



On-Boarding and Partner Relationship Building

- This program is for ownership entities and/or management agents who are new to OHFA (i.e., never received OHFA funding), have little to no experience with OHFA's multifamily programs and/or experiencing significant compliance issues. OHFA requires the owner/management agent(s) to attend an On-Boarding meeting. Additionally meetings may be required as deemed necessary by OHFA. Onboarding may be needed at any point throughout the affordability period of the project.
- It is at OHFA's discretion to determine which entities involved with a project will be required to complete the On-Boarding Program.
- Review [OHFA's Onboarding Process](#).

Compliance Training

- Starting with the 2016-2017 Qualified Allocation Plan (QAP), the owner/management agent is required to attend a LIHTC training once every two years. The owner is required to certify attendance through the submission of the Annual Owner Certification (AOC) indicating this requirement has been met. OHFA will accept LIHTC training offered by nationally recognized trainers or consultants (e.g. US Housing Consultants, E&A Team, Costello Compliance, Zeffert & Associates, Quadel). The training must incorporate such items as LIHTC fundamentals, qualifying tenants, assets and income and IRS regulations.

OHFA's Subscription Listing

- Stay Informed! Subscribe to OHFA's constant contact messaging. Join our Email List which allows owners/management agents to receive important notifications from OHFA concerning compliance regulatory and policy changes, development updates, and much more.

Ohio Housing Locator

OHFA-funded project owners must register their property and/or dwelling units on [OhioHousingLocator.org](https://ohiohousinglocator.org). Listings for properties must also be updated on a frequent basis. Direct questions to Social Serve: Phone toll free: 1-877-428-8844 or Email: info@socialserve.com

Compliance Reporting and Monitoring

Refer to [OHFA's LIHTC Compliance Manual](#) (which may be amended from time to time), Section 15, for information on Annual Owner Reporting and file and physical audits.

Broker's License Requirements



Projects that are third-party managed must hold active Ohio Broker's Licenses in accordance with [real estate license law](#).

OHFA's Annual Owner Certification (AOC) lists questions regarding Ohio Broker's License requirements. Fee management companies must hold active Ohio Broker's Licenses in accordance with [real estate license law](#).



Utility Allowances

OHFA's UA Procedures are applicable to all OHFA funded projects. On March 3, 2016, the IRS issued a final UA regulation ([IRS Regulation §1.42-10](#)). The final regulation provides clarification on the available methods for calculating UAs, incorporates IRS Notice 2009-44 relating to sub-metering, and provides guidance on energy obtained directly from a renewable source ([§1.42-10T](#)).

- [Projects Initially Placing in Service](#) - The IRS does not require owners to review the Utility Allowance (UA) or implement a new UA until the project building has achieved 90% occupancy for 90 consecutive days or the end of the first year of the credit period, whichever is earlier.

Review OHFA's Utility Allowance policy (which may be amended from time to time) on the [Compliance Policies webpage](#) and Section 5 of [OHFA's LIHTC Compliance Manual](#) for further information on utility allowances.

Fee Policy

Owners/management agents must be familiar with IRS and HDAP regulations and OHFA policy regarding what fees are allowed for OHFA-funded projects. Reference Section 8 of [OHFA's LIHTC Compliance Manual](#) for further information.

Violence Against Women Act Requirements

The Violence Against Women Act (VAWA) requires the [U.S. Department of Housing and Urban Development \(HUD\) 2013 VAWA Final Rule](#) be applied for all OHFA-funded projects. The VAWA Reauthorization of 2022 was signed into law on March 11, 2022. Even though the basic provisions of VAWA did not expire, authorization for funding VAWA programs had expired in 2018.

Refer to [OHFA's VAWA Policy](#) which may be amended from time to time for any additional guidance.

Electronic Signature Policy

OHFA offers the ability for partners to submit eligible program documents with electronic signatures. Project sponsors and partners must receive initial approval from OHFA and a recertification on an annual basis to use this policy. Please review the [Electronic Signature Policy](#).

OHFA Approval of HOME/NHTF/HOME-ARP Rent Increases

In order to comply with 24 CFR 92.252 and 24 CFR 93.302 (c) (2), OHFA is required to review and approve rents annually for all HOME, NHTF and HOME-ARP assisted projects during the affordability period. Rent increases for HOME, NHTF and HOME-ARP tenants is limited to a maximum of \$25 per month. Additionally, any increase in rent for HOME, NHTF and HOME-ARP-assisted units is subject to the provisions of the current lease and tenant landlord law and provide 60 day written notice before implementing any increase in rents.

Note: the \$25 rent cap is not applicable toward HOME/NHTF units which also have HUD TBA or PBA.



The Ohio 811 Project Rental Assistance Program

The Ohio 811 Project Rental Assistance (PRA) Program (811 Program) is a project-based rental subsidy demonstration funded by HUD.

- 811 Program units can be part of new and existing multifamily housing that receive housing tax credits from OHFA.
- Rental assistance covers the difference between 30% of a tenant's income and the unit's 50% area median gross income (AMGI) rent level calculated for the LIHTC program.
- Non-elderly (ages 18 - 61) individuals with disabilities who are eligible for Medicaid are eligible for the 811 Program.
- To initiate the tenant referral process, projects being built must give notice 90 days prior to placing in-service. For existing properties, notice must be given once a vacancy is anticipated for an 811 Program eligible unit.

Further information including owner/management agent responsibilities may be found here and amended at any time.

Project Changes and Financial Reporting Requirements

Refer to Section 14 of [OHFA's LIHTC Compliance Manual](#) for further information.