screens cannot be saved if key information is left incomplete. A warning message in **red font** will appear at the top of the screen in these cases. You must complete this information and select **Save** or all information entered will be lost.
- Several sections of the application keep information in a summarized table. For instance, all sites and buildings are entered in the same fields and saved in a summary table at the bottom of the page. Therefore, select:
 - **Add** to add information to a summary table.
 - **Update** once you have added your information.
 - **Save** the whole page before you leave any section/page of the application.

Descriptions of each screen in the application

- A. **Development Information**- General information about the project that you are proposing. *(first screen that appears after creating an application)*
- B. **Owner Information**- Information about the ownership structure of the project.
- C. **Non-Profit Information** – Complete this section if there is a non-profit partner in the project.
- D. **Developer Information**- Information about the primary developer submitting the application.
- E. **Project Contacts**- Contact information for organizations affiliated with the project.
- F. **Site Information**- Detailed description of each site in the project.
- G. **Buildings**- Detailed description of the existing or proposed buildings in the project.
- H. **Unit Summary**-Detailed description of the units in the project.
- I. **Relocation Information**- Questions about any buildings that are currently occupied.
- J. **Schedule**- Tentative schedule of major events during the development process.
- K. **Utility Allowance**- Monthly allowance for various utilities paid by the tenant or the owner.
- L. **Other Income**- Amount and description of any non-rental income.
- M. **Operating Expenses & Replacement Reserves**- A summary of the expected operating expenses for the project.
- N. **Sources of Funds**- A summary of all construction and permanent financing sources for the development of the project.
- O. **Construction Costs- Rehabilitation**- Itemized construction costs for rehabilitation of existing residential buildings.
- P. **Construction Costs- New Construction**- Itemized construction costs for new residential buildings.
- Q. **Construction Costs- Commercial**- Itemized construction costs for any commercial spaces.
- R. **Development Budget & Eligible Basis**- The total development cost, eligible basis, and calculation of the housing tax credit amount.
- S. **Housing Tax Credits**- Information regarding the tax credits requested.
- T. **Subsidies & Regulatory Requirements**-Summary of any development subsidy and project-based rental assistance.
- U. **Multifamily Bonds**- Information regarding any multifamily bonds requested for the project.
- V. **Proforma**- Calculation of net operating income, cash flow, debt coverage and income-to-expense ratio for the project.

A. Development Information

Enter general information about the project you are proposing.

** The following are some definitions and tips for completing this screen:

- **Jurisdiction-** Enter the city, village or township where the property is located.
- **30% Basis Boost-** Indicate whether and how the project qualifies for this boost:
 - Qualified Census Tract
 - Difficult Development Area
 - Competitive Criterion Boost
- **Political districts-** Indicate all districts where your sites are located. The district lookup link may be used to find State Senate and State House districts.

Development Information

This page allows for the entry of general information for the application.

Last Saved Date:	1/9/2015 17:07 PM	Application Number:	159992
Development Name:	OHFA Training Application		
Address:	57 E. Main Street		
City:	Columbus	State:	OH Zip: 43215-5135
County:	FRANKLIN ▼		
Jurisdiction:	City of Columbus		
Census Tract:	1600.00		
If eligible for the maximum 30% basis boost, what is the project's determining factor?		Qualified Census Tract ▼	
State Senate District:	15, 20		
State House District:	18	District Lookup	
US Congressional District:	3		

- **Type of Development Activities-** Select all that apply to the project:
 - Rental- Rehabilitation
 - Rental- New Construction
 - Rental- Acquisition
- **Planned Occupancy-** Select the option that applies to the project:
 - Single Family (single-family homes for rent or lease-purchase)
 - Family
 - Permanent Supportive
 - Senior
- **Rental Structure-** Select the option that best describes the project:
 - Standard Rental
 - Homeownership Opportunity (Single Family)
 - Single Room Occupancy
 - Transitional
 - Lease Purchase

Type of development activities planned:

Add

Rental - Rehabilitation



Remove

Rental - Acquisition



Remove

Is this an adaptive reuse proposal?

Yes



Previous Use:

Office building

Type of planned occupancy:

Family



Type of rental structure:

Standard Rental



Cancel

Save

Important: Select [Save](#) before going to the next Screen

B. Owner Information

Complete this information about the ownership structure of the project.

Step 1: Enter owner information (Limited Partnership or LLC).

- **Ownership Entity-** Select the name of the ownership entity for the project from the drop down list.
 - If the ownership entity is not listed, you must affiliate the organization with the developer. See “Affiliating Organizations” in the *DevCo Online Application Registration Quick Guide* for details.
- **Authorized Signatory and Contact-** Select a name from the drop down list for each of these, and enter the title of each individual.

Owner Information

This page contains information about the organization that will own the property and how that organizations ownership is structured.

Owner Information

Entity Type:

Ownership Entity:

Entity Name: Phone:

Address: Fax:

City: State: Zip:

Authorized Signatory: Title:

Contact: Title:

Authorized Signatory Email: Contact Email:

MBE: ☐ WBE: ☐

Step 2: Review the General Partner(s)/Member(s) section to ensure that the contact information is correct.

- If any partners are missing, you must create or edit the partnership. See “Adding Partnerships” in the *DevCo Online Application Registration Quick Guide* for details.

Step 3: Complete the following information for each General Partner or Managing Member:

- Percentage of ownership interest.
- Questions regarding compliance history with housing tax credits or HUD programs.

General Partner(s)/Member(s)

Organization

Organization Name: OHFA Limited Partnership Test

Partners

GP/Mem Name: OA Nonprofit GP (Test) Phone: (555) 555-5555
Address: 100 Easy Street Fax: _____
City: Indianapolis State: IN Zip Code + 4: 46204-_____
Percentage of ownership interest: 50.000

Does {0} have any outstanding 8823s with any state housing finance agency, including OHFA? No ▾

Has OA Nonprofit GP (Test) ever had an 8823 filed by any state housing finance agency which resulted in action by the IRS? No ▾

Has OA Nonprofit GP (Test) been flagged by HUD for a violation or performance issue? No ▾

Key Principal(s)

[Add](#)

GP/Mem Name: OA General Partner (Test) Phone: (614) 444-4444
Address: 55 Unimportant Ln Fax: _____
City: Columbus State: OH Zip Code + 4: 43215-_____
Percentage of ownership interest: 50.000

Does {0} have any outstanding 8823s with any state housing finance agency, including OHFA? No ▾

Has OA General Partner (Test) ever had an 8823 filed by any state housing finance agency which resulted in action by the IRS? No ▾

Has OA General Partner (Test) been flagged by HUD for a violation or performance issue? No ▾

Key Principal(s)

[Add](#)

Step 4: Add Key Principal(s) to each General Partner or Managing Member.

- Select **Add**.
- Select the name of the key principal from the drop down list.
- Enter the experience of each key principal.
- Complete this step again to add another key principal.

General Partner(s)/Member(s)

Organization

Organization Name:

Partners

GP/Mem Name: Phone:
Address: Fax:
City: State: Zip Code + 4:
Percentage of ownership interest:

Does {0} have any outstanding 8823s with any state housing finance agency, including OHFA?

Has OA Nonprofit GP (Test) ever had an 8823 filed by any state housing finance agency which resulted in action by the IRS?

Has OA Nonprofit GP (Test) been flagged by HUD for a violation or performance issue?

Key Principal(s)

Add

Name
Email Address
Years of Experience in Affordable Housing Development
Years of Experience HousingDevelopment

Important: Select [Save](#) before going to the next Screen.

C. Non-Profit Information

Complete this section if there is a non-profit partner in the project.

Step 1: Select "Yes" if a Non-profit Organization will be a partner in the project

- If there will not be a non-profit partner in the project, select "No" and continue to the next screen.

Step 2: Select the Non-Profit Organization from the drop down list

- Every non-profit organization affiliated with the developer will appear in the drop down box.
- General information regarding the organization will merge into the screen.
- Select the authorized signatory and contact from the drop down lists, and enter the title of each individual.

Non-Profit Information

This page identifies whether a non-profit organization will be involved in the project and specifies information about that organization.

Will a Non-Profit Organization be involved in the project?

Yes ▼

Name: OA Nonprofit GP (Test) ▼

Address: 100 Easy Street

City: Indianapolis

State: IN

Zip Code: 46204-____

Phone: (555) 555-5555

Fax: (____) ____-____

Contact Email: ohfatestuser@gmail.com

Authorized Signatory

Test User ▼

Title: Executive Director

Contact: Test User ▼

Title: Executive Director

Non-Profit Status

☐ IRC 501(a)

☒ IRC 501(c)(3)

☐ IRC 501(c)(4)

☐ IRC 905

Is "fostering low-income housing" listed among the purposes of the non-profit in its Articles of Incorporation?

▼

Step 3: Complete the information regarding Non-Profit Capacity in the Project, CHDO Set Aside, and Non-Profit Set-aside.

Non-Profit's Capacity in the Project

☐ Developer/Development
☐ Management
☒ General Partner
☐ Contractor

Explain the role of the non-profit sponsor in the construction, ownership and management of the development.
Site selection and construction oversight.

CHDO Set Aside

To be eligible for funds from this set-aside, the organization must apply for, and be granted status as, a state-certified CHDO as a sponsor of the particular tax credit development for which it is applying. As a sponsor in a limited partnership, (LP) the CHDO or its subsidiary must be the sole general partner. In a limited liability company, (LLC) the CHDO or its subsidiary must be the sole managing member.

Are you requesting funds from the State of Ohio CHDO HOME set aside for this development?

Yes

If you are requesting set-aside funds, you must also apply for CHDO certification concurrently with this application. The application is located at www.ohiohome.org/chdo.

Non-Profit Set-Aside

To qualify for the **Non-Profit Set-Aside**, a non-profit applicant **MUST** own (directly or indirectly) an interest in the development and materially participate in the development process and operation of the development throughout the compliance period. Non-profit organizations affiliated with for-profit entities will also be reviewed for compliance with section 42(h)(5)(C)(II). The State requires the signature of the Non-Profit on all Tax Credit documents and agreements.

Are you requesting Housing Tax Credits from the non-profit set-aside for this project?

Yes

Cancel

Save

Important: Select [Save](#) before going to the next Screen.

D. Developer Information

Complete this information for the primary developer submitting the application.

- **Developer Name-** The name of the developer completing the application will appear.
- Information in the grey boxes is merged from the DevCo database.
- Select the authorized signatory and contact from the drop down lists, and enter their titles.
- Complete questions regarding compliance history with housing tax credits or HUD programs.

Developer Information

This page contains the information about the developer requesting the funds and how that organizations ownership is structured.

Developer Information

Entity Type:	For-Profit		
Developer Name:	OA Developers (Test)	Phone:	(614) 466-7970
Address:	57 E. Main Street	Fax:	() - -
City:	Columbus	State:	OH ▼ Zip: 43215-__
Authorized Signatory:	Samuel Huntington ▼	Title:	President
Contact:	Test User ▼	Title:	Development Director
Authorized Signatory Email:	salmonchasemanager@gmail.com	Contact Email:	ohfatestuser@gmail.com

Key Principals

Add

Does the Developer or any principal of the Developer have any outstanding 8823s with any state housing finance agency?	No ▼
Has the Developer or any principal of the Developer ever had an uncorrected or final 8823 filed by any state housing finance agency	No ▼
Has the Developer or any principal of the Developer been flagged by HUD for a violation or performance issue?	No ▼

Important: Select [Save](#) before going to the next Screen.

E. Project Contacts

Select organizations that are affiliated with the developer on this screen.

- **Project Contacts-** Select the Organization Name and Contact Person in the drop down boxes for all applicable partners.
 - General Contractor
 - Management Company
 - Development Consultant
 - Attorney
 - Accountant
 - Architect
 - Capital Needs Assessment
 - Environmental Review Firm
 - Co-Developer

Project Contacts

This page allows the user to list all contacts and their associated roles in the project. Note that the organization must be setup as a partner your organization to be available.

Project Contacts

Enter information for all government officials who must be notified under the Public Notification section of the QAP.

General Contractor

Organization Name:	OA Contractor (Test) ▼	<input type="checkbox"/> Show All	Phone:	(614) 555-5555
Address:	57 E. Main St.			Fax: () - -
City:	Columbus	State:	OH ▼	Zip Code + 4: 43215- -
Contact:	Test User ▼	Email:	ohfatestuser@gmail.com	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				

Management Company

Organization Name:	OA Management (Test) ▼	<input type="checkbox"/> Show All	Phone:	(614) 995-1208
Address:	57 East Main Street			Fax: () - -
City:	Columbus	State:	OH ▼	Zip Code + 4: 43215- -
Contact:	Johnnie Test ▼	Email:	johnnietest76@yahoo.com	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				

Development Consultant

Organization Name:	(Select an organization) ▼	<input type="checkbox"/> Show All	Phone:	() - -
Address:				Fax: () - -
City:		State:	▼	Zip Code + 4: - -
Contact:	(Select a Contact) ▼	Email:		
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				

Attorney

Organization Name:	OA Attorney at Law (Test) ▼	<input type="checkbox"/> Show All	Phone:	(614) 123-1234
Address:	57 Test St.			Fax: () - -
City:	Columbus	State:	OH ▼	Zip Code + 4: 43215- -
Contact:	Owen Dev User (test) ▼	Email:	TUser@ohiohome.org	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE				

- **Government Contacts-** Enter contact information for each official that must be notified during the Public Notification process.
 - Mayor/Chief Elected Official
 - Clerk of Township Trustees
 - Clerk of County Commissioners
 - Clerk of City/Village Council
 - State Representative
 - State Senator

Government Contacts

Contact Roles: Mayor/Chief Elected Official ▼

Title: Mayor

First Name: Michael Last Name: Coleman

Address: 90 W Broad Street Phone: (614) 645-7671

City: Columbus State: OH ▼ Zip Code + 4: 43215-____

Update Cancel Remove

Contact Role	Title	Name	Address	City	State	Zip	Phone
Mayor/Chief Elected Official	Mayor	Michael Coleman	90 W Broad Street	Columbus	OH	43215-	(614) 645-7671

- **Tax Exempt Contacts-** Select the Organization Name and Contact Person in the drop down boxes for all applicable partners if tax-exempt bonds will be used in the financing of the project.
 - Bond Counsel
 - Bond Issuer
 - Bond Enhancer
 - Bond Underwriter

Tax Exempt Contacts

Bond Counsel

Select an organization or enter directly into fields. (Select an organization) ▼ ☐ Show All

Organization Name: Phone: () -

Address: Fax: () -

City: State: ▼ Zip Code + 4: -

Contact: (Select a Contact) ▼ Contact Name:

Email:

Bond Issuer

Select an organization or enter directly into fields. (Select an organization) ▼ ☐ Show All

- **Syndicator Contacts-** Select the Organization Name and Contact Person in the drop down boxes for all applicable syndicators.

Important: Check the “Show All” box in order to select each syndicator.

- Federal Syndicator (LIHTC)
- Historic Federal Syndicator (federal historic tax credits)
- Historic State Syndicator (state historic tax credits)

Syndicator Contacts

Federal Syndicator

Select an organization or enter directly into fields.

	<input type="text" value="Test Syndicator"/>	<input checked="" type="checkbox"/> Show All
Organization Name:	<input type="text" value="Test Syndicator"/>	Phone: <input type="text" value="(614) 555-5555"/>
Address:	<input type="text" value="123 Sesame Street"/>	Fax: <input type="text" value="() -"/>
City:	<input type="text" value="Columbus"/>	State: <input type="text" value="OH"/> Zip Code + 4: <input type="text" value="43200-"/>
Contact:	<input type="text" value="(Select a Contact)"/>	Contact Name: <input type="text"/>
Email:	<input type="text"/>	
Fund Name:	<input type="text"/>	

Important: Select [Save](#) before going to the next Screen

F. Site Information

Complete the Shared Site Information for the entire project, and the Individual Site Information for each site in the project. A summary is provided at the bottom of the screen.

- Complete the Shared Site Information for the project.

Shared Site Information

Will the project receive any form of tax abatement? ▾

Please describe below the terms of the abatement

10-year real estate tax abatement.

Number of parking spaces for project:

- Complete the Individual Site Information section for the first site in the project.

Individual Site Information

Permanent Parcel Number:

Site Street Address:

Site City:

Site County: ▾

Form of Site Control ▾

Date of Site Control

Expiration date of option, contract or lease:

Purchase Price

Fair Market Price

Total Site Area Purchased/Leased

Site Area for the Proposed Development:

Seller/Lessor Name:

Address:

City:

State:

Zip:

Phone Number:

Is this an Arms Length Transaction? ▾

- Select **Add Site**. The site will appear in the summary at the bottom of the screen.
- Complete the Individual Site Information section for every other site in the project, selecting **Add Site** after each one.

To make changes to an existing Site:

- Select the Parcel Number from the summary at the bottom of the screen.
- Make any necessary changes.
- Select **Update**.
- Select **Save**.

Sites

Add Site

Click to add new site information record

	Address	City	County	Purchased Acres	Proposed Acres	Purchase Price	
010-035086	57 E. Main Street	Columbus	FRANKLIN	0.440000	0.440000	\$200,000.00	Delete

Cancel

Save

Important: Select **Save** before going to the next Screen

G. Buildings

Complete the Existing Building Information for the entire project, and the Add/Edit Building Information section for each building in the project. A summary is provided on this screen.

- Complete the Existing Building Information for the project.

Existing Building Information

Was this a prior OHFA financed development?

How many buildings will be acquired for the development?

If the project contains multiple sites, are the sites contiguous?

Are all buildings currently under your control?

Buildings from this development have been, or will be, acquired from:

Has any building ever received low income housing tax credit?

- Complete the Add/Edit Building Information section for the first building in the project.

Add/Edit Building Information

Name

Address

City State

Zip

Is this an existing building?

Structure Type

Number of Stories

Number of Elevators

Building Use

- Select **Add**. The building will appear in the summary on this screen.
- Complete the Add/Edit Building Information section for every other building in the project, selecting **Add** after each one.

To make changes to an existing Building

- Select the Building Name/Address from the summary on this screen.

To copy the attributes of a previously completed building to a new building, click on the specific building within the grid and select 'Copy'.

Building Name / Address	Date Last Placed in Service	Planned or Actual Acquisition	Years Between
OH-87-00000 - 57 E. Main Street, Columbus			N/A

- Make any necessary changes.
- Select **Update**.
- Select **Save**.

A summary of the number of buildings and square footage are calculated at the end of this page.

Building Summaries

Building Types

1

Square Footage By Building Use Type

	Number Of Buildings	Residential	Commercial	Community	Common
	1	51,000	0	0	5,800
Totals	1	51,000	0	0	5,800
Combined Totals (Commercial + Community + Common)					5,800

Square Footage Totals

Gross Square Footage Total 56800

Important: Select **Save** before going to the next Screen

H. Unit Summary

Complete this information for all units planned for the development.

- This is a summary of all units separated by number of bedrooms and bathrooms, affordability and occupancy percentages, and rental income.
- The net rents and monthly rental income will be calculated, and the annual rental income will be shown on the Proforma screen.

Unit Summary

This page summarizes information about the units that exist on the property.

Definitions

Net Rents = Gross Rents - Tenant Paid Utilities + Rental Subsidy (of same row)

Monthly Rental Income = Net Rents x Number of Units (of same row)

Maximum Gross Rents = the maximum gross rents from the data table in that county for that bedroom size and AMGI

Instructions

Include all low-income and market rate units in this section.

Applicants must complete all applicable information in the table below.

For Gross Rents, HDAP applicants must apply the HUD Low HOME Rent to HDAP restricted units.

Number of Units	Number of Bedrooms	Number of Bathrooms	Square Footage	Affordable to What % of AMGI	Occupied by What % of AMGI	Gross Rents	Tenant Paid Utilities	Rental Subsidy	Net Rents	Monthly Rental Income	Maximum Gross Rents	
20	2	1.0	900	50% ▼	60	% \$ 700	\$ 80	\$ 0	\$ 620	\$ 12400	\$ 700	Delete
30	3	1.5	1100	60% ▼	60	% \$ 850	\$ 100	\$ 0	\$ 750	\$ 22500	\$ 850	Delete
50												
Total Monthly Rental Income: \$										34900		

Add

Cancel

Save

Important: Select Save before going to the next Screen

I. Relocation Information

If any buildings are currently occupied, you must complete this screen.

- If any buildings are currently occupied, answer the questions on this screen.
- Submit a relocation plan and forms as required in the Qualified Allocation Plan for the current year.
 - There is a link to the OHFA Standard Forms page at the bottom of this screen, which contains all Uniform Relocation Documents.

Relocation Information

If you specify that any of the buildings are currently occupied, you must supply additional information about your

Relocation Information

Are any buildings in the development currently occupied by tenants?

Yes ▼

(This section applies to all rehab projects)

Relocation is the moving of residential or commercial tenants from the original leased placed.

Will your development plans require any tenants to move temporarily?

Yes ▼

Will your development plans require any tenants to move permanently?

No ▼

Will your development plans require any tenants to move off-site?

Yes ▼

Has a General Information Notice(GIN)been sent to the tenants?

No ▼

(applicable to Home-financed developments only)

After Rehabilitation will rents be increased above what they currently are ?

No ▼

If you answered yes to any of the above questions, you must also submit a relocation plan. Development funds or other federal sources must follow URA guidelines.

Was the Uniform Relocation Act (URA) used to formulate the relocation plan?

Yes ▼

Please describe your methodology behind relocation costs listed in the Development Budget

Estimate based on past developments.

Important: Select [Save](#) before going to the next Screen

J. Schedule

Complete this schedule of major events during the development process.

- These dates are important and should be as accurate as possible.
- Even though this is a tentative schedule, it is added to the DevCo system and will alert OHFA analysts to these deadlines.
- The date marked as *Lease-up Start* will alert the Program Compliance analyst on the project that a Placed in Service Meeting is due.

Schedule

The schedule will specify specific milestone dates for the project.

Development Schedule

Activity Type	Activity Date
Construction Loan Closing	10/30/2015
Construction "Commencement"	3/1/2016
Placed In Service	10/31/2017
Lease-Up Start (Marketing)	3/15/2017
Permanent Loan Closing	11/15/2017
Full Lease-Up	12/30/2017

Important: Select [Save](#) before going to the next Screen

K. Utility Allowance

Complete the monthly allowance for all applicable utilities, and the source and effective date of utility allowance data.

- Enter all applicable information for tenant paid and owner paid utilities in the Monthly Utility Allowances chart

Utility Allowance

This page captures the proposed utility allowance information for the property.

Monthly Utility Allowances

MONTHLY UTILITY ALLOWANCES FOR BOTH TENANT AND OWNER MUST BE COMPLETED BELOW:

Expense Item	Elec/Gas	To be paid by	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
Unit Heat	Gas ▼	Tenant Paid ▼	0	0	40	50	0	0
Water Heating	Gas ▼	Tenant Paid ▼	0	0	8	10	0	0
Cooking	Gas ▼	Tenant Paid ▼	0	0	0	0	0	0
Unit Electric	Electric ▼	Tenant Paid ▼	0	0	0	0	0	0
Water Service		Tenant Paid ▼	0	0	16	20	0	0
Sewer		Tenant Paid ▼	0	0	16	20	0	0
Trash Removal		Owner Paid ▼	0	0	0	0	0	0
Air Conditioning	Electric ▼	Tenant Paid ▼	0	0	0	0	0	0
Other (Requires Description)	Electric ▼	Owner Paid ▼	0	0	0	0	0	0
Other Description								
Totals			\$0.00	\$0.00	\$80.00	\$100.00	\$0.00	\$0.00

- Enter the source of utility allowance data in the Utility Certification section, and answer the accompanying questions.

Utility Certification

Source of Utility Allowance Data

If PHA, Provide PHA name here:

Effective Date of source information (Date:mm/dd/yyyy)

Important: Select [Save](#) before going to the next Screen

L. Other Income

Complete this screen if the property will generate any non-rental income.

- The monthly income added on this screen will be included on the Proforma screen.
- **Income Types:**
 - Parking Space
 - Commercial Space
 - Laundry
 - Other
- If “Other” is selected as the income type, include a description of the source of income.
- Select **Add** after completing all requested information.
- Select **Delete** to remove any sources of income.

Other Income

Miscellaneous income can be reported if it will exist within the project.

Will the Project have non-rental Income? Yes ▾

New Income Source

Income Type

Parking Space ▾

Description

Garage ▾

Number of Rentable Parking Spaces

10

Total Expected Monthly Income

1,000.00

Cancel

Add

Income Type	Description	# Rentable Parking Spaces	# Of Rentable SqFt	Monthly Income Per Sq Ft	Expected Occupancy %	Total Expected Monthly Income	
Commercial Space			1000	\$100.00	0.90	\$900.00	Delete
Laundry						\$200.00	Delete
Other	Interest income					\$50.00	Delete

Cancel Save

Important: Select Save before going to the next Screen

M. Operating Expenses & Replacement Reserves

Complete this summary of the expected operating expenses for the project.

Administrative Expenses

- Complete all applicable administrative expenses in this section.
- There are two text boxes to add a description of any miscellaneous expenses and other renting expenses.

Administrative					
Audit Expenses (Accounting)	#6350	5000.00	Advertising & Marketing	#6210	1000.00
Legal Expenses (Project)	#6340	1500.00	Leased Furniture	#6340	
Management Fees	#6320	\$17,500.00	Property Manager and Leasing Salaries	#6330	\$30,000.00
Fee per Unit		350.00	Office Salaries	#6310	\$24,000.00
Administrative Rent Free Unit	#6331		Office or Model Apartment Rent	#6312	
Office Expenses, Supplies & Postage	#6311	1000.00	Bad Debts	#6370	2500.00
Telephone	#6360	1200.00	Management Consultants	#6204	
Conventions & Meetings	#6203		Other Renting Expenses (Explain Below)	#6250	
Miscellaneous Administrative Expenses (Explain Below)	#6390	5000.00			
Supportive services.					
Total Administrative Expenses					\$88,700.00

Utilities

- Complete the estimated annual amounts for the utilities paid by the owner for common areas and units in the development.

Utilities					
Electricity	#6450	3000.00	Water	#6451	1500.00
Sewer	#6453	1500.00	Gas	#6452	2000.00
Cable T.V. / Internet Access	#6454				
Total Utilities Expenses					\$8,000.00

Operating & Maintenance Expenses

- Complete all applicable operating and maintenance expenses in this section.
- There is a text box to add a description of any miscellaneous expenses.

Operating & Maintenance (O & M)					
Elevator Maintenance	#6520	4000.00	Pool (Supplies, Maintenance, Contracts)	#6520	
Exterminating	#6515	18000.00	Vacant Unit Prep (Carpets, Painting, etc.)	#6580	15000.00
Salaries – Less Contracts (Maintenance/ Janitorial /Grounds)	#6510	\$32,500.00	Security Rent Free Unit	#6531	
Tools & Equipment	#6571	2000.00	Supplies (not listed in other O & M line items)	#6515	10000.00
Snow Removal (Supplies, Contracts)	#6548	5000.00	Security Salaries	#6530	\$28,000.00
O & M Rent Free Unit	#6521		Heating/Cooling Repair Contracts	#6546	10000.00
Miscellaneous Operating & Maintenance Expense (Explain Below)	#6590		Landscaping	#6520	10000.00
Garbage and Trash	#6525	2500.00			
			Grounds		\$10,000.00
			Janitorial/Cleaning		\$0.00
			Decorating		
			Repairs (not including Heating/Cooling)		
			Contract Totals		\$0.00
			Total Maintenance Expenses		\$137,000.00

Taxes & Insurance

Fill in the estimated annual amounts for the taxes & insurance expenses.

- Complete all applicable Taxes and insurance expenses in this section.
- There are two text boxes to add a description of any other insurance expenses and other tax assessments.

Taxes & Insurance					
Property & Liability Insurance	#6720	9000.00	Real Estate Taxes	#6710	22000.00
MIP Insurance	#6850		Other Tax Assessments (describe below)	#6790	
Other (Explain Below)			Payroll Taxes	#6711	
Fidelity Bond	#6721		Workers Comp	#6722	
Health Insurance	#6723				
Other (describe below)		Other Tax Assessments (describe below)			
			Total Fixed Expenses		\$31,000.00

Summary

- The Total Annual Operating Expenses are provided on a total and per unit basis.
- Enter the Annual Replacement Reserve Contribution per unit based on the criteria at the top of this screen.

Summary					
			Per Unit	Total	
Total Number of Units Planned	50	Total Annual Operating Expenses	\$5,294.00	\$264,700.00	
		Annual Replacement Reserve Contribution	400.00	\$20,000.00	
		Total Annual Operating Expenses & Reserve Payments	\$5,694.00	\$284,700.00	

[Cancel](#) [Save](#)

Important: Select [Save](#) before going to the next Screen

N. Sources of Funds

Enter information for all construction and permanent financing sources for the development of the project.

- Answer each question in the Proposed Sources of Funds section.

Sources of Funds

This page allows for the entry of funding sources and financing information.

Proposed Sources of Funds

Are you requesting Housing Tax Credits? [Yes](#) ▼

Are you requesting State Construction Financing? [No](#) ▼

Will there be Non-State Construction Financing? [Yes](#) ▼

Are you requesting State Permanent Financing? [Yes](#) ▼

Will there be Non-State Permanent Financing? [Yes](#) ▼

- If you answer “Yes” to any of the questions, a table will appear allowing you to fill in the relevant information.

- Select **Add** to enter a source of financing.
- Once you complete the requested information, Select **Update**, then select **Save**.
- If a correction is needed, Select **Edit**.
 - Select **Update** once you finish editing the information, then select **Save**.
- To remove a source, Select **Delete**.

LIHTC and Historic Tax Credit

	Program	Credits Requested	Price per Credit	Ownership Percentage	Total Proceeds	Description
Edit Delete	Federal LIHTC	\$713,868	.8500	99.990%	\$6,067,271	
Update Cancel	Federal Historic TC ▼	200,000	0.900	99.990 %	\$0	

Add

OHFA Permanent Financing

Edit Delete	Financing	Lien Position	Amount	Interest Rate	Amortization (Months)	Term (Months)	Debt Type
	Housing Credit Gap Financing	2nd	\$300,000	2.000 %	360	360	Soft Debt
	Participating Lender		HOME		Fund Balance		
			\$0.00	\$0.00		\$0.00	
	Description						

Update Cancel	Financing	Lien Position	Amount	Interest Rate	Amortization
	▼	▼		%	
	Participating Lender		HOME		
	Description				

Add

Important: Select **Save** before going to the next Screen

O. Construction Costs - Rehabilitation

Enter all construction costs for rehabilitation of existing residential buildings.

P. Construction Costs - New Construction

Enter all construction costs for new residential buildings.

Q. Contractor Costs - Commercial

Enter all construction costs for any commercial spaces.

O, P & Q. Construction Costs

Complete the appropriate screen(s) for all construction costs.

- At the end of each category, there are two text boxes where you can manually type over the label, such as “list other on site cost here”, and add a cost item that is not provided.
- The total of each category will automatically transfer to the Development Budget & Eligible Basis screen.

	Total Construction(\$)
On Site Improvements	
Earth Work	72,000
Site Utilities	115,000
Roads, Walks and Paving	180,000
Site Improvements	12,000
Lawns and Planting	40,000
Demolition/Asbestos Abatement	
Retaining Walls	
Unusual Site Conditions	
list other on site cost here	
list other on site cost here	
Total Contractor Fees	\$419,000
Offsite Improvements	
Earth Work	
Site Utilities	
Roads, Walks and Paving	
Site Improvements	
Lawns and Planting	
Unusual Site Conditions	
list other offsite improver	
list other offsite improver	
Total Offsite Improvements	\$0

Important: Select [Save](#) before going to the next Screen

R. Development Budget & Eligible Basis

Complete the total development cost, eligible basis, and other information to calculate the housing tax credit amount.

	Total Development Cost	Acquisitions	Rehabilitation	Construction
Acquisition Costs				
Land	50,000			
Land Broker Fees				
Building Acquisition	700,000	700,000		
Other Acquisition				
Total Acquisition Costs	\$750,000	\$700,000	\$0	\$0
Predevelopment Costs				
Survey(s) Costs	5,500		5,500	
Architectural Fees	80,000		80,000	
Engineering Fees	25,000		25,000	
Appraisal	7,000		7,000	
Market Study	5,000		5,000	
Environmental Report	5,000		5,000	
Title & Recording	28,000		28,000	
Other Predevelopment				
Total Predevelopment Costs	\$155,500	\$0	\$155,500	\$0
Site Development Costs				
Demolition				
Off-Site Improvements				
On-Site Improvements	419,000		419,000	
Other Site Development/On Site Relocation				
Total Site Development Costs	\$419,000	\$0	\$419,000	\$0
Hard Construction				
General Requirements	240,000		240,000	
Permit	60,000		60,000	
Site Security				
Commercial Costs (Not Hard Construction)				
Hard Construction (Residential New Const.)				
Hard Construction (Residential Rehab.)	4,034,100		4,034,100	
Hard Construction (Commercial)				
Hard Construction (Amenity Fee Items*)				
Construction Contingency	400,000		400,000	
Furniture Fixtures & Equipment	158,000		158,000	

- **Deductions from Eligible Basis-** The amount of any federal grants or subsidies used as sources of financing, and the amount of any historic tax credit must be entered to deduct these amounts from eligible basis.
- **Applicable Fraction-** Enter the applicable fraction in the spaces provided.
- **Applicable Percentage-** Enter the tax credit percentage for the month that you are submitting your application in the spaces provided.
- **Credit Reduction-** If you wish to apply for less than the maximum eligible Housing Tax Credit amount, enter the amount of the reduction on this line.
 - The amount you are applying for will calculate on the Credit Request line.

Total Development Costs	\$8,014,182	\$700,000	\$7,081,100	\$0
Less federal grants which finance development costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Less federal subsidies which finance development costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Less Historic Housing Tax Credit (Residential Portion Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Subtotal Eligible Basis	\$700,000	\$7,081,100	\$0	
QCT or DDA Increase (30%)	N/A	\$2,124,330	\$0	
Total Eligible Basis	\$700,000	\$9,205,430	\$0	
Multiplied by the Applicable Fraction	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	
Total Qualified Basis	\$700,000	\$9,205,430	\$0	
Multiplied by the Applicable Percentage	<input type="text" value="3.22"/>	<input type="text" value="7.51"/>	<input type="text" value="7.51"/>	
MAXIMUM ELIGIBLE HOUSING TAX CREDIT AMOUNT	\$22,540	\$691,328	\$0	
Credit Reduction	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Credit Request	\$22,540	\$691,328	\$0	
TOTAL Housing Tax Credit Request				\$713,868

Cancel

Save

Important: Select [Save](#) before going to the next Screen

S. Housing Tax Credits

Complete all information regarding the housing tax credits requested.

- **Subsidy Choices for TC Requested:**
 - With Federal Subsidies- Select this option if federal grants will be included in eligible basis or if tax-exempt bonds are used in the financing structure.
 - Without Federal Subsidies- Select this option if federal grants are not included in eligible basis.
 - With 10-YR. Waiver-Federal Agency- This refers to an exception for Housing Tax Credit awards to federally- or state-assisted properties transferred within the previous ten years, as enacted in the Housing and Economic Recovery Act of 2008 (H.R. 3221).
- **Gross Rent Floor Election-** This election allows the owner to establish the effective date of initial maximum rents, which serves as a floor against subsequent reductions in rent due to future decreases in the median income. It is the lowest maximum gross rent chargeable throughout the compliance period.
 - On the Date of Initial Allocation- The date that the Carryover Allocation Agreement is issued.
 - On the Placed-In-Service Date
 - When the Determination Letter is Issued- The date that a Housing Credit Eligibility Letter ("42(m) letter") is issued for a tax-exempt bond financed project.

Housing Tax Credits

This page captures basic information on tax credits that are being requested.

General Information

Subsidy Choices for TC Requested: Without Federal Subsidies

Is this request for a tax-exempt bond financed development that is requesting approval of an amount of tax credit outside of the state tax credit authority? No

Select one of the following set-aside options: 40/60

Gross Rent Floor

Gross Rent Floor Election:

In accordance with Revenue Procedure 94-57, the Internal Revenue Service (IRS) will treat the gross rent floor in I.R.C. 42(g)(2)(A) as taking effect on the date the commission initially allocates tax credits to the development by carryover or determination letter (42m letter). However, the IRS will treat the gross rent floor as taking effect on the building's place-in-service date IF the owner designates the placed-in-service date instead and **so informs the commission in writing prior to the placed-in-service date of the first building in the development**. For a definition of placed-in-service, please review IRS Notice 88-116.

The undersigned owner(s) hereby make the following election with respect to the Gross Rent Floor Effective Date for each building in the development designated below:

On the Date of Initial Allocation

* If the proposed development is tax-exempt bond financed (as defined by the IRC), the IRS will treat the Gross Rent Floor as taking effect on the date the Commission initially issues a determination letter unless the owner designates that the place-in-service date

Cancel

Save

Important: Select [Save](#) before going to the next Screen

T. Subsidies & Regulatory Requirements

Complete this screen for any development subsidy and project-based rental assistance that will be included in the project.

- Answer “Yes” to the first question if there are any existing subsidies or regulatory requirements on the project.

Subsidies and Regulatory Requirements

This page contains the information on any subsidies or regulatory requirements such as other programs and rental assistance.

Development Plan

Does your development plan include units with existing subsidies or regulatory requirements? Yes ▼

Restrictive Covenants- Describe any existing covenants or agreements that restrict the use of the property.

Restrictive Covenants

Does your development have any Restrictive Covenants, Land Use Restriction Agreements (LURA) or Use Agreement currently placed upon it? Yes ▼

Please Describe:

LURA for existing
HUD financing.

Federal Assistance- Describe any existing development subsidies in place at the property.

Federal Assistance

Please describe the existing subsidy or regulatory requirement below

Program Name	Program Description
HUD Program	Existing HUD 236 mortgage. ⌵
USDA Rural Development	⌵
HOME Program	Local HOME funds. ⌵
Other Program	⌵


Project Based Rental Assistance

- If there is or will be any project-based rental subsidy on this project, answer “yes” to the first question, then complete the remaining questions regarding this subsidy.
- The presence of rental subsidy will affect the Vacancy Rate.

Vacancy Rate

- If there is no project-based rental subsidy, the Vacancy Rate defaults to **7%**.
- If there is project-based rental subsidy, the Vacancy Rate defaults to **5%**.
- If you are requesting an exception to the default vacancy rates, then you may manually enter your requested Vacancy Rate in place of the default rate.

Project Based Rental Assistance

Do you expect to receive or are you currently receiving any rental subsidies for this development? 

If you expect to receive or are receiving rental subsidies for this project, please select the type of subsidy expected:

☐ Section 8 Project Based Vouchers

☒ Section 8 Project Based Assistance

☐ RD Rental Assistance

☐ 236 Decoupling (Attach copy of 236 contract showing remaining term)

☐ Other

Vacancy Rate

5

Section 8 Project Based Assistance

Contract Expiration Date:

Renewal Option:

Date of Last Renewal:

Date of RCS:

of units expected to receive assistance:

Important: Select [Save](#) before going to the next Screen

U. Multifamily Bond

Complete this information regarding any multifamily bonds requested for the project.

- Answer these questions if tax-exempt bonds will be used in the financing of the project.
- Indicate the following:
 - Whether you are requesting that OHFA issue the bonds;
 - Whether the bond authority has been allocated by the Ohio Development Services Agency; and
 - A description of any credit enhancement for the bonds.
- Complete the Bond Financing Table for each series of bonds to be issued.

Multifamily Bond

Answer the questions about bond below. If bonds are included in the project, also complete the bond financing table.

Bond Questions

Is this an application for OHFA issued bonds? ▼

Has the bond authority been allocated? ▼

Will the bonds be credit enhanced? ▼

Bond Financing Table

Type of Bonds	Amount	Interest Rate	Term
Series A Tax Exempt Bonds	0.00	0.00	0
Series B Tax Exempt Bonds	0.00	0.00	0
Taxable Bonds	0.00	0.00	0
Total Issuance:	0.00		

Project Replacement Costs plus Developer Fee: \$0.00

Percentage of Projects Costs financed with Bond Proceeds: 8.00%

Important: Select [Save](#) before going to the next Screen.

V. Proforma

This screen calculates the net operating income, cash flow, debt coverage ratio and income-to-expense ratio for the project.

- Adjustments to cash flow may also be noted in the last section of this screen.
- Select **Add** to enter a cash flow adjustment.
- Once you complete the information, select **Update**.
- **Save** your work after all information is entered

Proforma

15 Year proforma for the project calculated from the budgets and costs. The proforma is calculated with a 7% vacancy rate.

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8
Total Potential Rent Income	\$418,800.00	\$427,176.00	\$435,719.52	\$444,433.91	\$453,322.59	\$462,389.04	\$471,636.82	\$481,069.55
Other Income	\$13,800.00	\$14,076.00	\$14,357.52	\$14,644.67	\$14,937.56	\$15,236.32	\$15,541.04	\$15,851.68
Gross Potential Income	\$432,600.00	\$441,252.00	\$450,077.04	\$459,078.58	\$468,260.15	\$477,625.36	\$487,177.86	\$496,921.23
Vacancy Allowance	\$21,630.00	\$22,062.60	\$22,503.85	\$22,953.93	\$23,413.01	\$23,881.27	\$24,358.89	\$24,846.00
Effective Gross Income	\$410,970.00	\$419,189.40	\$427,573.19	\$436,124.65	\$444,847.14	\$453,744.09	\$462,818.97	\$472,075.23
Operating Expenses	\$274,700.00	\$282,941.00	\$291,429.23	\$300,172.11	\$309,177.27	\$318,452.59	\$328,006.17	\$337,846.33
Replacement Reserves	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18	\$23,185.48	\$23,881.05	\$24,597.44
Net Operating Income	\$116,270.00	\$115,648.40	\$114,925.96	\$114,098.00	\$113,159.70	\$112,106.02	\$110,931.76	\$109,631.55
Debt Service	\$64,751.46	\$64,751.46	\$64,751.46	\$64,751.46	\$64,751.46	\$64,751.46	\$64,751.46	\$64,751.46
Cash Flow	\$51,518.54	\$50,896.94	\$50,174.50	\$49,346.54	\$48,408.24	\$47,354.56	\$46,180.30	\$44,880.09
Debt Coverage Ratio	1.80	1.79	1.77	1.76	1.75	1.73	1.71	1.69
Income To Expense Ratio	1.14	1.12	1.09	1.06	1.04	1.01	0.98	0.95

Add	Cash Flow Adjustments	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8
Edit Delete	Soft debt payment	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Distributable Cash Flow	\$46,518.54	\$45,896.94	\$45,174.50	\$44,346.54	\$43,408.24	\$42,354.56	\$41,180.30	\$39,880.09

II. Program Certification

- A link is provided to the OHFA Standard Forms page.
- Complete the OHFA Program Certification and Architect Certification in the Excel version of the Housing Tax Credit Application, and submit with your application materials.

III. Validation and Submission

- Select **Validate** to check your application for errors.
 - Validation will also take place on some screens as you complete the application.
- Check the box to sign the document with an electronic signature.
- Select “Applying” as the stage that you are submitting the application.
- Select **Submit** to submit the application to OHFA for review and processing.

Validation and Submission

This will validate your application for the required information prior to submission. Once an application is submitted, you will not be able to edit the application until the state reviews it.

Before an application can be submitted, it must be validated for missing information or errors. To begin this process, click the 'Validate' button below. Please note that this could take several minutes and that you should not click the browser 'Back' button during this process. Please be patient while we check the application. If there are any errors, you will need to correct them and return to this page. If there are no errors, you will be able to submit the application.

Validate

Validation was successful. Please accept the terms below to enable the submission of your application.

☐ By checking this box, you are completing an electronic signature. By affixing your electronic signature to this application, you are attesting, under penalty of perjury, that you are the individual whose signature is being attached to this application and that all the information you have provided in this application, including any and all supporting documentation, is accurate, correct and complete. Further, you are affirming your obligation to immediately notify in the event you become aware of any subsequent events or information which would change any of the statements or representations you have provided to in this application

Applying Please specify the stage that you are submitting this application:

Submit

This application has successfully been submitted. Please click the button below to print the receipt.

Print Receipt

IV. Versions

- The Versions screen is used to account for future changes after your application is submitted.
- OHFA will inform you if any revisions or corrections are necessary, and create a new version of your application for you to enter the necessary changes.
- This will enable you to make changes to your application in the future, without having to complete the entire application over again.
- All versions of an application will be saved in the system for future reference.

V. Questions and Issues

- Forward any questions you have or issues you encounter to DevCoApplication@ohiohome.org.
- Refer to the Frequently Asked Questions for the Housing Credit Program for general questions and answers about the application submission process.