Vouchering Process Questions and Answers

Q: Would OHFA consider bifurcating the contract to separate 811 PRA voucher processing from ODMSD processing?

A: No. The voucher processing services for both programs will be part of a single contract. You may propose subcontracting the ODMSD Program services in your response to the RFP.

Q: On Exhibit B, Page 2, Item 4. Compensation, should the reference to Exhibit I actually be for Exhibit A – Cost Proposal?

A: The Agreement for Services will include compensation as Exhibit I. This will be based on the cost proposal submitted using the template labeled as Exhibit A.

Q: Please describe the scope and procedures of the required compliance for the 26 ODMSD units, including use of all required Federal or State systems and their role.

A: The ODMSD verification and payment procedure is as follows

1. By the 20th of the current month, the eight ODMSD properties will submit a reimbursement form for the current month, estimating the occupancies to the end of the month. Each property will report the dates of any move-ins and move-outs, complete all recertifications due by the end of the current month and submit all new Modified Tenant Income Certifications (MTICS) reflecting those events.

2. The Housing Voucher Processing Services contractor will review the reimbursement form for completeness and accuracy and address and resolve all inconsistencies with the property contact. Once verified, the form is sent back to the property contact for signature. The Contractor may partially fill out the reimbursement form for new property staff or after annual rent adjustments and send to the property prior to the 20th of the current month to ensure accuracy up front and avoid reporting delays. OHFA will compile annual rent adjustments and report this information to the properties and the voucher contractor in a timely manner.

3. The Contractor will sign and submit verified forms and the monthly report to OHFA by the 27th or the first business day thereafter of the current month.

4. OHFA will review the final forms and disburse the funds to the properties.
Tenant certifications at move-in and annual recertifications:

Q: Are these calculated as 50059’s, using the 4350.3 HUD Handbook?

A: No. Neither the HUD-50059 nor the HUD Handbook are used for ODMSD since it is not a HUD program. A Modified Tenant Income Certification (MTIC) form (sample attached) is used instead of the HUD-50059 for these functions. This form is similar to the Tenant Income Certification for the LIHTC program.

Q: Do properties submit the 50059’s, if that’s the form used?

A: No. Properties submit the MTIC described above.

Q: Does oversight include verification and if so, what?

A: Oversight includes verification of rent calculation shown on the MTIC. Income verification is conducted by the property.

Q: Is there an ODMSD Guidebook similar to the 4350.3?

A: No.

Q: What form is the monthly reporting to OHFA?

A: The Housing Voucher Processing Services contractor will compile a monthly report detailing the approved amount for each property, the date the final reimbursement form was received, status of reimbursement forms that did not make the cut-off for submission (for example, waiting for signature, incorrect MTICS that were not able to be rectified by the cut-off), a year-to-date summary of amounts paid to each property by month, and any difficulties the Contractor encountered in preparing the submissions. The current format is spreadsheet based.

Q: Are there specified on-line systems for conveying information from the units to the compliance entity, and from the compliance entity to OHFA?

A: No. ODMSD voucher processing is completed manually as noted in the RFP.
Q: Is set-up on-site? What is the nature and scope of the assistance needed?

A: Assistance to participating properties generally refers to ensuring the property understands their obligation to complete required documentation accurately and in a timely manner. Sometimes that assistance requires more extensive interaction, which may extend over several billing cycles, especially for new property staff. The assistance is all done on-line, not on-site.

Q: Will the selected compliance entity be required to examine Owner and Agent budgets, financial information, mortgage information, mortgage loan payments, to perform rent comp oversight and/or assess reasonability of rents for ODMSD units?

A: No. The initial rents and rent adjustments for the Ohio 811 and ODMSD programs are based on the 50% LIHTC rent and determined by OHFA.

Exhibit D, Page 5:

Q: Will the ODMSD Contractor selected, be the OHFA Compliance Manager and if not, what role? What position title will apply to the selected compliance entity for DevCo and Docuware access, and will this provide all information needed to fulfil the required compliance determinations?

A: The Housing Voucher Processing Services contractor is not included among the position titles in Exhibit D but will be given access to DevCo and Docuware if necessary and are required to comply with all of the policies and procedures set forth in this exhibit.

Q: What information do the Finance Systems, HHF Allita 360 system, Multifamily Program Compliance – Allita 360 system and Residential Lending Division – Homebuyer Program System provide in determining compliance for the ODMSD program?

A: These systems do not have any information related to the ODMSD program. Access to these systems is not necessary for the Housing Voucher Processing Services contractor.