2024
Single Family Tax Credit Allocation Plan
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I. GENERAL OVERVIEW & REQUIREMENTS

A. INTRODUCTION

The Single Family Tax Credit Program (SFTC) was created in Ohio Legislature’s 135th General Assembly through Ohio Revised Code 175.17 of Am. Sub. H.B. No. 33, and the Ohio Housing Finance Agency (OHFA) serves as the allocating entity for SFTC.

In addition to any Ohio Administrative Code provisions enacted at a subsequent date, this Allocation Plan sets forth SFTC program requirements.

This plan is subject to review and approval by the OHFA Board of Directors (Board), and the Board has the inherent authority to affirm all SFTC allocated under this plan.

B. POLICY GOALS

In its administration of the SFTC program, OHFA has made significant efforts to balance Ohio’s diverse housing needs. The following goals have been developed for the program using input and feedback from OHFA Board members, program stakeholders, and primary customers, as well as the expertise of OHFA staff. These goals are the basis for the allocation process outlined in later sections of this plan.

- **Balancing Statewide Needs**
  - Give consideration to all regions of the state of Ohio by using the accepted allocation pool definitions and distribution formulas similar to what is used in the 9% Low Income Housing Tax Credit (LIHTC) Qualified Allocation Plan.
  - Balance the needs of communities experiencing rapid growth and the revitalization of distressed areas.
  - Support policies to minimize project costs and keep the homes affordable.

- **Qualified Buyer Support**
  - Ensure that the purchase price of homes is lower than market value in the area for similar properties.
  - Require the use of homebuyer education and counseling to ensure that Qualified Buyers succeed in home ownership.
  - Advance housing equity through administration of the SFTC, including the need for accessible housing.
  - Support green building practices and energy-efficient design to conserve energy and reduce Qualified Buyers’ future energy expenses.

- **Development Team Support**
  - Encourage leveraging of other sources for both construction and homebuyer assistance in order to (a) maximize the effectiveness of the SFTC and (b) to build and sell as many affordable homes as possible. This includes giving priority to
development teams that are willing to contribute resources to the project, including but not limited to: gap financing, homebuyer mortgage assistance, land donation, contributions toward infrastructure costs, waived or reduced development fees, and staffing resources for compliance monitoring during the Affordability Period.

- The policies and procedures outlined in this plan, which governs the first fiscal year (July 1, 2023 - June 30, 2024) of the four-year SFTC program, have been designed to support projects that are ready to proceed and be completed successfully on time and promptly sold to Qualified Buyers. Scoring will be weighted toward experienced Development Teams and shovel-ready projects.

- The strength of the local market for new for-sale single family dwellings and the likelihood of the Development Team selling the completed homes in a reasonable time will be important considerations in the allocation process.

These goals are subject to change in future allocation plans based on evaluation of the 2024 program.

C. MODIFICATION AND INTERPRETATION

OHFA’s actions, determinations, decisions, or other rulings pursuant to this plan are not a representation or warranty by OHFA as to a development’s compliance with applicable legal requirements, the feasibility or viability of any development, or of any other matter whatsoever.

The allocation plan is subject to modification pending developments in federal and state law, and OHFA policy. OHFA makes no representation that underwriting or competitive decisions from a prior year will be determinative in future application rounds. Identical year-over-year submissions may receive differing treatment, with or without notice to an applicant, due to new insights gained during prior review periods, shifts in policy, the need for consistent in-year interpretation, increased applicant competition, or any other reason OHFA deems necessary.

The allocation of SFTC is made at the sole discretion of OHFA. OHFA will resolve all conflicts, inconsistencies, or ambiguities, if any, in this plan or which may arise in administering, operating, or managing the reservation and allocation of SFTC. This includes the interpretation of requirements and guidelines and the determination of a development meeting the intent of those requirements and guidelines. OHFA may modify or waive, on a case-by-case basis, any provision of this plan that is not required by law. All such modifications or waivers are subject to written approval by the Executive Director, Senior Director of Housing Programs, or Single Family Tax Credit Section Chief.

D. TAX CREDIT CALCULATION

The amount of the tax credit shall not exceed the difference between the total estimated development costs included with the application and the appraised market value of all the homes in the finished project. This calculation presumes that the development costs of a Qualified Project will be lower than the appraisal cost.

E. CONTACT INFORMATION
Questions regarding the allocation plan or state tax credit application process may be directed to SingleFamilyTaxCredit@ohiohome.org. General contact information for OHFA is:

Ohio Housing Finance Agency  
Office of Single Family Housing  
2600 Corporate Exchange Dr., Suite 300  
Columbus, OH 43231  
(888) 362-6432  
www.ohiohome.org

F. 2024 SINGLE FAMILY TAX CREDIT PROGRAM CALENDAR

Deadlines reflected in the following program calendar are subject to change based on the quantity of applications received and other conditions outside OHFA’s control.

An applicant may request a pre-application meeting with OHFA according to the dates listed below in the following circumstances:

- Project owner has not worked with OHFA in the past; or
- The proposed project is unique, and the Project Development Team needs specific guidance on submitting the application.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Applicant</th>
<th>OHFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb.__, 2024</td>
<td></td>
<td>Application materials posted to the OHFA website</td>
</tr>
<tr>
<td>March 5, 2024</td>
<td>Applications due</td>
<td></td>
</tr>
<tr>
<td>April __, 2024</td>
<td></td>
<td>Notice of preliminary scores and underwriting issues sent to applicants</td>
</tr>
<tr>
<td>April __, 2024</td>
<td>Deadline to respond to preliminary scores and underwriting issues</td>
<td></td>
</tr>
<tr>
<td>May 22, 2024</td>
<td></td>
<td>Final results of competitive scoring released and presented to the OHFA Board of Directors</td>
</tr>
<tr>
<td>Oct. 19, 2024</td>
<td>Development Update Submissions due no later than 5:00 p.m. ET</td>
<td></td>
</tr>
<tr>
<td>Dec. 31, 2025</td>
<td>Completion deadline.</td>
<td></td>
</tr>
</tbody>
</table>

G. 2024 FEE SCHEDULE

OHFA will assess fees as described in Appendix F. Fees may change without amending this plan.

H. DEFINITIONS

All terms capitalized herein and not otherwise defined shall have the meaning ascribed to them in Appendix A.
Pursuant to R.C. 175.17(I)(3), supplementary definitions are contained in the Ohio Administrative Code and are incorporated and set forth in Appendix A. To the extent Appendix A conflicts with the Ohio Administrative Code, the rules and R.C. 175.17 control.
II. SINGLE FAMILY TAX CREDIT REQUIREMENTS

The following requirements apply to all projects applying for SFTC, unless otherwise specified.

From receipt of an SFTC application through the final scoring and presentation to the OHFA Board or designee, no staff member working on the application review and scoring process or OHFA Board Member shall discuss the merits of the application with any member of the Development Team, unless all similarly situated applicants have been notified and given the opportunity to be present or to participate by telephone, it is an official communication and response as provided for in the program calendar and allocation plan or a full disclosure of the communication insofar as it pertains to the subject matter of the application is made publicly on the OHFA application webpage.

When an ex parte discussion occurs, either verbally or in writing, a representative of the applicant or applicants participating in the discussion shall prepare a document identifying all the participants and the location of the discussion, and fully disclosing the communications made. Within two business days of the occurrence of the ex parte discussion, the document shall be provided to the chief legal counsel or their designee. Upon completion of the review, the final document with any necessary changes shall be publicly made available and communicated to all applicants. The document filed and served shall include the following language: Any participant in the discussion who believes that any representation made in this document is inaccurate or that the communications made during the discussion have not been fully disclosed shall prepare a letter explaining the participant's disagreement with the document and shall file the letter with the chief legal counsel of OHFA who will transmit the letter to all known applicants and make it publicly available within two business days of receipt of this document.

Failure of any staff member working on the application review and scoring process or OHFA Board Member or their designee to abide by this section may, at the discretion of the OHFA Board, lead to that individual’s removal from the application review process and final award.

A. DOCUMENT SUBMISSION REQUIREMENTS

All submissions must include a completed Single Family Housing Application (application) and all supporting documentation according to the specified instructions and be submitted via OHFA’s File Transfer Protocol.

Project Development Owners are responsible for submitting the application and serving as lead applicant. All other members of the Development Team shall be identified in the application.

The application submission must include supporting documentation for all competitive scoring criteria, with relevant portions of the supporting documents highlighted and annotated.

The application will be reviewed for completeness and the director or OHFA staff may request the Project Development Owner provide additional information. Project Development Owners can only submit additional information in direct response to a written correspondence requesting such information, and no new information shall be provided. If the Project Development Owner does not submit the information requested in the timeline provided in the written communication, the submission will be evaluated as submitted and may result in competitive scoring reduction or ineligible. If the applications submitted is materially insufficient upon original submission, OHFA shall notify the Project Development Owner that the application will not be considered. If
the original application as submitted is not sufficient to document eligibility or that the proposed project will not comply with statutory, Ohio administrative code, or the allocation plan’s requirements, the application will not be considered.

**Late and/or incomplete submissions will be removed from consideration.** OHFA will notify the Project Development Owner in writing if this occurs.

The documentation below is required to be submitted with the application, unless otherwise noted.

1. **Appraisal**

Applications must include an as-built appraisal that complies with the Uniform Standards of Professional Appraisal Practice for all development site(s) and a draft as-built appraisal for every site.

2. **Home Warranty Information**

Each home in a Qualified Project must have transferable home warranties meeting the minimum standards set forth below:

- Provided at no cost to the Qualified Buyer and transferable to any subsequent Qualified Buyer who purchases within the Affordability Period;
- Two-year coverage for heating, cooling, ventilating, electrical, and plumbing systems;
- Five-year coverage for water infiltration and internal leaks; and
- Ten-year coverage for major structural elements in the home.

Any Qualified Project utilizing a condominium structure must also provide commensurate coverage for common elements.

The Development Team must submit proposed home warranty information at the time of application.

3. **Architectural Plans**

Applications must include electronic submissions floor plans, model plans, and manufactured home plans, as applicable, along with any building permit that has been issued. If no building permit has been issued at the time of application, it should be submitted as part of the Development Update Submission.

4. **Authorization to Release Tax Information**

Applications must include a completed Authorization to Release Tax Information Form for each for-profit member of the Development Team.

5. **Financial Commitments**

Applications must include financial commitment documentation for all non-OHFA sources of debt and equity. All commitments must be dated within six months of application submission date.

Financial commitments must be evidenced by a duly executed conditional commitment
letter, which follows the applicable OHFA format, letter of interest for construction and/or permanent financing, or term sheet specific to the project indicating the following:

- loan or grant amount;
- loan term and amortization schedule/term (and/or payment requirements);
- interest rate;
- fees associated with the loan or grant; and
- lien position of the loan.

Equity commitments, if available, must be evidenced by a duly executed conditional commitment letter/letter of intent/term sheet in the form provided by the equity provider. Equity commitments need only be submitted at the time of application for applicants seeking competitive points for such commitment. If Equity commitment is not available at the time of application, it may be submitted with the Development Submission Update.

OHFA may request additional information to support any credit or equity pricing and may underwrite to the pool equity pricing average.

6. Condominiumized Space Description (if applicable)

If any portion of the development will be condominiumized, the application must include a brief description of the proposed governing agreement (costs and maintenance of common space, parking availability, air rights, default remedies, commercial uses, and tenant selection).

7. Development Team Consultant Statement (if applicable)

The application must include a statement regarding any development consultant(s) describing:

- their role in the project;
- scope of their authority to negotiate for and bind the Development Team; and
- a summary of all projects they are currently advising and the scope of those agreements.

For the purposes of this section, development consultants include any person or entity providing professional advice or assistance with the preparation of an application, but do not include syndicators. OHFA may consider consultants co-developers and hold them responsible for the overall success of the development.

8. Development Team Experience, Capacity, and Capability Review

OHFA will evaluate the experience, capacity, and capability of the Development Team.

Appendix G outlines the minimum eligibility and evaluation criteria.

Submission Requirements:

- Completed Experience, Capacity and Capability tab in the application.
- Resumes for all staff members of the Development Team. Organizational chart and agreements showing the structure of the Project Development Owner and Development Team.
- Narratives describing development experience and work performed for each Member of the Development Team.
- The last three years of audited financial statements for the member Development Team serving as the developer/general contractor, unless such role is being performed by the Project Development Owner.
• The applicant must submit Lien and Litigation reports dated within 90 days of application submission for all members of the Development team other than the Project Development Owner.
• The applicant must provide a narrative (a) identifying the Development Team member that will be responsible for ensuring the requirements for the homes are met during the 10-year affordability period (if it will be a member other than the Project Development Owner) and (b) identifying the roles and responsibilities of each member of the Development Team.

Applicants must disclose any changes to the Development Team, including changes in the financial or litigation position of any member of the Development Team, between application and Development Update Submission. OHFA may disqualify applications that do not maintain the core competency and experience necessary to successfully develop and sell to Qualified Buyers.

OHFA may request additional information to evaluate experience, and capability. If any material changes occur at any time prior to the award of SFTC, OHFA may elect to re-evaluate experience, capacity, and capability.

9. Evidence of Site Control

The application must comply with one of the following. Any updates to site control documents must be submitted with the application. Evidence of site control may expire no later than 180 days from the date the application is submitted.

a. Related Party: If a member of the Development Team owns the real estate on which the proposed project will be located, copies of the executed and recorded deed(s).

b. Arm’s-Length: If the current owner is not a member of the Development Team, then:
   • A purchase contract or option naming a member of the Development Team; or
   • Documentation from the local government/land bank regarding the transfer of property.
     o If parcels will be acquired from a city land bank a copy of the final city council resolution, city council ordinance, letter from a board of control or designated official, or contingent purchase agreement approving the legal description and transfer of all applicable sites.
     o If parcels will be acquired from a county land bank, a letter from the board of control or a designated official approving the transfer of all applicable sites.

Option agreements must include evidence of the agreement to purchase the property within a specified time period.

Scattered Site developments must have at least 75% of the sites under control at the time of proposal application and must have 100% of the sites under control at the time of Development Update Submission.

10. Exception Requests

OHFA will consider exceptions requests set forth in the application. Any response issued applies exclusively to the year in which the application was submitted and cannot be used for future applications.
11. Federal Tax Identification Number
The application must include Federal Tax Identification Numbers for each member of the Development Team that has such a number.

12. Legal Description
The application must include a legal description and, if available, street address, and permanent parcel number (in Word format) of each parcel that will be included in the development.

13. Market Demand
The application must demonstrate market demand for the project by citing average home prices, average time to sell a house in the market, or similar information. Formal independent market studies are not required but can be used to provide evidence of demand. OHFA will accept housing data provided by an Ohio Board of Realtors and/or the Ohio Association of Realtors to assess market demand.

14. Phase I and II Environmental Site Assessments
The Development Update Submission must include a Phase I Environmental Site Assessment (ESA) for all sites dated within six months of the Development Update Submission deadline, completed in accordance with the most current ASTM Standard, and include an evaluation of the following non-scope considerations: mold; asbestos-containing building materials; radon; lead-based paint; lead-in-drinking-water; and wetlands.

OHFA may reject any sites with recognized environmental conditions, problems, or hazards.

15. Physical Capital Needs Assessment and Scope of Work
Applications for the rehabilitation of existing Single Family Dwellings must include a Physical Capital Needs Assessment (PCNA) and Scope of Work for all buildings in the proposed project. The PCNA must:

- Reflect current building conditions,
- Conform to the standards in the Single Family Underwriting Guidelines, and
- Demonstrate the required repairs, replacements, and improvements involve the replacement of two or more major building components and the hard construction dollars of rehabilitation per home equals $150,000 or more.

OHFA will use the PCNA and application to determine if the project meets the threshold requirement of substantial rehabilitation.

16. Revitalization Plan
To qualify for a point category related to a revitalization plan, applicants must provide a copy of the concerted community revitalization plan (Revitalization Plan) and proof that the proposed development is located within its target area and consistent with the plan. Revitalization Plans must satisfy the substance of the components below.

The following are not eligible: draft plans, short-term work plans, consolidated plans, municipal zoning plans, planned unit developments, or plans OHFA determines were created exclusively.
for the purposes of satisfying SFTC plan criteria.

a. **Scope:** The Revitalization Plan must include a delineated target area and an assessment of the conditions existing in the community. If the Revitalization Plan is more than ten years old, the Applicant must also provide a supplemental letter or other evidence from the administrator describing progress made and confirming that the proposal continues to meet target area needs.

b. **Community Input & Ownership:** The Revitalization Plan must have been developed through a public process as evidenced by any of the following:
   - Creation of the Revitalization Plan by a Community Development Corporation;
   - Adoption or endorsement of the Revitalization Plan by the local government; or
   - Proof of solicitation of public input conducted with notice and opportunity for written or verbal comment. Proof of solicitation may include the letter or communication sent, including who received the notice, notarized affirmation including a description of the public solicitation, proof of newspaper notice, or other reasonable notice methods utilized to obtain public feedback.

c. **Housing Policy:** The Revitalization Plan must include:
   - The incorporation and integration of affordable single family and other housing throughout the geographic area, including but not necessarily limited to the use of existing but vacant housing.
   - Plans designed to accomplish the above.

d. **Other Policy:** The Revitalization Plan (or specifically referenced collateral plan) should address at least two of the following goals and how they will be accomplished:
   - Expansion or preservation of economic activity and/or employment opportunities.
   - Expansion or preservation of access to public transit.
   - Improvement of schools that are accessible to residents of the target area.
   - Mitigation or avoidance of adverse health conditions (such as lead-based paint hazards, environmental justice issues, and crime prevention).

e. **Implementation Measures:** The Revitalization Plan must include implementation measures which may include but are not limited to: general timeframes to achieve the above policies, potential funding sources, and entities responsible for execution. A final plan need not be fully implemented or have funding sources committed.

17. **Site Visit and Site Documentation**

OHFA may conduct a site review at any point during the application process and may deem the site unsuitable due to detrimental nearby land uses or excessive development challenges (e.g., inadequate access, steep slopes).

Applications must include:
   - A detailed aerial map clearly depicting the physical location of the site, the nearest intersection, and all roads leading to the site; and
   - Photos of the site and surrounding properties.
18. **Zoning**

Applications must include either of the following, dated within one year of the application due date:

- A valid building permit, or
- A letter from the local municipality stating that either the current zoning will permit the proposed development, or no zoning regulations are in effect.

19. **Marketing Plan**

All applicants must have a marketing plan that meets the minimum standards in Appendix E.

20. **Buyer Selection Criteria**

All applicants must provide a plan to select Qualified Buyers in the case that there are more Qualified Buyers than homes for sale in the Qualified Project. For example, will Qualified Buyers be identified on a first-come, first-served basis or in another manner.

21. **Capital Asset Contribution**

To the extent Project Development Owners are contributing capital or other assets to contribute to the affordability of a Qualified Project, evidence of such contribution must be provided at the time of application.

22. **Designated Reporter**

The designated reporter, and if applicable, any potential successor to the designated representative must be identified in the application.

**B. PROGRAMMATIC REQUIREMENTS & OVERSIGHT**

The following requirements apply to all applicants unless otherwise specified.

1. **Competitive Process**

Applicants may not use the competitive review period to finish an application that was incomplete at the time of submission. OHFA will permit threshold cures for administrative errors only and will require proof the cure documentation existed on or before the application deadline. Applications selected for an award will continue to the Development Submission Update stage.

If a development has multiple sites and crosses scoring boundaries, regardless of whether it meets the definition of Scattered Site, the scoring category will be applied to the development area with the most units unless otherwise stated.

2. **Compliance with Single Family Underwriting Guidelines**

All requirements in the Single Family Underwriting Guidelines are incorporated herein.

3. **Cost Containment**

To be eligible for the SFTC, the total cost of the unit of a Single Family Dwelling must not exceed the current federal HOME Investments Partnership Program Homeownership Value limits as defined in Section 92.254(a)(2)(iii) of the Final HOME Rule published on July 24, 2013.
and published annually by the U. S. Department of Housing and Urban Development for the county.

[OHFA is requesting feedback on these limits with respect to the relative costs of construction.]

4. Electronic Reporting

OHFA will require recipients to enter information into DevCo or other designated electronic reporting system.

5. Penalties

Documented instances of fraud, waste, or abuse, violations of this plan, missed deadlines, failure to honor commitments made in the application process, or other instances of noncompliance with OHFA requirements may result in any or all of the following actions:

- Reduction in the number of applications an entity may submit or awards an entity may receive in future funding cycles.
- Removal from application consideration (if during current application round).
- Cancellation or reduction of an award.
- Monetary fee in an amount determined by OHFA.
- Referral for independent cost audit (commissioned by OHFA but paid for by the Development Team).
- Additional and/or enhanced physical inspection/site visit at the Development Team’s cost.
- Recapture of part or all of the SFTC awarded.
- Other actions at the sole discretion of OHFA.

C. Developer Fee Calculation

The base developer fee for SFTC applications shall be limited to $10,000 per home in a Qualified Project. Developer fees will be locked in at application and may not increase.

D. 6-2-6: Contractor Cost Limits

The combined total of contractor profit, overhead, and general requirements (Contractor’s Fee) shall be limited to fourteen percent (14%) of hard construction costs, of which 6% is contractor profit, 2% is overhead and 6% is general requirements. The maximum amount of the Contractor’s Fee is locked in at either (1) Development Submission Update or (2) execution of the signed general contractor agreement by delivering a copy of that agreement and a lock-in request to OHFA within 30 days of execution.

III. Housing Policy Pools and County Limits

A. Housing Pools

OHFA will distribute the annual per capita amount among the following allocation pools.
<table>
<thead>
<tr>
<th>Pool</th>
<th>Amount</th>
<th>Pool</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central City</td>
<td>35.4%</td>
<td>$17.625 million</td>
<td>$500,000</td>
</tr>
<tr>
<td>Metro/Suburban</td>
<td>33.3%</td>
<td>$16.625 million</td>
<td>$500,000</td>
</tr>
<tr>
<td>Rural</td>
<td>28.3%</td>
<td>$14.125 million</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

Please note that all award amounts listed represent the total amount of credits claimed over the Credit Period.

**B. COUNTY LIMITS**

OHFA will make no more than the following awards per county, but reserves discretion to adjust numbers without amendment to this plan depending on the applications received.

<table>
<thead>
<tr>
<th>Pool</th>
<th>Award per County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central City</td>
<td>2 Qualified Projects</td>
</tr>
<tr>
<td>Metro/Suburban</td>
<td>2 Qualified Projects</td>
</tr>
<tr>
<td>Rural</td>
<td>1 Qualified Project</td>
</tr>
</tbody>
</table>

**C. GEOGRAPHIC DEFINITIONS**

Applicants can use this interactive map to look up a site and determine which geographic pool it is located in: Central City, Metro/Suburban, or Rural. Typologies are based on the 2024-25 USR Opportunity Index created in partnership with the Kirwan Institute for the Study of Race and Ethnicity at The Ohio State University.

**D. SET ASIDES**

1. **Appalachian Set Aside.** OHFA will reserve SFTC resources for at least one Qualified Project that is located in an Appalachian County.¹

2. **Transformative Economic Development Set Aside.** OHFA will reserve SFTC resources for at least one Qualified Project located within 20 miles of an approved Megaproject as designated by the Ohio Tax Credit Authority with more than 2,000 permanent jobs committed to the project.

To be eligible for this set aside, the application must also include a letter of support from the local jurisdiction in which the project is to be located. A zoning confirmation letter will not qualify as a letter of support.

¹ Appalachian Counties in Ohio are as follows: Adams, Ashtabula, Athens, Belmont, Brown, Carroll, Clermont, Columbiana, Coshocton, Gallia, Guernsey, Harrison, Highland, Hocking, Holmes, Jackson, Jefferson, Lawrence, Mahoning, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pike, Ross, Scioto, Trumbull, Tuscarawas, Vinton, and Washington.
IV. COMPETITIVE CRITERIA

A. SCORING BY POOL

The point values for scoring criteria are unique to each allocation pool to account for policy considerations. An application must achieve an acceptable percentage of the total available points in the applicable pool, as determined by OHFA, to be considered for an award of SFTC. OHFA will not award partial points. All distance-based scoring criteria are measured in linear distance and are verified in Google Maps.

The following tiebreakers apply in the event two applications have the same score:
1. An application in a county with a higher median price-to-income ratio.
2. An application in county with homeownership rates less than 72%, as demonstrated in the QAP Interactive Map.
3. An application for which the Project Development Owner has contributed the highest average value.
4. OHFA Discretion

B. COMPETITIVE SCORING

The following scoring criteria will be applied to proposals competing in the New Construction and Rehabilitation pools.

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Max Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readiness to Proceed</td>
<td>20</td>
</tr>
<tr>
<td>Development Team Experience</td>
<td>20</td>
</tr>
<tr>
<td>Design Features</td>
<td>10</td>
</tr>
<tr>
<td>Geographic Priority</td>
<td>10</td>
</tr>
<tr>
<td>Site Selection</td>
<td>25</td>
</tr>
<tr>
<td>Extreme Homeownership Needs</td>
<td>10</td>
</tr>
<tr>
<td>Marketing Plan</td>
<td>10</td>
</tr>
<tr>
<td>Leveraging Local &amp; Public Resources</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>115</td>
</tr>
</tbody>
</table>

1. Readiness to Proceed
   Maximum Points: 20

Development Teams able to demonstrate the following at the time of application will be awarded points as follows:

A. A member of the Development Team owns (or has a ground leasehold interest in) 100% of all sites to be developed (5 points)
B. All sites are zoned for the proposed project and no further local approvals are needed (5 points)
C. Building infrastructure is in place or the municipality (or equivalent government unit) has committed to have infrastructure in place on or before December 31, 2024 (5 points)
D. At least 75% of construction financing has been committed (3 points)
E. The project has received a conditional commitment for SFTC equity (2 points)

Submission:
Eligibility will be determined through information provided in the application.

2. Development Team Experience
   Maximum Points: 20

Development Teams able to demonstrate the following at the time of application will be awarded the below identified points:

A. A member of the Development Team has built a comparable project in the same county within the past ten years (5 points)
B. The Project Development Owner has a sufficient plan to monitor affordability throughout the Affordability Period (up to 5 points)
C. Participation of a land bank that has experience building and selling comparable projects (5 points)
D. Participation of Habitat for Humanity (3 points)
E. Participation of MBE or WBE companies in the Development Team (5 points)
F. A member of the Development Team has graduated from the Emerging Developer's Accelerator Program sponsored by the Affordable Housing Trust of Columbus and Franklin County, The Real Estate Accelerator Lab of Cincinnati, the Cleveland Equitable Development Initiative, or other similar Ohio training program (2 points)
G. The houses in the project will be part of a Community Land Trust (5 points)

Submission:
Eligibility will be determined through information provided in the application.

3. Design Features
   Maximum Points: 15

Development will include one or more of the following:

A. All homes in the project will meet the Energy Star Residential New Construction Program Requirements or LEED (for new construction) or the National Association of Home Builders’ National Green Building Standard (rehabilitation) (10 points)
B. The greater of two homes in the project or 5% of the homes in the project meet all of the following requirements: (i) there is at least one zero-step entrance into the home; (ii) interior doorways on the main floor have 32” of clear passage space; and (iii) one bathroom on the main floor is accessible by wheelchair. (10 points)
C. The period of required warranties exceeds the minimum standards (2 points)
D. Amenities and design features that exceed standard features of comparable new homes in the market (2 points)
Submission:
Eligibility will be determined through information provided in the application and architectural plans. Applicants must annotate the plans highlighting amenities that are included for competitive consideration. Applicants must also submit estimated costs for the selected item(s) and a narrative describing the feature(s) and why they were selected for the development.

4. Geographic Priority

Maximum Points: 10 (select one)

a. Opportunity Area: Developments located in an area meeting the following criteria as delineated in the 2024-2025 USR Opportunity Index that matches one of the following ranges:

<table>
<thead>
<tr>
<th>Metric</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Index: 90-100</td>
<td>10</td>
</tr>
<tr>
<td>Opportunity Index: 80-89</td>
<td>9</td>
</tr>
<tr>
<td>Opportunity Index: 70-79</td>
<td>8</td>
</tr>
<tr>
<td>Opportunity Index: 60-69</td>
<td>7</td>
</tr>
<tr>
<td>Opportunity Index: 50-59</td>
<td>6</td>
</tr>
<tr>
<td>Opportunity Index: 40-49</td>
<td>5</td>
</tr>
</tbody>
</table>

b. Target Area: Developments located in an OHFA Homebuyer Target Area (based on 2024 qualified census tract designations) and part of a neighborhood revitalization plan (10 points)

c. Local Priority: Development is located on a site designated by the local government as a local priority for affordable housing as demonstrated in a letter from the local government. The letter must demonstrate the need for the housing type proposed and tangible support for the development, including one of the following commitments: (i) gap financing; (ii) land donation; or (iii) waiver of impact and permitting fees (10 points).

Submission: Eligibility will be determined as specified above and by information provided in the application.

5. Site Selection

Maximum Points: 25

a. Job Access (10 points): Development within a linear distance of a Concentrated Job Center as defined below of 3,000 or more jobs. Map may be found at http://onthemap.ces.census.gov/ (select 2020 data).
   - 3,000 – 3,999 jobs = 6 points
   - 4,000 – 4,999 jobs = 8 points
   - 5,000 and greater jobs = 10 points

Submission:
For Concentrated Job Center, applicants must submit a screenshot of “On the Map” demonstrating eligibility by following these directions:
   - Access http://onthemap.ces.census.gov/
   - Enter the address of the site, or the nearest address and click “Search”
   - Select the “Geocoder Result” that is returned for your address
Click the “Selection” tab at the top of the page
• Click “Simple Ring” under “Add Buffer to Selection”
• Enter the following number of miles in the “Radius” box based on your geography:
  o 1 for Central City
  o 2 for Metro/Suburban
  o 3 for Rural
• Click “Confirm Selection”
• Click “Perform an Analysis on Selection Area.”
• Within the Analysis Settings box that will appear:
  • Choose “Work” under the first column
  • Choose “Area Profile” under the second column
  • Choose 2020 under the third column
  • Choose “All Jobs” under the fourth column
• Click “Go” for results. The “Total All Jobs” Count is the relevant measurement.

b. **Proximity to Amenities (15 points):** The maximum linear distance for amenities will be scaled based on the USR Index geography designation of the census tract in which the site is located and referenced below:

<table>
<thead>
<tr>
<th>USR Geography</th>
<th>Maximum Linear Distance from Amenity (miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central City</td>
<td>1</td>
</tr>
<tr>
<td>Metro/Suburban</td>
<td>2</td>
</tr>
<tr>
<td>Rural</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amenity</th>
<th>Amenity Definition</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grocery Store</td>
<td>A business establishment with the primary purpose of selling food for home consumption and preparation, which regularly provides products in each of the following categories: fresh fruits (eight or more types), fresh vegetables (eight or more types), fresh meat (five or more types), dairy, and bread. The supermarket must be a permanent location that is currently in operation.</td>
<td>4</td>
</tr>
<tr>
<td>Medical Clinic</td>
<td>An establishment with the primary purpose of medically diagnosing or treating outpatient clients. This must be a generalist, non-specialty, non-referral based medical establishment involved in the treatment and/or diagnosis of general or urgent health conditions.</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>An establishment which fills prescriptions and sells or dispenses medicinal prescription or over-the-counter drugs. The pharmacy must be a permanent location that is currently in operation.</td>
<td>2</td>
</tr>
<tr>
<td>Public Library</td>
<td>An establishment with the primary purpose of providing library resources to the general public and is usually funded from public and/or philanthropic sources. Membership and the use of the library facilities are accessible without fees. The library must be a permanent location that is currently in operation.</td>
<td>2</td>
</tr>
<tr>
<td>Public Park</td>
<td>A public playground, public greenspace area, and other public areas, created, established, designated, maintained, provided, or set aside by a city, state, or federal institution, for the purposes of public rest, play, recreation, enjoyment, or assembly, with all buildings, facilities and structures located thereon or therein. The public park must be a permanent location that is currently in operation.</td>
<td>2</td>
</tr>
</tbody>
</table>
An establishment administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours by persons other than their parents, guardians, or custodians for part of the twenty-four hour day in a place other than the child’s own home by a provider required to be licensed or approved by the department of job and family services, certified by a county department of job and family services, or under contract to provide publicly funded child care.

Submission: For each amenity being submitted for point consideration, the applicant must submit a screenshot from the QAP Interactive Map (with applicable amenity layer checked) that shows the location of the development and the amenity being claimed for points and additional documentation such as a description of how the amenity meets the definition and proof that the amenity is currently in operation. For any amenities not in the QAP Interactive Map, the applicant must submit a separate map that shows the location of the development, the amenity being claimed for points, a description of how the amenity meets the definition, and proof that the amenity is currently in operation.

6. Extreme Homeownership Needs

Maximum Points: 10

Qualified Project located in a county with a median price-to-income ratio greater than 2.3 as shown in the applicable QAP Interactive Map will receive the following points.

Scoring:  
>2.9 = 10 points  
>2.6 to 2.9 = 8 points  
>2.5 to 2.6 = 6 points  
2.3 to 2.5 = 4 points

[Interactive map will be linked in second draft; the above image is for informational purposes only.]

Submission

- Applicants must submit a screenshot of the QAP Interactive Map demonstrating that the site is located in a county with an extreme homeownership need applicable to the
number of points being claimed.

7. **Quality of Marketing Plan**  
**Maximum Points: 10**

Applicants can score up to 8 points for high quality marketing plans. Another 2 points will be awarded to marketing plans that contain marketing and outreach strategies for Black and first-generation homebuyers.

8. **Leveraging Local & Public Resources**  
**Maximum Points: 10**

Applications that contain commitments for financial resources to subsidize Development Costs including, but not limited to the following, will receive up to 8 points:

1. City or county funded housing programs  
2. Donated land  
3. Fee waivers  
4. Private donations  
5. Contributed labor  
6. FHLB of Cincinnati Affordable Housing Program (only an intent to apply in the 2024 round is required at application)  
7. USDA Self Help Program  
8. Ohio Department of Development Welcome Home Ohio Program  
9. 45L Energy Efficient Home Credit for Home Builders  
10. EPA Inflation Reduction Act Programs

An additional 2 points will be awarded to applications with commitments from other sources to provide additional down payment assistance and/or a reduced loan interest rate to the eligible homebuyers.

V. **POST-AWARD AND PROJECT ADMINISTRATION**

**Quarterly Construction Monitoring Reports**

Development Teams must submit online Quarterly Construction Monitoring Reports (QCM) detailing construction progress and including any inspection reports conducted by local building inspectors to OHFA for all SFTC projects. QCM must also contain proof of (1) owner’s commercial general liability insurance (bodily injury and property damage) in amounts not less than [5,000,000] combined single limits (per occurrence/per location and in the aggregate); (2) owner’s all-risk builder’s insurance providing replacement cost coverage in an amount equal to the completed construction value, including soft cost coverage; and (3) general contractor’s commercial general liability and property damage insurance in the same amounts set forth above.

Reporting begins the first quarter following submission of the Development Update Submission. Submission dates are January 1, April 1, July 1, and October 1.

All OHFA-funded projects are monitored throughout construction. To accomplish this, OHFA will
conduct walk through visits and windshield/exterior visits, as well as review QCM Reports.

OHFA may organize or participate in other visits or meetings that identify progress of construction.

All Development Teams must work with OHFA staff to facilitate the completion of any visits or meetings related to construction that OHFA deems necessary. [OHFA’s Construction Monitoring Guidance](#) can be reviewed for more information.

**HOME SALE SUMMARY**

OHFA will not consider a Qualified Project to have attained Completion until the Project Development Owner has submitted to OHFA:

1. Final cost certification; and
2. All available Home Sale Summaries.

Home Sale Summaries should be provided to OHFA on a rolling basis, until all the Single Family Dwellings in a Qualified Project have been sold to Qualified Buyers.

**VI. ONBOARDING AND RELATIONSHIP BUILDING PROGRAM**

OHFA may require participation in the Onboarding and Relationship Building program at any point in the life of the property. This program was established to foster partner relationships and help to ensure the viability of the property. Owners should review [OHFA’s Partner Relationship and Onboarding Process](#) as amended from time to time for further information.
APPENDIX A: DEFINITIONS

(A) “Affordable” means a Single Family Dwelling with a monthly mortgage payment (including residential real estate taxes and insurance and, if applicable, condominium fees) that is no more than thirty percent (30%) of the Qualified Buyer’s monthly income.

(B) “Completion” means issuance of final cost certification and all available Home Sale Summaries.

(C) “Development Costs” means actual costs for marketing, appraisal, closing, and administration, land, site development, hard construction costs, soft construction costs, and developer fee (if any) if at or under the limits imposed by this plan. Such costs are reduced by any shortage between the amount of SFTC to which the Qualified Project is eligible and the amount of equity generated by sale of SFTC.

(D) “Development Team” means a consortium or partnership of entities formed by the Project Development Owner to develop a Qualified Project. The team must include: (1) if development services are not being managed directly by the Project Development Owner, a housing developer, (2) building contractor, (3) third-party appraiser, (4) if not provided by the Project Development Owner, a Housing Counseling Agency, (5) construction lender, and (6) if applicable, a project architect.

(E) “Eligible Home Buyer” means (1) qualified military veterans who have received an honorable discharge from the U.S. military, even if they have previously owned a home, (2) displaced homemakers as such term is defined in 42 U.S.C. § 12713(b)(1), or (3) the home the homebuyer is purchasing is located in a designated target area census tract as identified in the target area map and search at https://ohiohome.org/geodata/.

(F) “First Time Home Buyer” means an occupant borrower who has not had an ownership interest in a principal residence at any time during the three-year period ending on the date the Mortgage is recorded.

(G) “Home Sale Summary” means the submission to OHFA by the Project Development Owner within thirty (30) days of the sale of each Single Family Dwelling to a Qualified Buyer, containing the following: (1) recorded deed, (2) recorded restrictive covenant between the Project Development Owner and Qualified Buyer, and (3) the Qualified Buyer's recorded Mortgage.

(H) “Homebuyer Education” means a certificate from a HUD-approved counseling agency issued within the previous twelve (12) months or participation in OHFA-streamlined homebuyer education.

(I) “Homeowner Equity” means the difference between the appraisal price of the home at Completion and the initial or subsequent sale price of the home during the Affordability Period.

(J) “Homeowner Tax Credit Equity” means the difference between the sale price of a Single Family Dwelling at the time of initial sale to a Qualified Buyer and appraisal price.
(K) “Minimum Construction Standards” means a Single Family Dwelling that contains two bedrooms and one and one half bathrooms.

(L) “Mortgage” means a fixed-interest residential mortgage, with insurance and property taxes escrowed, on a home in a Qualified Project.

(M) “Project Development Owner” means a unit of government that owns a Qualified Project.

(N) “Qualified Buyer” means a Person (as such term is defined in R.C. 175.17(A)(6)) who (a) has a verified income at 80% to 120% of the AMI, (2) who has obtained a pre-approval letter from a permanent lender demonstrating that such Person is qualified for a Mortgage, (3) has attended Homebuyer Education, (4) has a credit score of 640 and above, and (5) is a First Time Home Buyer or Eligible Home Buyer.

(O) “Qualified Project (Central City/Suburban)” means a minimum of twenty (20) (a) Single Family Dwellings to be constructed or (b) Vacant structure to be renovated into habitability or (c) a mix of (a) and (b), provided that the Development Costs of the project are less than the appraised value of the project at Completion.

(P) “Qualified Project (Rural)” means a minimum of five (5) Single Family Dwellings to be constructed or (b) Vacant structure to be renovated into habitability or (c) a mix of (a) and (b), provided that the Development Costs of the project are less than the appraised value of the project at Completion.

(Q) “Rehabilitation” means substantial renovation to a building or buildings, making habitable a single family dwelling(s) and shall include a demonstration of required repairs, replacements, or improvements involving the replacement of two or more major building components and the hard construction dollars of rehabilitation per unit of single family dwelling equals $150,000 or more.

(R) “Scattered Site” means there are 10 or more sites and 50% or fewer are contiguous.

(S) “Service” means to (1) ensure the Single Family Dwelling remains Affordable throughout the Affordability Period and (2) submit annual certifications to OHFA demonstrating continued affordability and compliance with SFTC requirements.

(T) “Single Family Dwelling” means (a) fully detached residential unit or (b) multi-unit owner occupied residential units (including duplexes, triplexes, fourplexes, row houses, townhouses, and multi-story condominiums), provided that any such dwelling is the primary residence of the Qualified Buyer and meets the Minimum Construction Standards.

(U) “Unit of government” means a county, township, municipal corporation, regional planning commission, community improvement corporation, economic development corporation, or county land reutilization corporation organized under Chapter 1724. of the Revised Code, or port authority. [defined in statute]

(V) “Vacant” means a Single Family Dwelling that has been uninhabited for a minimum of one year prior to submission of an application for SFTC.
Appendix B: Single Family Underwriting Guidelines

As set forth in OAC ____________.

The Ohio Housing Finance Agency (OHFA) will perform underwriting analysis on all applications for SFTC.

OHFA may request further clarification, justification, or documentation for any questions that are identified during the underwriting analysis. At its discretion, OHFA may reduce, alter, or remove items that do not meet the underwriting standards contained in this plan.

The underwriting guidelines may be subject to change, pending developments in federal and state legislative requirements and/or OHFA policy.

Applications shall be reviewed by the following underwriting criteria to access the risk associated with application:

1. The total cost of each unit of single family dwelling in a project must not exceed the OHFA Homebuyer Program purchase price limit for the county;
2. Sum of estimated home sales, plus tax credit equity, and other construction financing must be sufficient to pay off the construction loan balance, after the final unit of single family dwelling is sold;
3. The Development Team must meet the minimum experience and capacity requirements contained in the plan;
4. The purchase price of the unit of single family dwelling in the project cannot exceed the affordability for qualified homebuyers;
5. Financing sources must be submitted in the application and have sufficient commitment to meet the criteria as set forth in the plan;
6. Construction financing sources conditionally committed must be no less than seventy-five percent of the total project cost.
7. The application must sufficiently demonstrate a market demand for the project;
8. Marketing plan must meet the minimum requirements outlined in the plan;
9. If applicable, the application must demonstrate that the construction loan from a private lender can be repaid; and,
10. Any other requirements forth in the application and this plan.

Limited exceptions to the underwriting criteria may be granted for good cause shown and supported by sufficient evidence. It is the discretion of the director to review and grant underwriting exceptions.

Applications that do not meet the program underwriting analysis shall not be approved.
APPENDIX C: SINGLE FAMILY AFFORDABILITY PERIOD GUIDELINES

A. Recapture
The director may disallow or recapture any portion of a credit if the Project Development Owner or the Project Development Owner’s qualified project does not or ceases to qualify for the credit.

OHFA may also enforce all terms of the restrictive covenant with the Qualified Buyer set forth in Section (B) below.

B. Deed Restriction
Upon the sale of each Single Family Dwelling in a Qualified Project, the Qualified Buyer shall enter into a restrictive covenant to the benefit of OHFA and the Project Development Owner, in a form prescribed by OHFA. Such restrictive covenant shall require that the Qualified Buyer remain in the Single Family Dwelling for the entire Affordability Period, as well as the following contingencies in the event of a sale or rental of the Single Family Dwelling:

1. If the Qualified Buyer sells the home during the Affordability Period:
   a. For each year the Qualified Buyer stays in the home during the Affordability Period, such Qualified Buyer will be entitled to ten percent (10%) of Homeowner Equity and Homeowner Tax Credit Equity.
   b. If the Qualified Buyer sells to another Qualified Buyer, any remaining SFTC will not be recaptured. Instead, such amount will be used to decrease the purchase price of the home for the new Qualified Buyer to ensure the housing price remains affordable.
   c. If the Qualified Buyer sells to a non-qualified buyer or rents the home, such remaining amounts of SFTC will be subject to recapture by OHFA and OHFA will enforce the terms of the restrictive covenant.
   d. The Project Development Owner must notify OHFA promptly of any sale and upon knowledge that the home has been rented and is no longer the primary dwelling of a Qualified Buyer.

2. Project Development Owner shall make best efforts to provide ongoing Homebuyer Education to Qualified Buyers. In the event of foreclosure, default, or homeowner abandonment, the Project Development Owner shall make reasonable efforts to maintain affordability to the extent possible.

3. Any Qualified Buyer in the home at the end of the Affordability Period will be entitled to all equity gains and the risk of recapture will be zero.

C. Completion Notice
Within thirty (30) days of Completion, the Project Development Owner must provide a final development cost certification for OHFA approval. In accordance with statute and administrative rules, promptly following receipt of the cost certification, OHFA will (1) appraise the project's...
dwellings (2) compute the amount of the tax credit and (3) issue an eligibility certificate to the Project Development Owner.

D. SERVICE DURING THE AFFORDABILITY PERIOD

The Project Development Owner is responsible to Service the Qualified Project throughout the Affordability Period.

VII. PROGRAM COMPLIANCE

A. REPORTING

Project Development Owner receiving an allocation of SFTC shall be required to comply with applicable federal, state, and local laws.

Project Development Owner of OHFA funded projects must submit the Annual Project Development Owner Certification (AOC) to OHFA. Project Development Owner must submit information about the ongoing affordability of the projects, certify that all current owners of the Single-Family Dwellings are Qualified Buyers, and report on any unanticipated issues at the development site. Any Home Sale Summaries that were not previously submitted should be included in the next applicable AOC.

B. COMPLIANCE MONITORING AND NOTICE OF NONCOMPLIANCE

Project Development Owners receiving an SFTC allocation are responsible for compliance with all requirements of the Ohio Revised Code, including such rules, regulations, administrative revenue proclamations and revenue rulings as may be issued from time to time.

Notice of Noncompliance

Should OHFA discover that a development is not in compliance with O.R.C. 175.17, or that credit has been claimed or will be claimed for units that are ineligible, OHFA will notify the Project Development Owner promptly. The Project Development Owner shall have a minimum of fourteen (14) days from the date of notification to cure the noncompliance.

In extraordinary circumstances, as determined in the sole discretion of OHFA, an extension of up to three months may be granted to complete a cure for noncompliance.

OHFA will notify the Ohio Department of Taxation (Taxation) no later than 45 days after the end of the correction period, and no earlier than the end of the correction period, of the nature of the noncompliance and will indicate to Taxation whether or not the Project Development Owner has made appropriate corrections.

D. COMPLIANCE FEE

OHFA requires SFTC Project Development Owners and/or Development Teams to pay a one-time compliance monitoring fee. Additionally, OHFA may charge the Project Development Owner for fees related to project changes, noncompliance, or any other administrative items.
APPENDIX D: GEOGRAPHIC POOL AND OPPORTUNITY MAP DEFINITIONS
APPENDIX E: MARKETING PLAN REQUIREMENTS

- Each project is required to list the homes for sale on the MLS with at least 15-20 pictures.
- Describe plans for open house(s), other events, and marketing materials to be produced.
- The following should also be specified in the application:
  - Will a professional photographer be used for the pictures?
  - Will a virtual tour of the homes be created?
  - Will compensation be offered to a buyer’s agent? If yes, please provide more information.
  - If applicable, describe paid advertising on housing sites such as Homesnap, Zillow, Realtor.com, etc.
  - If applicable, describe paid advertising on social media sites such as Facebook, Instagram, Tiktok.
  - Will a full-time or part-time representative be provided to field calls and emails regarding the homes for sale? If yes, please provide more information.
  - Will the Project Development Owner create a partnership with a local Housing Counseling Agency to develop a pipeline of potential income eligible homebuyers? If yes, please provide more information.
  - Will the home listing be posted on a website owned and maintained by a member of the development team? If yes, please provide more information including the average views of the site.
  - What is the marketing strategy to target minority and first-generation homebuyers?
- Provide information on any other strategies and planned efforts to attract potential homebuyers.
APPENDIX F: FEE SCHEDULE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$_________</td>
<td>With application</td>
</tr>
<tr>
<td>Development Submission Update Fee</td>
<td>$_________</td>
<td>With application</td>
</tr>
<tr>
<td>Construction Monitoring Fee</td>
<td>$_________ per home</td>
<td>Upon award</td>
</tr>
<tr>
<td>Final Appraisal Fee</td>
<td>$_________ per home</td>
<td>At completion</td>
</tr>
<tr>
<td>Development Team Change Without 30-Day Notification to OHFA</td>
<td>$_________</td>
<td>Invoiced by OHFA</td>
</tr>
</tbody>
</table>
APPENDIX G: EXPERIENCE, CAPACITY, AND CAPABILITY CHARACTERISTICS

All Development Teams must submit an outline of their experience to OHFA with the application.

MINIMUM ELIGIBILITY REQUIREMENTS

The Development Team must have successful experience with similar housing programs to participate in the SFTC program as demonstrated by one of the following minimum standards:

- One or more members of the Development Team have successfully placed at least one housing project (for-sale home or rental) in service in Ohio within the last 10 years; or
- One or more members of the Development Team has successfully placed in service at least one housing project (for sale home or rental) in service in a state other than Ohio. Documentation must be submitted that the project was placed into service within the past 10 years.

EXPERIENCE, CAPACITY AND CAPABILITY REVIEW

OHFA will evaluate each member of the Development Team individually and as a whole to determine whether the team has the following core competencies:

- Capacity to construct and operate the proposed project;
- Record of completing affordable housing developments in required timeframes;
- Record of meeting project deadlines set by OHFA (if applicable); and
- Development Team experience marketing and selling affordable housing units.

OHFA will use information submitted with the application and other reasonable sources available to make all determinations, including reports and opinions of other public funding sources. OHFA may request additional information to evaluate experience, capacity and capability as it determines may be necessary. OHFA may place additional restrictions on development team members, limit the number of awards, applications or the amount of resources available to a Development Team, and limit awards due to identities of interest between organizations applying for OHFA funding.

Any team that lacks sufficient experience, capacity, and capability to manage an award will be removed from consideration.

Development Team Evaluation

OHFA will use the following criteria to evaluate the Development Team for the proposed development:

- Development History:
  OHFA will review the experience of the Development Team with the housing type, location or type of geographic area, and scope of the development being proposed.

- Past Performance:
OHFA will analyze lien and litigation reports (dated within 90 days of application submission) performed by a third-party company. In addition, OHFA will review Development Team narrative descriptions of prior similar projects and any letters of recommendation provided by banks, lenders, and/or municipalities relating to prior projects.

- **Present Capacity:**
  OHFA will review the Development Team’s current portfolio and determine whether there is sufficient capacity to successfully complete all developments and any new development awards in a timely and efficient manner. OHFA may limit the amount of resources awarded to a particular team based on OHFA’s judgment of capacity.

- **Financial Strength:**
  OHFA must find the financial capacity of the team as a whole to be acceptable. OHFA may request financial statements for members of the ownership entity providing guarantees.

- **Outstanding financial obligations:**
  All financial obligations to OHFA and to the state of Ohio must be current. Any delinquent obligations of any team member may disqualify the team from competing for an award.