



# **SINGLE FAMILY TAX CREDIT PROGRAM**

**FISCAL YEAR 2024 TAX CREDIT RESERVATIONS**

APPLICATION FORM

**web** [www.ohiohome.org](http://www.ohiohome.org) | **tollfree** 888.362.6432



The Ohio Housing Finance Agency is an Equal Opportunity Housing entity. Loans are available on a fair and equal basis regardless of race, color, religion, sex, familial status, national origin, military status, disability or ancestry. Please visit [www.ohiohome.org](http://www.ohiohome.org) for more information.

The Ohio Housing Finance Agency's (OHFA) Single Family Tax Credit Program (SFTC) was created in 2023 through Am. Sub. H.B. 33 of the 135th General Assembly. Guided by the Ohio Revised Code Section 175.17 and Ohio Administrative Code Section 175-12, the program is a nonrefundable tax credit created to incentivize the construction of new single-family dwellings for qualified Ohio homebuyers.

Guidance regarding the information and completion of the application form and required tables and exhibits are based on parameters identified in the Ohio Revised Code, Ohio Administrative Code, **Single Family Tax Credit Allocation Plan** (Allocation Plan), and **Single Family Tax Credit Underwriting Guidelines** (Underwriting Guidelines).

During application completion, the Allocation Plan should be carefully reviewed for program guidance. While language in the application provides additional clarity and guidance, the Allocation Plan provides the primary program guidelines.

This application form includes Appendix I – Program Parameters (Appendix I) and Appendix II – Supplemental Documentation (Appendix II). Appendix I details additional program parameters that must be met during the application period, throughout the project construction period, and throughout the dwelling affordability period to retain the project's eligibility within the program. Appendix II lists the additional required documentation (tables and exhibits) outlined in the body of the application form to supplement the information in the form.

**Complete applications must be submitted to OHFA by Friday, April 5, 2024, at 4:00 p.m. EST to be considered for the fiscal year 2024 round.**

# APPLICATION FORM GUIDANCE

## Application and Supplemental Information

- A complete application includes the following:
  1. Single Family Tax Credit Application Form, including exception requests if applicable;
  2. All supplemental tables and exhibits, as required; and
  3. Application fee.
- A submitted application must be complete with all the required supporting tables and exhibits. Incomplete applications will be considered materially insufficient and may not be considered. Carefully review program guidelines on application submission, acceptance, and rejection.
- The \$1,500 nonrefundable application fee is required at the time of submission. Application fees are due in full to OHFA and must be received by Friday, April 5, 2024, at 4:00 p.m. EST. Applications submitted that do not also submit an application fee by this deadline will be considered materially insufficient and will not be considered.
- The application fee must be paid via electronic payment.

## Application Access and Completion

- Complete the writable pdf application form and provide the signature of the authorized representative for the applicant.
- Electronic signatures of the applicant's authorized representative will be accepted.
- Save the application form under the naming convention: **"(Project Name) \_SFTC 2024 Application Form"**
- Complete all required tables linked in the application form.
- Compile all required exhibits as identified in the application form.
- Tables and exhibits must be saved with the identified naming convention as outlined in Appendix II. Failure to label as instructed may result in the document not being reviewed.
- Exhibit documents can be Microsoft, Adobe, Excel, or other common application types.

## Tables and Exhibits

- Tables and exhibits identified within the application form are to be submitted as supplemental information to the Single Family Tax Credit application form. All tables are required, and exhibits are required or situational, as identified in Appendix II.
- Exhibit numbers and naming conventions for the supplemental information are identified in Appendix II.
- Documents must be labeled with the identified exhibit number and naming convention as outlined in Appendix II. Failure to label as instructed may result in the exclusion of the document from review.
- If multiple documents are required in an exhibit, an exhibit folder must be created. This folder must be labeled with the identified exhibit number and naming convention as outlined in Appendix II. All required documents must be saved within this folder.

## Application Submittal

- **The application period for the Single Family Tax Credit Fiscal Year 2024 Tax Credit Reservations is now open. The application period will close at 4:00 p.m. EST on Friday, April 5, 2024.**
- A completed application (application form, tables, and exhibits) must be submitted to OHFA via the Single Family Tax Credit File Transfer Site at <https://ohiohome.org/SingleFamilyFTS>.
- Complete applications MUST be submitted as a single zip file. Save the completed application form, tables, and exhibits in a single application folder with the naming convention "(Project Name) \_SFTC 2024".
- Once the application is ready, save the folder as a zipped file.
  - To zip a completed application, select the saved folder containing the completed files and right click. Select "Sent to" and "Compressed (zipped) folder". A zipped file with the same name will be created in the same location.
- Once the application is ready for submittal, email OHFA at [SinglefamilyFTP@ohiohome.org](mailto:SinglefamilyFTP@ohiohome.org) with the subject line "Access to File Transfer Site" to request access to the File Transfer Site. In this email, identify the first and last name and email address of the user that will be submitting the application.
- An email from [SinglefamilyFTP@ohiohome.org](mailto:SinglefamilyFTP@ohiohome.org) will be sent to the identified user with a temporary password to access the site.
- Once the user logs in and sets their password, the zipped application file can be uploaded.
- ACH wiring instructions and information for the required electronic payment of the application fee are available on the File Transfer Site homepage.
- Application bundles submitted without an accompanying application fee will be considered materially insufficient and will not be considered.

# APPLICATION FORM

## I. PROJECT DETAILS

### A. Project Information

1. Project Name: \_\_\_\_\_
2. Local Jurisdiction(s): \_\_\_\_\_
3. County(ies): \_\_\_\_\_
4. State House District(s): \_\_\_\_\_
5. State Senate District(s): \_\_\_\_\_

### B. Housing Pool

6. Identify the project's Housing Pool (central city, metro/suburban, or rural) as presented in the Allocation Plan (page 13):
  - Find the project's appropriated housing pool, based on its location in Ohio, using the OHFA Property Locator Search Tool, linked [here](#).

### C. Targeted Areas

7. Is the project located within an Appalachian County as identified in the Allocation Plan (page 14)?  Yes  No
8. Is the project located within 20 miles of an approved "megaproject" with more than 2,000 committed jobs as designated by the Ohio Tax Credit Authority?  Yes  No
  - The megaprojects and their radii can be found on the [Single Family Tax Credit webpage](#):
    - 1) Select the appropriate interactive Allocation Plan map for your project under the "Location and Data Resources for Applicants" section, expanding the "Interactive Maps and Instructions" box,
    - 2) Select the "Transformative Economic Development Set Aside" box, and
    - 3) type the project address in the box at the top-left corner of the page. If the mapped project address falls within the established radius, it qualifies.
  - ▶ If "Yes", provide a letter of support from the local jurisdiction where the project is to be located. This letter can be the local support letter that was provided to the Ohio Tax Credit Authority for project approval. Save this document as [Exhibit 1](#), as outlined in Appendix II.

## D. Dwelling Types

9. Indicate the type(s) of dwellings included in the project (select all that apply). Also include number of units for each selected dwelling type:

Type	Included	Number of Units
Fully detached unit	<input type="checkbox"/>	
Duplex, Triplex, or Fourplex	<input type="checkbox"/>	
Row House	<input type="checkbox"/>	
Townhouse	<input type="checkbox"/>	
Multi-story Condominiums	<input type="checkbox"/>	

## E. Proposed Single Family Dwelling Details

10. Complete the information in [Table 1 - Project Single Family Dwellings](#) linked below for all proposed single-family dwellings in the project.

Click the link below to access the table (Click "Open" in the Launch File pop-up to access the spreadsheet. Click the "Enable Editing" button at the top of the spreadsheet to enter information and save the table.). Save the document as Table 1, as outlined in Appendix II.

11. Complete the detailed dwelling information in [Table 2 - Dwelling Information](#) for all proposed single-family dwellings in the project.

Click the link below to access the table (Click "Open" in the Launch File pop-up to access the spreadsheet. Click the "Enable Editing" button at the top of the spreadsheet to enter information and save the table.). Save the document as Table 2, as outlined in Appendix II.

## II. DEVELOPMENT TEAM

### A. Development Team Members

**12. Identify the members of the project's Development Team in Table 3 - Development Team Members.**

Click the link below to access the table (Click "Open" in the Launch File pop-up to access the spreadsheet. Click the "Enable Editing" button at the top of the spreadsheet to enter information and save the table.). Save the document as Table 3, as outlined in Appendix II.

- ▶ Provide resumes for each staff member of the Development Team that is directly and materially involved in the project. Resumes must be provided in the Exhibit 2 folder, as outlined in Appendix II.
  - ▶ Provide an Organizational Chart and any relevant agreements showing the structure of the Development Team in the Exhibit 3 folder, as outlined in Appendix II.
  - ▶ Provide an "Authorization to Release Tax Information Form" for each non-profit member of the Development Team, linked [here](#). Save each form with the name of the team member, and include the documents in the Exhibit 4 folder, as outlined in Appendix II.
- 13. If the Project Development Owner has designated another member of the Development Team as the Lead Applicant, provide the verification of the designation through either the legislative body's resolution or the entity's official designation process. Save this document as Exhibit 5, as outlined in Appendix II.**
- 14. If the Project Development Owner is not the local jurisdiction (i.e., municipality(ies) or township(s) in which the project is located), provide a local support letter from the legislative body of the local jurisdiction(s) (township trustees or municipal council) verifying awareness and support of the project. Save the documents in the Exhibit 6 folder, as outlined in Appendix II.**
- 15. Identify the Development Team member that will be responsible for servicing the associated properties of a qualified project for the duration of the applicable affordability period and ensuring the affordability requirements are met. The designated team member must also outline the plan to monitor project dwelling affordability throughout the Affordability Period (10 years after the sale of the dwelling) and the member's role in the plan.**

## **B. Development Team Members: Experience, Capacity, and Capability**

16. Identify the roles and responsibilities within the project for each member of the Development Team identified in Table 3.

17. Describe previous project experience and the work performed for each member of the Development Team identified in Table 3. Provide this information for any experience within the last five years, both in and outside Ohio, for the following categories:

- Housing Type (similar to the proposed development);
- Location (same local jurisdiction);
- Type of geographic area (central city, metro/suburban, rural); and/or
- Scope of development.

► If available, provide any letters of recommendation provided by banks, lenders, and/or municipalities relating to the projects identified in 17a. Include documents in the Exhibit 7 folder, as outlined in Appendix II.



**18. Identify the current development projects the Development Team members are involved in at the time of application submittal (excluding the Development Consultant). Include the location of the project and a short narrative describing the project scope.**

**19. For each Development Consultant identified in Table 3, outline the scope of their authority to negotiate for and bind the Development Team. Additionally, for each identified consultant, provide a summary of all other projects they are advising on at the time of application.**

20. Has the “construction entity” within the Development team built a comparable project(s) within the last 10 years?  Yes  No

- ▶ If “yes”, please identify the state(s) where the projects were located:
  
- ▶ Describe the comparable project(s), including location, number of dwellings, dwelling details (square footage, bedrooms, bathrooms) home sale prices, and project outcomes.

21. Provide Lien and Litigation reports for the lead developer (unless the lead developer is the Project Development Owner.). Lien reports should include the county where the project is located, and the state of Ohio. Litigation reports should include Ohio courts and any federal court. Lien and Litigation reports must be dated within 90 days of the application submission date. Lien and Litigation reports from other members of the Development Team may be requested by OHFA at its discretion, as needed. Include documents in the Exhibit 8 folder, as outlined in Appendix II.

22. Provide the last three years of audited financial statements for the Development Team member acting as the developer/general contractor (unless the role is performed by the Project Development Owner). Include documents in the Exhibit 9 folder, as outlined in Appendix II.

23. Identify any members of the Development Team that are a Minority Business Enterprise (MBE) or Women’s Business Enterprise (WBE):

**24. Identify any member of the Development Team, and their organization, that have graduated from any of the following:**

- Emerging Developer's Accelerator Program (sponsored by Affordable Housing Trust of Columbus and Franklin County)
- The Real Estate Accelerator Lab of Cincinnati
- Cleveland Equitable Development Initiative
- Other similar Ohio or national training program

- ▶ For the member(s) identified in above, provide evidence of successful completion of the identified program. Include documents in the Exhibit 10 folder, as outlined in Appendix II.

### III. DWELLING INFORMATION

#### A. Site

25. Provide verification of site control for each single-family dwelling site in the project. Examples of accepted site control documents can be found in the Allocation Plan (page 8). Documents should be saved with reference to its dwelling number identified in Table 1 ("Appraisal\_Dwelling x"). Include documents in the Exhibit 11 folder, as outlined in Appendix II.

26. Does the project include scattered project sites (i.e., sites which are not contiguous)?  Yes  No

- ▶ If "yes", provide a map that shows the locations of all the scattered sites included in the project, identifying major roadways for reference. Save this map as Exhibit 12, as outlined in Appendix II

27. Provide an aerial map for each project site, clearly depicting the site, the nearest intersection to the site and all roads leading to the site. If the project sites are scattered, provide an individual map for each site. Identify which dwellings will be located at each site, referencing the dwelling numbers identified in Table 1. Include documents in the Exhibit 13 folder, as outlined in Appendix II.

28. Provide photos of the single-family dwelling site(s) and the surrounding properties. The included photos should be saved including reference the dwelling's number assigned in Table 1 ("Photo #\_Dwelling x"). Include documents in the Exhibit 14 folder, as outlined in Appendix II.

29. Provide a legal description of all project sites. This description should include the permanent parcel number and street address (if applicable) and be provided in Word format. Include documents in the Exhibit 15 folder, as outlined in Appendix II.

30. Do all proposed project sites have appropriate zoning for the planned construction or renovation?  Yes  No

- ▶ If not, list the site(s) that still need updated zoning by address or parcel number, and describe the plan to get the site(s) zoned.

- ▶ Provide a letter from the local jurisdiction(s) dated no more than 12 months prior to the application submission date evidencing the zoning for each project site through. Only one letter is necessary per local jurisdiction. For each site, identify one of the following:

- The current zoning will permit the development;
- Rezoning is planned for the site; or
- No zoning regulations exist for the site.

Include documents in the Exhibit 16 folder, as outlined in Appendix II.

31. Is the building infrastructure (i.e., water, sanitary sewer, electricity, telecommunications) currently in place for each proposed dwelling?  Yes  No
- ▶ If "No," how many of the proposed dwellings have building infrastructure in place?
  - ▶ If the infrastructure is not currently in place for the proposed dwellings, will it be in place by December 31, 2024?  Yes  No
    - ▶ If "Yes," provide a letter from the local jurisdiction that will provide the infrastructure committing that the infrastructure will be in place by December 31, 2024. Include the timeline for construction. Save this document as Exhibit 17, as outlined in Appendix II.
32. Provide a copy of the local jurisdiction revitalization plan, if applicable. The plan must meet the criteria set forth in the Allocation Plan (page 10) to be considered for scoring purposes. Save this document as Exhibit 18, as outlined in Appendix II.

## B. Dwelling Structure

33. Complete the information in Table 4 - Dwelling Appraised Values linked below for all proposed single-family dwellings in the project.

Click the link below to access the table (Click "Open" in the Launch File pop-up to access the spreadsheet. Click the "Enable Editing" button at the top of the spreadsheet to enter information and save the table.). If additional rows are needed for additional dwellings, insert them into the table. Save the document as Table 4, as outlined in Appendix II.

- ▶ Provide the appraisals for each proposed single-family dwelling in the project. The appraisals should be saved including referencing its dwelling number identified in Table 1 ("Appraisal\_Dwelling x"). Include documents in the Exhibit 19 folder, as outlined in Appendix II.
34. Provide floor plans, model plans, modular home plans, and/or manufactured home plans, as applicable, for the project's planned single-family dwellings. Include documents in the Exhibit 20 folder, as outlined in Appendix II.
35. Provide all issued building permits for any of the project's single-family dwellings. The included permits should be saved including referencing its dwelling number identified in Table 1 ("Permit\_Dwelling x"). Include documents in the Exhibit 21 folder, as outlined in Appendix II.
36. If the project includes single-family dwelling(s) that will be rehabilitated, provide a physical capital needs assessment and scope of work for each dwelling. The assessment must meet the parameters set forth in the Allocation Plan (page 9) and will be used to determine if the project meets the requirement for substantial determination. The capital needs assessment and scope of work should be saved referencing the dwelling number identified in Table 1 ("Assessment\_Dwelling (x)"; "Scope of Work\_Dwelling (X)". Include documents in the Exhibit 22 folder, as outlined in Appendix II.
- ▶ Provide interior photos of the dwelling(s) that will be rehabilitated. The included photos should be saved including referencing the dwelling's number assigned in Table 1 ("Photo #\_Dwelling x"). Include documents in the Exhibit 23 folder, as outlined in Appendix II.

**37. If the dwellings in the project include condominiums, include a brief description of the proposed governing agreement. Include information regarding:**

- 1) costs and maintenance of common space,
- 2) parking availability,
- 3) air rights,
- 4) default remedies,
- 5) commercial uses, and
- 6) tenant selection.

- ▶ Provide a draft or final condominium declaration and bylaws, if available. Include documents in the Exhibit 24 folder, as outlined in Appendix II.

**38. Indicate which dwellings in the project meet the following:**

- the Energy Star Residential New Construction Program,
- LEED (new construction), and/or
- the National Association of Home Builders' National Green Building Standard (rehabilitation).

Identify the dwelling(s) by the number assigned in Table 1 ("Dwelling Number") and indicate the met qualification(s).

**39. Outline the home warranties that will be provided for the dwellings, including the term coverage, for the categories listed below. Warranties must meet the minimum standards as set forth in the Allocation Plan (page 6). Also include verification that the warranties will be provided at no cost and will be transferrable to subsequent qualified buyers during the affordability period.**

- Heating, cooling, ventilating, electrical, and plumbing systems
- Water infiltration and internal leaks
- Major structural elements

- ▶ Include the home warranty document(s) in the Exhibit 25 folder, as outlined in Appendix II.
- ▶ If the dwellings in the project include condominiums, provide evidence of commensurate coverage for common elements. Include document(s) in the Exhibit 26 folder, as outlined in Appendix II.





## IV. QUALIFIED BUYERS

41. Describe the current market demand within the Project Development Owner's jurisdiction for the project's single-family dwellings.

- ▶ Additional information (ex: market studies, housing data provided to a local Ohio Board of Realtors and/or the Ohio Association of Realtors) can be provided, though not required. Include documents in the Exhibit 28 folder, as outlined in Appendix II.

42. Provide a narrative outlining the Team's plan to identify and select Qualified Buyers for the project's single-family dwellings. Include in the narrative the process to select Qualified Buyers if there are more buyers than homes for sale.

43. Provide the marketing plan (and any supporting documentation) created by the Development Team to be utilized to advertise and promote the single-family dwellings to potential qualified homebuyers. This plan must meet the minimum requirements set forth in the Allocation Plan (page 29). Include documents in the Exhibit 29 folder, as outlined in Appendix II.

## V. FINANCIAL SUPPORT

44. Complete Table 5 – Sources and Uses to outline and identify the sources and uses of funds in the proposed project’s budget.

Click the link below to access the table (Click “Open” in the Launch File pop-up to access the spreadsheet. Click the “Enable Editing” button at the top of the spreadsheet to enter information and save the table.). Save the document as Table 5 – as outlined in Appendix II.

45. Provide documentation for all non-OHFA debt and equity commitments that will be used as sources of funding for the project. Commitment documentation must be in the form outlined in the Allocation Plan (page 6-7) and dated no more than six months prior to the application submittal. Include documents in the Exhibit 30 folder, as outlined in Appendix II.

46. If the Project Development Owner is contributing capital or other assets to assist in the affordability of a project, discuss the type of contribution and how it will impact the Qualified Buyers.

- ▶ Provide a letter signed by the Project Development Owner’s CEO (or equivalent) outlining the contribution commitment, including its parameters and requirements. Save the document as Exhibit 31 as outlined in Appendix II.

47. Has the local jurisdiction designated the project site(s) as a local priority for affordable housing?  Yes  No

- ▶ Indicate if the local government has committed to provide any of the tangible support listed below:

Gap financing	<input type="checkbox"/>
Land donation	<input type="checkbox"/>
Waiver of impact and permitting fees	<input type="checkbox"/>

- ▶ Include a support letter from the local government for all items identified above demonstrating the need for the housing type proposed in the project and the commitment for the support identified above. Save the document as Exhibit 32, as outlined in Appendix II.

48. Does the project have a conditional commitment for SFTC equity at the time of application?  Yes  No

- ▶ If “Yes”, provide a commitment letter from the syndicator with the required details outlined in the Allocation Plan (page 7). Save the document as Exhibit 33 as outlined in Appendix II.

49. Indicate below which of the financial resources to subsidize development costs are included in the project.

City or county funded housing programs	<input type="checkbox"/>
Donated land	<input type="checkbox"/>
Fee waivers	<input type="checkbox"/>
Private donations	<input type="checkbox"/>
Contributed labor	<input type="checkbox"/>
FHLB of Cincinnati Affordable Housing Program (intent to apply)	<input type="checkbox"/>
USDA Self Help Program	<input type="checkbox"/>
Ohio Department of Development Welcome Home Ohio program	<input type="checkbox"/>
45L Energy Efficient Home Credit for Home Builders	<input type="checkbox"/>
EPA Inflation Reduction Act Programs	<input type="checkbox"/>

► Explain how the program(s) selected above will be used to impact the development costs.

► Explain if sources, other than those identified in the table above, will be used to provide additional down payment assistance and/or a reduced loan interest rate to eligible qualified buyers. Identify those sources and entity partnerships.

## VI. GEOGRAPHIC PRIORITY

Maps referenced in this section can be found on the [program webpage](#) under the “Location and Data Resources for Applicants” section, unless otherwise indicated. Instructions on how to customize the maps and layers can be found on the program webpage and are also linked [here](#). Any questions related to the maps or process can be directed to [Research@ohiohome.org](mailto:Research@ohiohome.org).

50. Identify the project’s USR Opportunity Index Score: \_\_\_\_\_

- Access the [OHFA Property Locator Search Tool](#) and type the property address in the search box at the top left corner. After the property is mapped, identify the “Opportunity Index Score” number on the left-hand side of the page.

51. Is the project located in an OHFA Homebuyer Target Area?  Yes  No

- Access the [OHFA Target Area Map](#) and type the property address in the search box at the bottom of the page. After typing in the address and the image code and clicking the “Submit” button, a sentence will appear below the “Submit” button indicating if the address is located within a target tract.

52. Projects located within an identified linear distance to a “Concentrated Job Center” will receive scoring points toward the application’s total score as outlined in the Allocation Plan (pages 17-18). To verify, take a screenshot of “[On the Map](#)” demonstrating eligibility per the Allocation Plan instructions (page 17). Save the document as [Exhibit 34](#) as outlined in Appendix II.

53. Projects located within an identified linear distance to designated amenities will receive scoring points toward the application’s total score as outlined in the Allocation Plan (pages 18-19). Access the interactive maps on the [program webpage](#) under the “Location and Data Resources” heading (select the correct Allocation Plan map that corresponds to the project location). Select the appropriate amenity layer and verify the information per the [interactive map instructions](#), Section 5.2 – Amenity Instructions. Provide one map/screenshot per amenity that qualifies. Save the document as “Exhibit 35 – (amenity type)”. Include documents in the [Exhibit 35](#) folder, as outlined in Appendix II.

54. Projects will be awarded points toward the application’s total score based on the homeownership needs of the county where it is located as outlined in the Allocation Plan (page 19). To verify, access the interactive maps on the [program webpage](#) under the “Location and Data Resources” heading (select the correct Allocation Plan map that corresponds to the project location). Verify the information per the [interactive map instructions](#), Section 5.1 – Single-Layer Instructions. Save the document as [Exhibit 36](#), as outlined in Appendix II.

## VII. EXTIMATED TAX CREDIT RESERVATION

55. Complete [Table 6 – Estimated Tax Credit Reservation](#) to provide total estimated costs and appraised values for the proposed single-family dwellings in the project. The estimated tax credit per dwelling will be calculated, leading to an aggregate estimated tax credit reservation amount.

Click the link below to access the table (Click “Open” in the Launch File pop-up to access the spreadsheet. Click the “Enable Editing” button at the top of the spreadsheet to enter information and save the table.). Save the document as Table 6 – as outlined in Appendix II.

## VIII. ADDITIONAL FINANCIAL PROGRAMS

56. OHFA is considering additional financial programs to support the projects that receive a Single Family Tax Credit program award.

If the Development Team has an interest in this program, click the box below and OHFA will provide the program information once it has been finalized.

Yes, please provide information

## IX. EXCEPTION REQUESTS

57. Limited exceptions to the underwriting criteria may be granted for good cause shown and sufficient evidence. Any request(s) should include the identification of the criteria(ion) for which the exemption is requested and a detailed narrative requesting the exemption and the justification for the request. Additional documentation may be included as evidence to support the position. Include documents in the [Exhibit 37](#) folder, as outlined in Appendix II.

## X. PROGRAM CERTIFICATION

The undersigned affirmatively covenants, on behalf of the organization identified below, that it does not owe (1) any delinquent taxes to the state of Ohio (the State) or apolitical subdivision of the State, (2) any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State, and (3) any other moneys to the State, a state agency or political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not.

The undersigned agrees that the Ohio Housing Finance Agency (including its agencies) will at all times be indemnified and held harmless against all losses, costs, damages, expenses, and liabilities whatsoever nature or kind (including, but not limited to attorney's fees, litigation, and court costs, amounts paid in settlement, and amounts paid to discharge judgement, and any loss form judgement from the Internal Revenue Service) directly or indirectly resulting from, arising out of, or related to acceptance, consideration, and approval or disapproval of such allocation and/or funding request.

The undersigned acknowledges that any document submitted to the Ohio Housing Finance Agency is considered a public record and will be released in accordance with ORC Sections 149.43 and 175.12(B).

It is the responsibility of the undersigned and any of its employees, agents, subcontractors, or Development Team members in doing business with the Ohio Housing Finance Agency to adhere to and comply with all Federal Civil Rights legislation inclusive of the Fair Housing Laws, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as well as any state and local Civil Rights legislation along with any required related codes and laws. Should the Ohio Housing Finance Agency not specify any requirements, such as design, it is none the less the owner's responsibility to be aware of and comply with all non-discrimination provisions relating to race, color, religion, sex, sexual orientation, gender identity or expression, handicap, familial status, and national origin. This includes design requirements for construction or rehabilitation and Equal Opportunity in regard to marketing and qualified buyer selection.

The undersigned hereby certifies to the state of Ohio, through the Ohio Housing Finance Agency, that I hold the position and title set forth below that I am duly authorized by the applicant and the Development Team to submit this application for Single Family Tax Credits and to execute, deliver, perform, enter into and carry out the performance of this application. I hereby represent and certify (1) all information contained within, attached to, and submitted with this application is true, correct, and complete, (2) Any additional information requested by the Ohio Housing Finance Agency will be supplied by the undersigned in order for this application to remain valid, (3) I acknowledge that certain false statements made in this application may subject the applicant to criminal liability and failure to provide requested information may cause the applicant to be ineligible to receive this or any future assistance from the Ohio Housing Finance Agency.

**BY:**

\_\_\_\_\_  
Authorized Signatory of Lead Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

# APPENDIX I – PROGRAM PARAMETERS

Within the SFTC program, several thresholds must be met during the application period and throughout the project construction period and dwelling affordability period to retain the project's eligibility within the program. By submitting an application the applicant acknowledges complying with all program requirements. These parameters are outlined below for convenience, but do not supersede requirements outlined in the law or guidelines:

## Costs:

1. Developer Fee is capped at 10% of the Total Estimated Project Costs (minus the Developer Fee) and is set at the application submission.
2. Contractor's fee shall be limited to 14% of hard construction costs. This is aggregated through:
  - a. Contractor Profit – maximum of 6% of Hard Construction costs
  - b. Overhead – maximum of 2% of Hard Construction costs
  - c. General Requirements – maximum of 6% of Hard Construction Costs
4. The 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 dwelling is sold.
5. For rehabilitation of an existing dwelling, improvements must involve the replacement of two or more major building components and hard construction costs must total \$75,000 or more.

## Affordability:

1. The affordability period extends 10 years from the date of the initial dwelling sale.
2. The total monthly cost of the single-family dwelling (mortgage, real property taxes, insurance, and condominium fees if applicable) can be no more than 30% of the Qualified Buyer's monthly income.
3. The Qualified Buyer will enter into a restrictive covenant to the benefit of OHFA and the Project Development Owner, in a form prescribed by OHFA at the time of purchase, requiring that the Qualified Buyer remain in the single-family dwelling as their primary residence for the entire affordability period, as well as include provisions for contingencies in the event of sale of the single-family dwelling, as prescribed in the Allocation Plan.

## Qualified Buyer:

1. Verified income up to 120% of the area median income (AMI);
2. Has obtained a pre-approval letter from a permanent lender demonstrating they are qualified for a mortgage;
3. Has attended homebuyer education;
4. Has a credit score of at least 640;
5. Intends to use the dwelling as a primary residence through the affordability period; and
6. Is a First-Time Home Buyer or an Eligible Home Buyer as defined in the Allocation Plan.

## APPENDIX II – SUPPLEMENTAL DOCUMENTATION

In addition to the application form, supporting documents (i.e. tables and exhibits) are necessary to supplement the information in the application form. The application form, required tables, and required exhibits must be submitted together to consider the application complete. The exhibits listed below are those identified directly in the application form.

Documents and Folders must be labeled with the identified table or exhibit naming convention as delineated below in the green column. Failure to label as instructed may result in the document's exclusion from the application review.

Exhibits with multiple documents should be submitted in a folder that is named with the identified exhibit name convention. Within the folder, save the documents as outlined. Exhibits that should be created/named as folders are noted with an asterisk in the "Submission" column below.

As Referenced in the Application Form			
Submission	Naming Convention	Applicability	Additional Guidance
Table 1	"Table 1_Project Single Family Dwellings"	Required	Provide additional single-family dwellings included in the project
Table 2	"Table 2_Dwelling Information"	Required	Provide an additional sheet detailing Development Team Members, if list exceeds provided spacing
Table 3	"Table 3_Development Team Members"	Required	Details on each single-family dwelling in the project
Table 4	"Table 4_Dwelling Appraised Values"	Required	Provide all appraised values for each single-family dwelling in the project
Table 5	"Table5_Sources and Uses"	Required	Identify project costs and sources of funding for the project
Table 6	"Table 6_Estimated Tax Credit Reservation"	Required	Complete the table identifying the Total Estimated Project Cost and Estimated Appraised Value for all dwellings in the project
Exhibit 1	"Exhibit 1_Targeted Area Support Letter"	If applicable	Support letter from the local jurisdiction if the project is located within 20 miles of an approved "megaproject"
Exhibit 2 *	"Exhibit 2_Resumes"	Required	Provide resumes all for Development Team staff members that are directly involved in the project
Exhibit 3 *	"Exhibit 3_Org Chart"	Required	Provide an organizational chart and any relevant agreements outlining the Development Team structure
Exhibit 4 *	"Exhibit 4_Tax Authorization"	Required	One completed form for each for-profit member of the Development Team
Exhibit 5	"Exhibit 5_Lead Applicant Designee"	If applicable	Document from Project Development Owner formally designating a Development Team member as the Lead Applicant
Exhibit 6	"Exhibit 6_Local Support Letter"	If applicable	Project support letter of Project Development Owner is not the project municipality or township
Exhibit 7 *	"Exhibit 7_Recommendation Letters"	If applicable	Letters of recommendation for previously completed projects
Exhibit 8 *	"Exhibit 8_Lien and Litigation Reports"	Required	Reports dated no more than 90 days prior to application submittal for the lead developer (unless lead developer is Project Development Owner)



## As Referenced in the Application Form

Submission	Naming Convention	Applicability	Additional Guidance
Exhibit 9 *	<b>"Exhibit 9_Audited Financial Statements"</b>	If applicable	Most recent three years of audited financial statements for the entity serving as the developer/general contractor (N/A if role is performed by Project Development Owner)
Exhibit 10 *	<b>"Exhibit 10_Developer Program Completion"</b>	If applicable	Evidence of completion of an identified training program
Exhibit 11 *	<b>"Exhibit 11_Site Control"</b>	Required	Evidence of site control for each project site
Exhibit 12	<b>"Exhibit 12_Scattered Site Map"</b>	If applicable	Map identifying locations of all scattered sites within the project
Exhibit 13 *	<b>"Exhibit 13_Aerial Map"</b>	Required	Aerial map and delineations for all project sites
Exhibit 14 *	<b>"Exhibit 14_Photos"</b>	Required	Photos of project sites and surrounding properties
Exhibit 15 *	<b>"Exhibit 15_Legal Descriptions"</b>	Required	Legal description of each project property, in Word form
Exhibit 16 *	<b>"Exhibit 16_Zoning"</b>	Required	Letter affirming/explaining zoning for project sites
Exhibit 17	<b>"Exhibit 17_Infrastructure Commitment"</b>	If applicable	Confirmation of infrastructure construction timeline
Exhibit 18	<b>"Exhibit 18_Revitalization Plan"</b>	If applicable	Local jurisdiction's revitalization plan (as defined in Allocation Plan)
Exhibit 19 *	<b>"Exhibit 19_Appraisals"</b>	Required	Appraisals must be provided for each single-family dwelling in the project, including the as-is (land) and as-completed (dwelling) appraisals
Exhibit 20 *	<b>"Exhibit 20_Dwelling Plans"</b>	Required	Submissions of floor plans, model plans, and modular home plans, as applicable
Exhibit 21 *	<b>"Exhibit 21_Permits"</b>	If applicable	Issued building permits for project dwellings
Exhibit 22 *	<b>"Exhibit 22_Needs Assessment"</b>	If applicable	Required for all proposed rehabilitated dwellings in the project
Exhibit 23 *	<b>"Exhibit 21_Interior Rehabilitation Photos"</b>	If applicable	Interior photos of the proposed rehabilitated dwellings in the project
Exhibit 24 *	<b>"Exhibit 24_Condominium Declaration and Bylaws"</b>	If applicable	Draft or final condominium declaration and bylaws (if available)
Exhibit 25 *	<b>"Exhibit 25_Home Warranty Documents"</b>	Required	Proposed Home Warranties for dwellings
Exhibit 26 *	<b>"Exhibit 26_Condominium Common Elements"</b>	If applicable	Projects including condominiums must prove evidence of commensurate home warranty coverage for common elements
Exhibit 27 *	<b>"Exhibit 27_Amenity Plans"</b>	If applicable	Annotated plans for amenities that exceed the market standard
Exhibit 28 *	<b>"Exhibit 28_Market Demand"</b>	If applicable	Additional information to support the market demand for the project dwellings
Exhibit 29 *	<b>"Exhibit 29_Marketing Plan"</b>	Required	Marketing Plan and any supporting documents
Exhibit 30 *	<b>"Exhibit 30_Financial Commitments"</b>	Required	Documentation for all committed non-OHFA sources of debt and equity. Must equal 75% of total source funding

## As Referenced in the Application Form

Submission	Naming Convention	Applicability	Additional Guidance
Exhibit 31	<b>"Exhibit 31_Capital Asset Contribution"</b>	If applicable	Letter from local jurisdiction outlining and capital asset contribution for the project
Exhibit 32	<b>"Exhibit 32 - Tangible Support Letter"</b>	If applicable	Letter from local jurisdiction showing housing need and identifying specific tangible support
Exhibit 33	<b>"Exhibit 33_Equity Commitment Letter"</b>	If applicable	Letter from syndicator re: tax credit equity
Exhibit 34	<b>"Exhibit 34_Concentrated Job Center"</b>	Required	Screenshot to evidence proximity to job center
Exhibit 35 *	<b>"Exhibit 35_Proximity to Amenities"</b>	Required	Screenshot of maps identifying distance to nearest identified amenities
Exhibit 36	<b>"Exhibit 36_Homeownership Needs"</b>	Required	Screenshot of Homeownership Need ratio for the project county
Exhibit 37 *	<b>"Exhibit 37_ Exception Requests"</b>	If applicable	Detailed narrative(s) and additional documentation requesting the exemption and the justification for the request

\* Create as a folder, with supporting documents saved inside the folder.