



**Housing Finance
Agency**

2024-2025 Single
Family Tax Credit
Allocation Plan
with 2025 Technical
Amendment

September 18, 2024

Table of Contents

| | |
|--|----|
| I. GENERAL OVERVIEW & REQUIREMENTS | 3 |
| II. SINGLE FAMILY TAX CREDIT REQUIREMENTS | 8 |
| III. HOUSING POLICY POOLS AND COUNTY LIMITS..... | 18 |
| IV. COMPETITIVE CRITERIA..... | 19 |
| V. POST-AWARD AND PROJECT ADMINISTRATION..... | 26 |
| APPENDIX A: DEFINITIONS..... | 27 |
| APPENDIX B: SINGLE FAMILY UNDERWRITING GUIDELINES..... | 30 |
| APPENDIX C: SINGLE FAMILY AFFORDABILITY PERIOD GUIDELINES AND PROGRAM COMPLIANCE | 31 |
| APPENDIX D: MARKETING PLAN REQUIREMENTS | 34 |
| APPENDIX E: FEE SCHEDULE..... | 35 |
| APPENDIX F: EXPERIENCE, CAPACITY, AND CAPABILITY CHARACTERISTICS | 36 |

I. GENERAL OVERVIEW & REQUIREMENTS

A. INTRODUCTION

The Single Family Tax Credit Program (SFTC) was created in Ohio Legislature’s 135th General Assembly through R.C. 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 (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, including a target market of households between 80% to 120% of average median income (AMI), by fostering the public private partnership contemplated in R.C. 175.17. 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 developed under this program is affordable to Qualified Buyers.
 - 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 Affordability Period is defined in R.C. 175.17(A)(9) to mean the period that commences on the date of sale of a single-family dwelling constructed as part of a qualified project to the initial qualified buyer and continues through subsequent qualified buyers for ten years.
 - 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 approval by the Board.

D. TAX CREDIT CALCULATION

The credit amount reserved for each qualified project shall not exceed the difference between the total estimated development costs included with the application and the appraised market value of all homes in the finished project, as estimated by the Director.

The sales price of each home must meet the program requirements for affordability (outlined in the “Affordability” sub-category in the Programmatic Requirements & Oversight section of this Action Plan).

The amount of the total tax credit shall not exceed the original reserved credit amount for the total project but may be less than the reserved credit amount.

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 - 2025 SINGLE FAMILY TAX CREDIT PROGRAM CALENDAR

| Date | Programmatic Benchmark | Project Completion Date ¹ |
|--|---|--------------------------------------|
| Friday, April 4, 2024, 4:00 p.m. Eastern Standard Time (EST) | Deadline for initial application period for SFTC applications. | December 31, 2025 |
| Friday, June 28, 2024, 4:00 p.m. (EST) | Deadline for June 2024 application period OHFA will accept, prioritize, and review SFTC applications. | March 31, 2026 |
| Friday, July 26, 2024, 4:00 p.m. (EST) | Deadline for July 2024 application period OHFA will accept, prioritize, and review SFTC applications. | April 30, 2026 |
| Friday, August 30, 2024, 4:00 p.m. Eastern Standard Time (EST) | Deadline for August 2024 application period OHFA will accept, prioritize, and review SFTC applications. | May 31, 2026 |

¹ “Project Completion Date” means the date that all Single Family Dwelling units in the project are constructed and sold to Qualified Buyers.

| Date | Programmatic Benchmark | Project Completion Date ¹ |
|---|---|--------------------------------------|
| Friday, September 27, 2024, 4:00 p.m. Eastern Standard Time (EST) | Deadline for September 2024 application period OHFA will accept, prioritize, and review SFTC applications. | June 30, 2026 |
| Friday, October 25, 2024, 4:00 p.m. (EST) | Deadline for October 2024 application period OHFA will accept, prioritize, and review SFTC applications. | July 31, 2026 |
| Friday, December 6, 2024, 4:00 p.m. (EST) | Deadline for December 2024 application period OHFA will accept, prioritize, and review SFTC applications. | September 30, 2026 |
| | | |
| Friday, January 31, 2025, 4:00 p.m. (EST) | Deadline for January 2025 application period OHFA will accept, prioritize, and review SFTC applications. | October 31, 2026 |
| Friday, February 28, 2025, 4:00 p.m. (EST) | Deadline for February 2025 application period OHFA will accept, prioritize, and review SFTC applications. | November 30, 2026 |
| Friday, March 28, 2025, 4:00 p.m. (EST) | Deadline for March 2025 application period OHFA will accept, prioritize, and review SFTC applications. | December 31, 2026 |
| Friday, April 25, 2025, 4:00 p.m. (EST) | Deadline for April 2025 application period OHFA will accept, prioritize, and review SFTC applications. | January 31, 2027 |
| Friday, May 30, 2025, 4:00 p.m. (EST) | Deadline for May 2025 application period OHFA will accept, prioritize, and review SFTC applications. | February 28, 2027 |
| Friday, June 27, 2025, 4:00 p.m. (EST) | Deadline for June 2025 application period OHFA will accept, prioritize, and review SFTC applications. | March 31, 2027 |
| June 2025 Board meeting (date TBD) | Last date to seek OHFA Board approval for allocation of Fiscal Year 2024 Single Family Tax Credit reservations. | |
| June 2026 Board meeting (date TBD) | Last date to seek OHFA Board approval for allocation of Fiscal Year 2025 Single Family Tax Credit reservations | |

G. APPLICATION PROCESS

All application submittals must be made via OHFA's Single Family Tax Credit File Transfer Site (FTS). If an applicant does not already have access to the FTS, the applicant's contact must email SinglefamilyFTO@ohiohome.org for access to the site prior to submitting a SFTC application. Complete applications must be submitted as a single zip file (.ZIP format) and individually uploaded to the FTS. OHFA will not accept applications submitted via email, another online file sharing site (e.g. Dropbox, Google Drive), or flash drive.

After the application is submitted, a confirmation email will be automatically sent to the FTS contact's email.

ACH wiring instructions and information for the required electronic payment of the application fee are available on the FTS homepage.

H. RESERVATION APPROVALS

All SFTC Reservations must be approved by the OHFA Board. Requests for application tax credit reservation approvals will be made to the OHFA Board once the application review is finalized. No reservation approvals for the Fiscal Year 2024 SFTC allocation can occur after June 30, 2025. Additionally, no reservation approvals for the Fiscal Year 2025 SFTC allocation can occur after June 30, 2026.

I. 2024 FEE SCHEDULE

OHFA will assess fees as described in [Appendix E](#). Fees may change without amending this plan.

J. 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(l)(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, Chapter 175-12, 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 unless a designee for lead applicant is named. Project Development Owners may designate another member of the Development Team as the lead applicant by providing sufficient proof that the Project Development Owner (Unit of Government) has approved such designee pursuant to the Project Development Owner's official designation process or legislative body's resolution. 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. One

application should be submitted per proposed project, even if the project contains both rehabilitation and new construction.

The application will be reviewed for completeness and the Director or OHFA staff may request the Project Development Owner or its designee provide supplemental information. Project

Development Owners or designee can only submit supplemental information in direct response to a written correspondence requesting such information. Any supplemental information must have been in place at the time the application was submitted. If the Project Development Owner or designee 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 application submitted is materially insufficient upon original submission, OHFA shall notify the Project Development Owner or designee 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 or designee 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-is and as-complete appraisal for each unit of Single Family Dwelling in the project. Each appraisal must comply with the Uniform Standards of Professional Appraisal Practice.

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, including the home warranty provider.

3. Architectural Plans

Applications must include electronic submissions of floor plans, model plans, and manufactured home plans, as applicable.

4. Building Permits

Applications must include any building permit(s) that has been previously issued for the proposed dwellings in the project. If no building permit has been issued at the time of application, any and all dwelling building permits available at the time of the Development Update Submission should be included in that submission. If dwelling building permits are issued after the Development Update Submission, they must be submitted to OHFA within 14 days of issuance.

5. Authorization to Release Tax Information

Applications must include a completed [Authorization to Release Tax Information Form](#) for the following for-profit Development Team Members: Project Development Owner, Lead Applicant, Project Developer, Building Contractor, and Home Builder. During application review, Authorization to Release Tax Information Forms from other members of the Development Team may be requested by OHFA at its discretion, as needed.

6. Financial Commitments

Applications must include financial commitment documentation for all non-OHFA sources of debt and equity in place at the time of application. All commitments must be dated no more than six months prior to the application submission date. A final list of financial commitments will be required at Development Update Submission.

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 made by members of the Development Team must be evidenced by an executed commitment letter signed by an authorized representative of the member, containing the dollar amount of the equity commitment. Additionally, verification that the pledged member equity is unencumbered and available for the project must be provided by a bank, financial institution, or third-party accountant.

Equity commitments made by investors or tax credit syndicators, if available, must be evidenced by a duly executed conditional commitment letter/letter of intent/term sheet in the form provided by the provider. Equity commitments need only be submitted at the time of application for

applicants seeking competitive points for such commitment. If an Equity commitment is not available at the time of application, it may be submitted with the Development Update Submission.

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

7. 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).

8. 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.

9. Development Team Experience, Capacity, and Capability Review

OHFA will evaluate the experience, capacity, and capability of the Development Team. [Appendix E](#) outlines the minimum eligibility and evaluation criteria.

Submission Requirements:

- Completed Experience, Capacity and Capability information in the application.
- Resumes for the member Development Team staff directly involved in the project. Organizational chart and agreements showing the structure of the Project Development Owner and Development Team.
- Narratives describing development experience and previous 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 a township, municipality, or county as the Project Development Owner.
- The applicant must submit Lien and Litigation reports dated within 90 days of application submission for the Lead Developer, unless the Lead Developer is a township, municipality, or county. During application review, lien and litigation reports from other members of the Development Team may be requested by OHFA at its discretion, as needed.

- The applicant must provide a narrative 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).
- The applicant must provide a narrative identifying the project 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.

10. 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 has site control then:
 - If the member owns the real estate on which the proposed project is to be located in fee simple: Copies of the executed and recorded deed(s).
 - County auditor’s card for the parcel(s), or
 - Executed sale and purchase agreement for all parcels if the property was sold recently and the deed is not yet available.
 - If the member holds a lease on the property from the owner of the land, the executed lease.
- b. Arm’s-Length: If the current owner is not a member of the Development Team, then:
 - An active purchase contract or option naming a member of the Development Team; or
 - Documentation from the local government/land bank regarding the transfer of property.
 - 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.
 - 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.

11. 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. Exception requests may require approval by the Board.

12. Federal Tax Identification Number

The application must include Federal Tax Identification Numbers for each member of the Development Team that has such a number.

13. 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.

14. 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. A market analysis summary or MLS listings that present active sales and dwelling sold within the last 12 months must be presented in the application. For applications in the Center City pool, the market demand analysis should focus on the neighborhood where the dwellings will be located. For applications in the Metro/Suburban or Rural pools, the market demand analysis should focus on the local jurisdiction(s) (i.e., either municipality or township) where the dwellings will be located. Formal independent market studies are not required but can be submitted with the application for additional evidence of demand.

15. 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.

Applicants may request an exception to this requirement by providing evidence that an environmental assessment is not warranted for the project. Basis for this exception could include, but are not limited to, previous use of the site as a single-family residence, previous but expired Phase I conducted with no recognized environmental conditions or other issues, other prior environmental review on the site revealing no findings, or a site in a developed neighborhood that has all utilities extended to the site.

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

16. 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 \$75,000 or more.

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

17. 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 revitalization plans: 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.

18. 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.

19. Zoning

Applications must include one of the following, dated no more than 12 months prior to the application submission date:

- A letter from the local jurisdiction responsible for zoning oversight where the dwellings will be located, stating that either the current zoning will permit the proposed development, or a letter supporting the rezoning, if necessary; or
- A letter from the local jurisdiction responsible for zoning oversight where the dwelling will be located stating no zoning regulations are in effect for the proposed project site.

20. Marketing Plan

All applicants must have a marketing plan that meets the minimum standards in [Appendix D](#).

21. Buyer Selection Criteria

All applicants must provide a plan to identify and select Qualified Buyers. The plan must include how the Development Team will address the circumstance when there are more Qualified Buyers than homes for sale in the Qualified Project.

22. 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.

All applicants must provide a plan to identify and select Qualified Buyers. The plan must include how the Development Team will address the circumstance when there are more Qualified Buyers than homes for sale in the Qualified Project.

23. Designated Reporter

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

24. Local Support Letter

The application must include a letter of support from all local jurisdiction(s) (i.e., municipalities and townships) in which the project is located unless the Project Development Owner is the local jurisdiction where the project is occurring. The letter must be signed by the mayor or city manager of the municipality or the township trustee chair of the township where the dwellings will be located.

25. PROGRAMMATIC REQUIREMENTS & OVERSIGHT

The following requirements apply to all applicants unless otherwise specified.

a. 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 cure 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 Update Submission stage.

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

b. Compliance with Single Family Underwriting Guidelines

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

c. Affordability

To be eligible for the SFTC, the total cost of the unit of a Single Family Dwelling must be affordable, where “Affordable” means a Single Family Dwelling with a monthly mortgage payment (including residential real estate taxes and insurance (including private mortgage insurance and homeowners insurance) and, if applicable, condominium fees) that is no more than thirty percent (30%) of the Qualified Buyer’s monthly income.

d. Electronic Reporting

OHFA will require recipients to submit reports, certifications, notices, and summaries via the Single Family File Transfer Site.

e. 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.

B. DEVELOPER FEE CALCULATION

The base developer fee for SFTC applications shall be limited to 10% of the total estimated Development Costs (less the developer fee) for a Qualified Project. Developer fees will be locked in at application and may not increase.

C. 6-2-6: CONTRACTOR COST LIMITS

The combined total of contractor profit, overhead, and general requirements (Contractor’s Fee) shall be limited to 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 Update Submission 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.

| Pool | Allocation Amount | Total Credit Per Pool | Maximum Award per Dwelling Unit |
|----------------|-------------------|-----------------------|---------------------------------|
| Central City | 35.4% | \$17.625 million | \$100,000 |
| Metro/Suburban | 33.3% | \$16.625 million | \$100,000 |
| Rural | 28.3% | \$14.125 million | \$100,000 |

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 to this plan depending on the applications received with the approval of the Board.

| Pool | Award per County |
|----------------|----------------------|
| Central City | 2 Qualified Projects |
| Metro/Suburban | 2 Qualified Projects |
| Rural | 1 Qualified Project |

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.

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 51% 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 a 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.

| Scoring Category | Max Points Available |
|-------------------------------------|----------------------|
| Readiness to Proceed | 20 |
| Financial Commitments | 10 |
| Development Team Experience | 20 |
| Design Features | 10 |
| Geographic Priority | 10 |
| Site Selection | 25 |
| Extreme Homeownership Needs | 10 |
| Marketing Plan | 10 |
| Leveraging Local & Public Resources | 10 |
| TOTAL: | 125 |

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. Financial Commitments

Maximum Points: 10

Development Teams able to demonstrate construction financing commitments to the project will receive the following points:

| Percentage Commitment | Points |
|-----------------------|--------|
| >90% | 10 |
| >80% to 90% | 8 |
| >70% to 80% | 6 |
| >60 % to 70% | 4 |
| 51% to 60% | 2 |
| <51% | 0 |

3. 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. The construction entity within the Development Team has built a comparable project in the state of Ohio within the past ten years (5 points)
- B. The Project Development Owner and/or a designated member of the Development Team has a sufficient plan to monitor affordability throughout the Affordability Period (up to 5 points)
- C. Participation of MBE or WBE companies in any part of the Development Team (5 points)
- D. Any 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 or national training program (5 points)

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

4. Design Features

Maximum Points: 10

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.

5. Geographic Priority

Maximum Points: 10 (select one)

- a. Opportunity Area: Developments located in an area meeting the following described in the [“Overview of the Ohio 2024-2025 USR Opportunity Index”](#) that matches one of the following ranges:

| Metric | Points |
|---------------------------|--------|
| Opportunity Index: 90-100 | 10 |
| Opportunity Index: 80-89 | 9 |
| Opportunity Index: 70-79 | 8 |
| Opportunity Index: 60-69 | 7 |
| Opportunity Index: 50-59 | 6 |
| Opportunity Index: 40-49 | 5 |
| Opportunity Index: 30-39 | 4 |
| Opportunity Index: 20-29 | 3 |
| Opportunity Index: 10-19 | 2 |
| Opportunity Index: 0-9 | 1 |

- 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.

6. 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:
 - 2 for Central City
 - 4 for Metro/Suburban
 - 6 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:

| USR Geography | Maximum Linear Distance from Amenity (miles) |
|----------------|--|
| Central City | 2 |
| Metro/Suburban | 4 |
| Rural | 6 |

| Amenity | Amenity Definition | Points |
|------------------|---|--------|
| Grocery Store | 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. | 4 |
| Medical Clinic | 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. | 3 |
| Pharmacy | 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. | 2 |
| Public Library | 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. | 2 |
| Public Park | 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. | 2 |
| Childcare Center | 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. Location can be found on the Ohio Department of Jobs and Family Services Early Care and Education Programs website. | 2 |

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.

7. Extreme Homeownership Needs

Maximum Points: 10

Qualified Project as shown in the applicable QAP Interactive Map will receive the following points.

Scoring:

- >3.23 – 10 points
- >2.97 to 3.23 – 9 points
- >2.71 to 2.97 – 8 points
- >2.45 to 2.71 – 7 points
- >2.19 to 2.45 – 6 points
- >1.93 to 2.19 – 5 points
- >1.67 to 1.93 – 4 points
- >1.41 to 1.67 – 3 points
- >1.15 to 1.41 – 2 points
- 1.15 or less – 1 point

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.

8. Quality of Marketing Plan

Maximum Points: 10

Applicants can score up to 8 points for high quality marketing plans. Presented marketing plans should include a step-by-step timeline illustrating how the marketing plan will be implemented. Another 2 points will be awarded to marketing plans that contain marketing and outreach strategies for Black and first-generation homebuyers.

9. 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

Items 1 through 10 above are each worth 1 point, maximized at 8 total points. 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 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. QCMs must be submitted through OHFA's Single Family File Transfer Site.

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 or designated member of the Development Team has submitted to OHFA:

1. Final cost certification as verified by a certified public accountant;
2. Home Sale Summaries for each dwelling (as such term is defined in Appendix A).

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. A summary should be submitted to OHFA within 30 days of the sale of the Single Family Dwelling.

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. “Blighted” means a structure that is dilapidated, unsanitary, unsafe, or vermin infested and that because of its condition has been designated by an agency that is responsible for the enforcement of housing, building, or fire codes as unfit for human habitation, or acquired by a local land bank.
- C. “Completion” means issuance of final cost certification and all available home sale summaries
- D. “Construction Completion” means the issuance of final certificates of occupancy for all units of Single Family Dwelling in a Qualified Project.
- E. “Credit Certificate” means eligibility certificate issued by the Director to a Project Development Owner under division (D) of section 175.17 of the Revised Code.
- F. "Designated Reporter" means the Project Development Owner or one of the owner's direct or indirect partners, members, or shareholders, as selected by the owner under division (B) of section 175.17 of the Revised Code.
- G. “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 may be 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.
- H. “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.
- I. “Director” means the executive director of OHFA.
- J. “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, or (2) displaced homemakers as such term is defined in 42 U.S.C. § 12713(b)(1).
- K. “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.
- L. “Home Sale Summary” means the submission to OHFA by the Project Development Owner or designated member of the Development Team 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 made by the Qualified Buyer for the benefit of OHFA and the Project Development Owner, (3) a certificate of homeowner's insurance in a form reasonably acceptable to OHFA, and (4) the Qualified Buyer's recorded Mortgage.

- M. "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.
- N. "Homeowner Gain" 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.
- O. "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.
- P. "Minimum Construction Standards" means a Single Family Dwelling that contains two bedrooms and one and one half bathrooms.
- Q. "Mortgage" means a fixed-interest residential mortgage, with insurance and property taxes escrowed, on a home in a Qualified Project.
- R. "Project Development Owner" means a unit of government that owns a Qualified Project. Pursuant to R.C. 175.17(C), the Project Development Owner shall maintain ownership of a Qualified Project and associated Single-Family Dwellings until the dwellings are sold to qualified buyers. A Project Development Owner shall be deemed to satisfy the ownership requirements for the purposes of the statute when: (1) the Project Development Owner has ownership interest in the project land or Single-Family Dwelling; (2) an interest in the project Development Team structure, or (3) has contributed capital assets to the project.
- S. "Qualified Buyer" means an individual (as such term is defined in R.C. 6747.01(G)) who has a verified income up to 120% of the AMI, (2) who has obtained a pre-approval letter from a permanent lender demonstrating that such individual 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.
- T. "Qualified Project" means a minimum of five (5) (1) Single Family Dwellings to be constructed, or (2) Blighted structures to be renovated into habitability, or (3) a mix of (a) and (b).
- U. "Rehabilitation" means substantial renovation to a building or buildings that results in the reactivation of habitability of a currently Blighted single family dwelling.
- V. "Scattered Site" means there are 5 or more sites which are not contiguous.
- W. "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.

- X. “Single Family Dwelling” means (1) fully detached residential unit or (2) 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.
- Y. “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.

APPENDIX B: SINGLE FAMILY UNDERWRITING GUIDELINES

As set forth in the Ohio Administrative Code.

The Ohio Housing Finance Agency (OHFA) will perform underwriting analysis on all applications for SFTC. A more extensive set of Single Family Underwriting Guidelines will be released, which are consistent with the broad underwriting criteria set forth below.

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 assess the risk associated with application:

1. 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;
2. The Development Team must meet the minimum experience and capacity requirements contained in the plan;
3. The purchase price of the unit of single family dwelling in the project cannot exceed the affordability for qualified homebuyers;
4. Financing sources must be submitted in the application and have sufficient commitment to meet the criteria as set forth in the plan;
5. Construction financing sources conditionally committed must be no less than fifty-one percent of the total project cost.
6. The application must sufficiently demonstrate a market demand for the project as outlined in the plan;
7. Marketing plan must meet the minimum requirements outlined in the plan;
8. If applicable, the application must demonstrate that the construction loan from a private lender can be repaid; and,
9. 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 AND PROGRAM COMPLIANCE

Guidelines

RECAPTURE

The Director may disallow, or recapture all or a portion of a reserved credit if the 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.

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 as their primary residence 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 10% of Homeowner Tax Credit Equity and will be entitled to any Homeowner Gain.
 - b. If the Qualified Buyer sells to another Qualified Buyer, no penalties will be assessed. 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 or designated member of the Development Team 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.

CONSTRUCTION COMPLETION NOTICE

Within 30 days of Construction Completion, the Project Development Owner must provide a Construction Completion Report. This report, on a form prescribed by the Executive Director, must include final development cost certification certified by a certified public accountant for OHFA approval and a post-construction as-is appraisal of the market value of all homes in the finished project. A post-construction as-is appraisal shall be conducted by the original appraiser or original appraiser's firm, unless a waiver is granted by staff for good cause, and in a form reasonably acceptable to OHFA. OHFA shall review and confirm the appraisal and may obtain an independent as-is appraisal at OHFA's discretion. If the OHFA obtained as-is appraisal differs substantially from the submitted as-is appraisal, the tax credit for the dwelling will be adjusted as necessary.

The amount of the total tax credit shall not exceed the original reserved credit amount for the total project but may be less than the reserved credit amount.

In accordance with statute and administrative rules, promptly following receipt of the cost certification and as-is appraisals, OHFA will (1) review or conduct a final as-is appraisal of the project's dwelling (2) compute the amount of the tax credit and (3) issue an eligibility certificate to the Project Development Owner for all the homes in the finished Qualified Project.

SERVICE DURING THE AFFORDABILITY PERIOD

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

Program Compliance

REPORTING

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

Project Development Owner or a designated member of the Development Team of OHFA funded projects must submit the Annual Project Development Owner Certification (AOC) to OHFA. Such reporter 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.

COMPLIANCE MONITORING AND NOTICE OF NONCOMPLIANCE

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

Notice of Noncompliance

Should OHFA discover that a development is not in compliance with 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 or designated member of the Development Team shall have a minimum of 30 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 six months may be granted to complete a cure for noncompliance.

MONITORING FEE

OHFA requires SFTC Project Development Owners and/or Development Teams to pay a one-time monitoring fee. Additionally, OHFA may charge the Project Development Owner for fees related to project changes, noncompliance, or any other administrative items.

APPENDIX D: 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 advertising on social media.
 - 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 willing to enter into a restrictive covenant for the full ten-year Affordability Period.

APPENDIX E: FEE SCHEDULE

| Description | Fee | Due Date |
|--|---------------------|---------------------------------------|
| Application Fee | \$1,500 | With application |
| Reservation Fee | 1% of allocation | With the reservation of tax credits. |
| Monitoring Fee | \$575 per applicant | Upon issuance of tax credits |
| Appraisal Review Fee | \$650 per home | At OHFA receipt of complete appraisal |
| Development Team Change Without 30- Day Notification to OHFA | \$1,000 | Invoiced by OHFA |

APPENDIX F: 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 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 may 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.