



# HOUSING DEVELOPMENT ASSISTANCE PROGRAMS CONSOLIDATED GUIDELINES

*Approved by the OHFA Board March 21, 2018*

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## A Letter from the Office of Planning, Preservation and Development

Dear Partners,

The Ohio Housing Finance Agency (OHFA) is pleased to present these 2018 Housing Development Assistance Programs (HDAP) Consolidated Guidelines. The changes adopted in this document were influenced by a comprehensive stakeholder engagement process that included a public forum, online needs survey, written comment period and individual meetings with program beneficiaries. These revisions implement the goals set forth in the 2018 Annual Plan and also further the unique objectives of the HDAP program including the following:

- **Supporting High-Impact Developments.** This update increases funding opportunities for scaled proposals to reduce strain on the competitive Housing Tax Credit program and support broader rehabilitation projects that effectively leverage bond financing.
- **Expanding Opportunities for Extremely Low-Income Residents.** OHFA is synchronizing the National Housing Trust Fund (NHTF) Allocation Plan policy development process with the HDAP guidelines to better coordinate planning efforts, while also continuing to promote the 811 Project Rental Assistance program for low-income Ohioans with disabilities.
- **Aligning OHFA Funding Streams.** By coordinating policy and language across multiple funding programs, including the Qualified Allocation Plan, OHFA advances a unified housing agenda and provides program participants with consistent and predictable review criteria.
- **Reducing Access Barriers.** To encourage greater utilization of these resources, promote healthy competition and accommodate changing market dynamics, OHFA modernized the competitive evaluation criteria.

OHFA thanks Karen Banyai, Kathy Berry and Virgie Vaido for their invaluable contributions to this revision. Questions regarding the HDAP program may be directed to Operations Manager Karen Banyai at [KBanyai@ohiohome.org](mailto:KBanyai@ohiohome.org).

Respectfully Submitted,

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## Purpose and Overview

The Housing Development Assistance Program (HDAP) provides financing to support the preservation or construction of affordable housing for low-income persons and households in the state of Ohio through either the Bond Gap Financing (BGF) program or the Housing Development Gap Financing (HDGF) program. While HDAP, in general, has overarching themes and requirements, BGF and HDGF each have unique requirements and scoring criteria, which are further outlined in these guidelines.

These guidelines are subject to change pending developments in federal and state legislative requirements and/or OHFA policy. All funds awarded through the HDAP programs are contingent upon the availability of funds to OHFA. Please direct questions concerning the HDAP programs to the Office of Planning, Preservation and Development via mail, telephone or email to

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On an annual basis, OHFA releases the **Annual Plan** and the **Ohio Housing Needs Assessment**. These publications examine the housing needs among low- and moderate-income households and populations with special or underserved needs. Priority housing needs identified in the most recent Annual Plan and reflected in these guidelines include the following:

- Expand and preserve affordable housing opportunities through the continued development and administration of OHFA's core programs; and
- Focus efforts on customer-driven, sustainable and multi-sector solutions to promote public health, welfare and prosperity of the people of the state through the production and preservation of affordable housing.

Through a public process, Ohio Development Services Agency (ODSA) develops the five-year Ohio Consolidated Plan (ConPlan) to identify affordable housing and community development needs and implements a framework to address those needs. As articulated in the ConPlan, the HDAP goal is "to support the capacity of housing development organizations and to provide financing for eligible housing developments to expand the supply of decent, safe, affordable housing for very low-income to moderate-income persons and households in the state of Ohio." HDAP complements and advances the policy objectives identified in the Program Year 2015-2019 ConPlan.

## Program Year 2015-2019 ConPlan Objectives

**Creating New Affordable Housing Opportunities.** Provide funding for a flexible, community-wide approach to creating new affordable housing opportunities for low- and moderate-income persons.

**Homeless and Supportive Housing.** Provide a continuum of housing/services to prevent persons from becoming homeless and housing persons when homelessness does occur.

**Housing Preservation and Accessibility.** Provide funding for a flexible, community-wide approach to preserving and making accessible affordable... rental housing for low- and moderate-income households by bringing the housing unit up to program standards and codes, eliminating hazards and deficiencies in major systems and reducing maintenance costs.

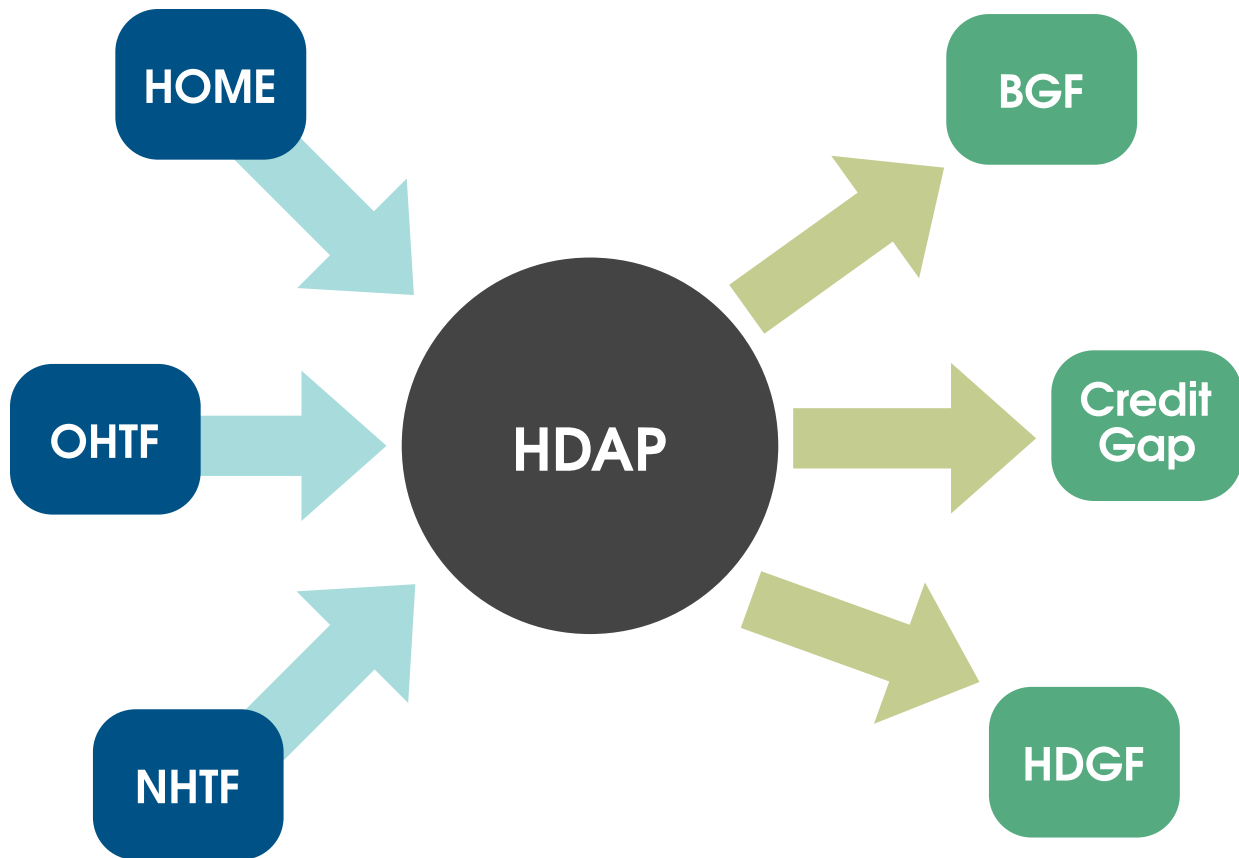
The following sources are used to provide HDAP assistance to eligible projects:

**HOME Investment Partnerships Funds (HOME):** HOME funds are provided by federal appropriation and regulations relating to environmental review, federal wage rates, federal accessibility, federal acquisition and relocation laws [URA and Section 104(d)] and long-term affordability apply. Funding levels are subject to appropriation of funds by the U.S. Department of Housing and Urban Development (HUD) and approval of the State ConPlan.

**Ohio Housing Trust Fund (OHTF):** The Ohio Housing Trust Fund (OHTF) provides funding to HDAP projects predominantly serving low- to moderate-income households with incomes at or below 50 percent of the Area Median Income (AMI). The OHTF gives preference to projects that benefit households with incomes at or below 35 percent of the AMI for the county in which the project is located, as established by HUD. Applicants receiving an award of OHTF dollars may be subject to State of Ohio Prevailing Wage Rate rules. The amount and use of OHTF dollars are subject to appropriation.

**National Housing Trust Fund (NHTF):** The National Housing Trust Fund (NHTF) was established by Title I of the Housing and Economic Recovery Act of 2008 to increase and preserve rental housing, as well as increase homeownership for very low- and extremely low-income families, including those experiencing homelessness, through formula grants to states. Davis-Bacon labor standards do not apply to NHTF; however, Ohio Prevailing Wage may apply. Further program guidelines and requirements are contained in the current NHTF Allocation Plan, which is specifically incorporated herein.

Each of these different funding programs contribute to the OHFA's gap programs, collectively known as HDAP. HDAP is divided into three unique programs: one supporting competitive housing credit developments (Credit Gap), one supporting bond-leveraged developments (BGF) and one supporting non-Housing Tax Credit (HTC) developments (HDGF). These guidelines govern the BGF and HDGF programs; the Credit Gap program requirements are contained within the Qualified Allocation Plan (QAP).



## Other Resources

HDAP applicants may wish to reference the following additional resources:

- [2018-2019 Qualified Allocation Plan](#)
- [OHFA Design & Architectural Standards](#)
- [Multifamily Bond Program Guidelines](#) (OHFA-issued bonds only)
- [Multifamily Underwriting and Implementation Guidelines](#)
- [Housing Development Loan Guidelines](#)
- [Multifamily Lending Program Guidelines](#)
- [Ohio Development Services Agency's Residential Rehabilitation Standards](#)
- [NHTF Interim Rule](#)
- [NHTF Allocation Plan](#) (Pending 2018 Revision)

## HDAP Joint Uses, Restrictions and Requirements

Unless otherwise specified, the following provisions apply equally to all HDAP programs regardless of funding source.

### Fair Housing and Legal Requirements

The owner shall comply and ensure the project complies with all requirements of the federal Fair Housing Act, Ohio Revised Code Section 4112 and local fair housing requirements, as each may be amended. The owner shall itself ensure and shall ensure the project does not discriminate, as defined by 42 U.S.C. 3604, against any person because of sexual orientation or gender identity or expression.

It is the responsibility of the owner/developer/borrower and any of its employees, agents or sub-contractors, in doing business with OHFA, 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 and the Americans With Disabilities Act, as well as any state and local civil rights legislation and any required related codes and laws. Should OHFA not specify any requirements, such as design, it is nonetheless the owner's responsibility to be aware of and comply with all non-discrimination provisions relating to race, color, religion, sex, handicap, familial status and national origin. This includes design requirements for construction or rehabilitation, Equal Opportunity in regard to marketing and tenant selection and reasonable accommodation and modification for those tenants covered under the laws.

### Domestic Violence Protection and Prevention

In conformity with the Violence Against Women's Act (VAWA) of 2013, an applicant for or tenant of housing assisted under the HDAP program may not be denied admission to, denied assistance under, terminated from participation in or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation or occupancy. An incident of domestic violence, dating violence, sexual assault or stalking shall not be considered a lease violation by the victim, nor shall it be considered good cause for an eviction. If a tenant who is a victim requests an early lease termination, lease bifurcation from the abuser or transfer to another unit because she/he is in danger, a HDAP owner/manager shall make every effort to comply with the request and shall not penalize the tenant. Please also see the **Quid Pro Quo and Hostile Environment Harassment and Liability for Discriminatory Housing Practices** under the Fair Housing Act final rule from HUD for further information.

Each HDAP owner/manager shall have an emergency transfer policy for victims seeking safety, which incorporates reasonable confidentiality measures to ensure that the owner or manager does not disclose the location of the dwelling unit of a tenant to a person that commits an act of violence or stalking against the tenant. An owner, manager or landlord may request documentation from a victim before these protections are triggered. Any one of the following shall be considered adequate documentation: a letter or form signed by the victim; an affidavit or letter signed by a domestic violence service provider, attorney or medical/mental health professional who assisted the victim; or a court or administrative record. This submission shall be confidential.

For BGF recipients, should an owner encounter a conflict between VAWA and a HTC rule, such as the Full-time Student Rule, the owner should contact OHFA's Office of Program Compliance for additional guidance.

## Fraud, Waste and Abuse

Documented instances of fraud, waste or abuse may result in any action listed in the **Penalties** section and/or any other action OHFA deems necessary.

If you believe a person or entity is attempting to or has committed fraud using one of OHFA's multifamily financing tools, please report the suspected activity on OHFA's **website**. You will be contacted again only if it is necessary to complete our investigation.

## Rent Restrictions

Unless otherwise specified, for the purposes of the HDAP program, OHFA defines “affordable” as affordable to and occupied by households at or below 60 percent AMI. Other programs or funding sources, including the HTC program, may require additional rent restrictions.

All OHTF/HOME developments must commit to the following rent restriction, based on the location of the proposed project:

1. **HUD Participating Jurisdiction:** A minimum of 40 percent of the affordable units must be affordable to households with incomes at or below 50 percent of AMI; or
2. **Non-HUD Participating Jurisdiction:** A minimum of 35 percent of the affordable units must be affordable to households with incomes at or below 50 percent of AMI.

All NHTF developments must commit to the following rent restriction, as further set forth in the current NHTF Allocation Plan. All NHTF rent restrictions are in addition to any affordability requirements imposed by receipt of OHTF or HOME funding. In no case shall rent plus utilities on any NHTF-assisted unit(s) exceed 30 percent of AMI. The greater of the following must also be provided to qualify for a NHTF award:

1. Ten percent of affordable units will be rent restricted at 30 percent of 30 percent AMI; or
2. Five units will be rent restricted at 30 percent of 30 percent AMI.

Developments utilizing both OHTF/HOME and NHTF funding must incorporate the rent restrictions for each funding type without overlap. For example, a 60-unit development located in a participating jurisdiction that receives both OHTF and NHTF funding must incorporate at least 24 units (40 percent) that are affordable to households at or below 50 percent AMI and an additional six units (10 percent) that are affordable to households at or below 30 percent AMI. A minimum of 30 units must be rent restricted in this scenario.

If 100 percent of HDAP units have federal project-based subsidies, rents established by federal project-based contracts may increase, as allowed, by that federal project-based assistance. Existing tenants may not be displaced to achieve the minimum occupancy percentage by very low-income households. Occupancy in up to 60 percent of the development by households with higher incomes is to occur over time; at turnover, units may be leased to higher income households.



## Eligible Applicants and Development Types

Eligible HDAP applicants are private for-profit housing developers, not-for-profit 501(c)(3) and 501(c)(4) organizations and public housing authorities. Religious organizations and their subsidiaries/affiliates must meet the provisions in 24 CFR Part 92.257.

Eligible projects create new affordable rental housing opportunities or preserve existing affordable housing.

## Ineligible Applicants and Development Types

Ineligible projects and applicants include the following:

- Residential care/assisted living/memory care facilities
- Projects that received a prior HDAP award. OHFA will consider exceptions to this requirement.
- Projects that include or constitute Single-Room Occupancy (SRO) housing, congregate housing, group homes, shared housing or cooperative housing as defined by HUD in Chapter 17 of the HUD Housing Choice Voucher Program Guidebook
- Projects that require residents to occupy the unit with another person (roommate)
- Projects that will not result in a certification of residential occupancy by the local government or project architect
- Hospitals, nursing homes, sanitariums, life care facilities, retirement homes (if providing significant services other than housing are mandatory for residents), employer housing, mobile homes and student housing
- Applicants who have not placed in service at least one HTC development in any state (BGF applicants only)
- Applicants with a project under construction that received an HDAP funding agreement extension
- Projects that include for-sale homes
- Projects currently under construction
- Projects recently approved for HTCs or currently within a HTC compliance period

Further information regarding eligibility may be provided in the HDAP application materials.

## Eligible HDAP Funding Uses

HDAP may only be applied in the development budget to non-related party acquisition, hard costs associated with new construction or rehabilitation and developer fees associated with the proposed development. If market-rate housing and/or commercial spaces are included in the proposed development, costs associated with creating those spaces are not eligible for HDAP funds. Development budget line items that are HDAP eligible are

- Acquisition of land and/or building(s) from unrelated parties

- Demolition in non-preservation projects
- On-site improvements
- Construction and/or renovation costs including construction fee items, construction contingency, and contractor overhead and profit and excluding costs associated with construction of commercial property
- Furnishings and appliances
- Architectural and engineering fees
- Developer fees, including consultant fees and construction management fees paid to the developer
- Legal fees

OHTF/HDAP funds may reimburse the applicant for land and/or buildings purchased before signing the HDAP funding agreement. Applicants must obtain written approval in the form of a granted exception request from OHFA before submitting the application for reimbursement.

No other development budget expenses are eligible for HDAP. Eligible uses of NHTF-funded HDAP may be further limited by the **NHTF Interim Rule**. Other programs or funding sources, including HTC's, may impose additional use restrictions.

## Common Definitions

For the purposes of these Guidelines, “New Affordability” means developments that propose new construction or renovation of existing housing units that are newly affordable, meaning not previously rent or income-restricted, and that do not meet the definition of Preserved Affordability.

“Preserved Affordability” or “Preservation” means developments in which at least 60 percent of all units preserve existing affordability by maintaining project-based rental assistance or project-based operating subsidies. Section 9 Public Housing does not qualify for preservation of subsidy unless being converted under the Rental Assistance Demonstration.

“Service Enriched Housing” and “Permanent Supportive Housing” share the same definition as set forth in the current Qualified Allocation Plan.

“Urban” areas have the same definition as the U.S. Census Bureau; these are contiguous areas with population densities of 1,000 residents per square mile or more and at least 50,000 residents overall; by rule, every metropolitan statistical area (MSA) includes at least one urban area. “Non-urban” areas are all locations that are not “urban.” Applicants may identify whether they are in an urban area or not by following these steps:

1. Go to the following website: <https://tigerweb.geo.census.gov/tigerweb/>
2. Zoom in on Ohio.
3. On the left side, check the box marked “Urban Areas.”

4. Uncheck the box under it labeled “Urban Clusters.”
5. Type the site address in the box at the top right.
6. Click to verify the suggested address the site returns.
7. If the background is blue, the development is sited in an urban area.

## Cost Containment

No application may exceed either of the following Total Development Cost (“TDC”) limitations.

Affordability or Development Type	Tract Type	Population	Opportunity <sup>1</sup>	TDC Per Unit	TDC Per Gross Square Foot
New Afford.	Urban	Family	Yes	\$295,000	\$245
New Afford.	Urban	Family	No	\$280,000	\$235
New Afford.	Urban	Senior	N/A	\$240,000	\$205
New Afford.	Non-Urban	N/A	N/A	\$275,000	\$245
Preserved Afford.	Urban	N/A	N/A	\$220,000	\$225
Preserved Afford.	Non-Urban	N/A	N/A	\$155,000	\$200
Single-Family Rental	N/A	N/A	N/A	\$265,000	\$110
Service Enriched	N/A	N/A	N/A	\$210,000	\$255

OHFA will exclude assumed debt from calculations on existing rental unit developments. At OHFA’s discretion, any proposal application that it deems as high-cost, including but not limited to those that are two or more standard deviations above the mean 2018 Competitive HTC pool, may be identified for further cost scrutiny. OHFA reserves the right to request additional information, supporting documentation or justification for any cost. OHFA further reserves the right to reject any application it deems excessively costly even if it does not exceed the above limitations. Applicants should reference the [Multifamily Underwriting & Implementation Guidelines](#) for cost limits.

<sup>1</sup> Defined as either (1) High or Very-High areas as defined by the USR Opportunity Index or (2) Moderate USR Opportunity Index areas that are also have a Slight Growth or Strong Growth Community Change Index rating.

## Construction and Design Requirements

All projects shall conform to the requirements set forth in the Design & Architectural Standards. All projects shall begin construction within 12 months of the OHFA Board approval date for the HDAP award.

## Detrimental Land Uses

Developments shall not be sited adjacent to or in close proximity<sup>2</sup> to any detrimental land use that impairs residents' proper use of the residence. Detrimental land uses will be those deemed at OHFA's sole discretion and verified by completion of a site visit including the following, without limitation:

- Proximity to significant numbers of uncontrolled blighted<sup>3</sup> parcels;
- High levels of noise and/or noxious odors; or
- Land uses incompatible with residential occupancy like landfills, pig farms, etc.

Applicants may submit supplemental information to negate a finding of detrimental land use with the proposal application and/or following the site visit results but before awards are announced. Supplemental information must contain the following:

- A narrative explaining plans or strategies to eliminate the adjacent conditions prior to the property being placed into service.
- If the site(s) are under third-party control, documentation must be provided from the owner confirming the remedial plans and estimated completion time.
- If the site(s) are under land bank control and scheduled for demolition or renovation, documentation must be provided by the land bank proving their ownership of the property and confirmation of its corrective plan.

## Environmental Review

All HDAP developments must complete an environmental review process. The current standards for these reviews are available on the OHFA website for **HOME**, **OHTF**, **NHTF** and **811**-funded developments. These standards are subject to revision.

## Application Supporting Documents

All applicants shall submit the documents described below. Submissions must be on a compact disc, organized and formatted according to the index specified in the application form(s). Applications must be complete and consistent with all supporting documentation. Relevant portions of the supporting documents must be highlighted and annotated with supporting documents limited to 25 pages per competitive criteria. OHFA may remove any application that is incomplete, inconsistent and/or illegible from further consideration.

<sup>2</sup> Proximity will vary by circumstances and is determined by whether the condition is sufficiently close to the development to impair resident use.

<sup>3</sup> Blighted parcel shall have the same definition as in Ohio Revised Code §1.08.

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<b>811 PRA Documents, if applicable</b>	■					

If seeking 811 Project Rental Assistance points in the BGF program, developers must submit a pre-application confirming that the proposed project is electing to have 811 units. Pre-approval applications are due no later than 30 calendar days prior to the date in which proposal applications are due. OHFA will release pre-approval results one week prior to the date in which proposal applications are due. The pre-approval letter and a Phase I Environmental Site Assessment (ESA) compliant with the 811 environmental review requirements in § PRA.215 are due at proposal application.

<b>Affirmative Fair Housing Marketing Plan</b>			■			■
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At 8609, all developments shall submit an Affirmative Fair Housing Marketing Plan that meets the requirements of OHFA's **Affirmative Fair Housing Marketing Plan Guidance**, as is current at the time of 8609 submission.

<b>Application Fee</b>	■	■		■	■	
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See program-specific requirements below for further information.

<b>Application Form(s)</b>	■	■		■	■	
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The **Affordable Housing Funding Application (AHFA)** for BGF or **Gap Funding Application (GFA)** for HDGF includes the program certification and proposal summary. Applicants must also submit all supporting documents a compact disc, organized and formatted according to the index specified in the application. Applications must be complete and consistent with all supporting documentation.

Applicants seeking NHTF dollars shall reference the NHTF Allocation Plan and provide all documentation required therein, including the Supplemental NHTF Application Form, which OHFA may imbed within the AHFA or GFA.

Relevant portions of the supporting documents must be highlighted and annotated. OHFA encourages bookmarking but discourages submitting documents in PDF Portfolio format; a single PDF is preferable. Supporting documentation shall be limited to 25 pages per competitive criterion section, excluding specifically specified and mandatory documents. Attention must be paid to the submission requirements; any proposal application that is incomplete, inconsistent and/or illegible may be removed from consideration.

Applicants awarded HDAP are required to complete a final AHFA/GFA. The application must be completed and submitted with all required supporting documentation by the deadline in the Program Calendar.

<b>Appraisal</b>	■	■			■	
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All final applications shall include an as-is appraisal for all development site(s) represented in the application. For new construction BGF developments only, an appraisal is also required at proposal application. Developments that do not identify any acquisition costs in the development budget are exempted from the requirement to provide any appraisal.

All appraisals shall meet OHFA's standards and requirements as outlined in the most current Appraisal Requirements policy contained in the **Underwriting and Implementation Guidelines**.

<b>Appraisal Architectural Plans, DCFA and Architect Certification</b>	■	■			■	
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All architectural plans must be approved by the OHFA Architect in accordance with the requirements set forth in the **Architecture & Design Standards**. OHFA reserves the right to require modifications to architectural plans.

**Proposal (BGF Only):** The proposal application shall include preliminary architectural plans, a completed Design and Construction Features Agreement (DCFA) contained in the application form and copy of the Architect Certification page contained in the AHFA.

**Proposal (HDGF Only):** Applicant will describe the planned design of the proposed project including its compatibility with surrounding uses and/or the needs of the target population. If available, the applicant may include an architectural drawing or rendering. If any aspects of the development will include energy-saving improvements, enhanced accessibility features or other unique features, the applicant will describe those items or activities. If the project exists, the applicant will provide photographs of all structures at application. The Design and Construction Features Agreement Existing Units Narrative must further address the condition and history of maintenance on the property, including the use of any reserves.

**Final:** The application will include one set of 11x17 drawings including civil, landscape, architectural, mechanical, electrical and plumbing specifications as required by the scope of work and/or the PCNA and a completed DCFA contained in the Application form. Plans must be certified by the development architect to be 80 percent complete or better.

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<i>Articles of Incorporation (nonprofits only)</i>		■			■	

Nonprofit Articles of Incorporation, including evidence of 501(c)3 or (c)4 status, as appropriate.

<i>Audited Financial Statements (Existing Units)</i>	■			■		
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If the proposal includes existing units under the same ownership and/or management, the applicant must provide audited financial statements for the existing project. The audited financial statements may not be in an audit portfolio with other properties; however, OHFA will consider exceptions to this requirement. If awarded HDAP funds, all future audited financial statements shall be for the development alone and not as part of a portfolio.

<i>Authorization to Release Tax Information</i>		■			■	
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The final application will include the **Authorization to Release Tax Information Form** for all general partners. OHFA will use this information to determine if an entity with ownership interest in the development has outstanding tax liens with the state of Ohio.

<i>Board Resolution</i>		■			■	
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If a nonprofit applicant, the final application will include a board resolution authorizing an application for HDAP resources. The resolution must authorize the application for HDAP, must specify the amount of the HDAP and must identify individuals authorized to execute legal documents on behalf of the nonprofit.

<i>Capital Needs Assessment and Scope of Work</i>	■				■	
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Proposal applications for the rehabilitation of existing housing units and adaptive reuse of buildings not originally constructed as housing must submit a Capital Needs Assessment and Scope of Work for all buildings represented in the proposal application. The assessment must conform to the standards outlined in the OHFA Capital Needs Assessment Standards contained in the Underwriting & Implementation Guidelines. OHFA will use this assessment to determine whether the costs indicated in the proposal application are appropriate to the level of rehabilitation required.

<i>Changes from Proposal Application</i>		■			■	
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OHFA must approve any changes made to the project after the announcement of awards prior to the applicant submitting the final application.

Any substantive changes made to the development as represented in the proposal application shall be disclosed to OHFA upon submission of the final application. Substantive changes may include, but are not limited to, changes in ownership or development team, design, construction or configuration, site(s) (excluding scattered site developments), changes to targeted populations including special needs populations and any items affecting competitive scoring. Such changes may be permitted only at OHFA's discretion.

<i>Community Outreach</i>		■			■	
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The final application shall include a community outreach plan and documentation or other evidence that it was completed prior to submission of the final application. The community outreach plan and its exhibits must include the following clearly labeled components:

- **Stakeholders Notification Method.** Stakeholders notified may include, but are not limited to, residents, businesses, local elected officials, police and fire departments, community development corporations and/or nonprofit community organizations. OHFA recommends the notification method include posting notices in libraries or other public spaces where residents or potential residents may frequent, public meetings, design charrettes and/or notices in local papers and social media.
- **Copies of all Materials.** The applicant shall provide copies of written notices placed or published, materials including any sign-in sheets from any public meetings and support or opposition letters from community groups or contacts established through the outreach process.
- **Description of Stakeholder Involvement.** Applicant shall provide a brief description of how stakeholder feedback was analyzed and in what ways it impacted project characteristics and features.

OHFA strongly encourages applicants to complete community outreach and notification prior to submitting a proposal application. Also see the Public Notification section for additional requirements regarding public official engagement.

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<i>Conditional Financial Commitments</i>		■			■	

All non-OHFA sources of debt and equity, including any project-based rental subsidies, must be evidenced by a conditional commitment letter or other acceptable documentation in lieu of a commitment at final application. All commitment letters must indicate 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;
- Reserve requirements;
- Lien position of the loan; and
- Acknowledgement by the lender or allocating entity that the project seeking financial support has received at least a preliminary review and meets the requirements of the lender or funders, conditional upon a final underwrite.

For BGF, OHFA reserves the right to request additional information to support any credit or equity pricing that does not align with current market rates. For all equity prices significantly above or below the pool average, if sufficient reasoning is not provided for the price, OHFA reserves the right to underwrite to the pool equity pricing average.

If a loan or grant was applied for or will be applied for from a competitive source (e.g., city HOME funds, Federal Home Loan Bank), the commitment letter must also acknowledge funds were applied for or verify that a funding round is approaching. The letter should detail the amount of funds requested and the timing for funding decisions. Applicants must provide evidence of an alternative plan to fill the funding gap if unsuccessful in any non-OHFA competitive funding program.

If an existing loan will be assumed or restructured, the applicant will provide supporting documentation detailing the terms and conditions of any assumed or restructured debt including the current outstanding balance.

<i>Development Team Resumes</i>	■			■		
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The application shall include resumes for all members of the development team. For this requirement, OHFA defines the development team as key staff members of the general partnership, developer, management company and any consultants.

<i>Development Consultant Statement</i>	■			■		
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Development consultants will be subject to the development team experience and capacity review. Consultants may not be the only source of team experience. Consultants must conduct business with OHFA according to the Good Partnership policy. OHFA may consider consultants co-developers and hold them responsible for the overall success of the development depending on their level of contribution to the project. For the purposes of this section, development consultants include any person or entity receiving compensation for providing professional advice or assistance with the preparation of an OHFA funding application but do not include syndicators.

At proposal, applicants must provide a statement regarding the development consultant(s) that includes the following:

- Their credentials and development experience;
- Their role in the project;
- Scope of their authority to negotiate for and bind the development team; and
- A summary of all OHFA-funded projects they are currently advising and the scope of those agreements.

<i>Exception Requests</i>	■			■		
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Exceptions will be considered only for those items specifically allowed under these program guidelines and represented in the [OHFA Exception Request Form](#).

**Program Exceptions:** Requests for exceptions to specific program requirements referenced in these guidelines must be submitted in advance of the proposal application and by the date shown in the Program Calendar.

**Underwriting Exceptions:** Requests for exceptions to underwriting requirements must be submitted with the proposal application.

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<i>Evidence of Site Control</i>	■	■		■	■	

**Proposal:** If the current owner is a general partner or limited partner in the development, the proposal application shall include copies of the executed and recorded deed(s) at the time of application.

If the current owner is not a general partner or limited partner in the development, then evidence of site control must be submitted. Acceptable forms of site control include, but are not limited to, a purchase contract, a purchase option or a lease option for a minimum term of 35 years. With respect to option agreements, the proposal application must include evidence of the agreement to purchase the property within a specified time period. Evidence of site control may not expire until a reasonable period following the scheduled announcement date for HDAP awards.

If parcels will be acquired from a city land bank, a copy of the final city council resolution approving the transfer of all applicable sites may be submitted as evidence of site control; a copy of a city resolution, city council ordinance or contingent purchase agreement approving the legal description and transfer of all applicable sites will also be accepted. 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 may be submitted as evidence of site control.

OHFA reserves the right to require additional documentation that evidences proper site control.

**Final:** Submission at final application is only required if changes have occurred since proposal.

<i>Extended Use Agreement</i>	■					
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All BGF developments shall commit to an extended use period of a minimum of 30 years of affordability at the time of application. This commitment is evidenced at proposal by executing the Program Certification in the AHFA. OHFA's Office of Program Compliance may conduct on-site monitoring reviews throughout the extended use period. See the Program Compliance section for further information.

<i>Federal Tax Identification Number</i>		■			■	
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The final application shall include evidence that a Federal Tax Identification Number (FTIN) has been obtained for the ownership entity.

<i>Good Cause Lease Addendum</i>		■			■	
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The final application shall include a written statement from the owner certifying that the Good Cause Lease Addendum will be included in all new leases and upon renewal of existing leases for all residents. Developments that include federal project-based rental assistance are exempt from this requirement.

<i>Green Standards</i>			■			■
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All applications shall meet the minimum design requirements, including green standards, set forth in the Design & Architectural Standards, as well as any additional environmental commitments made for competitive consideration. If required, the applicant shall submit evidence of final certification from a HERS rater, or otherwise qualified and licensed professional as approved by OHFA, at submission of Internal Revenue Service (IRS) Form 8609 for BGF awardees or at close-out for HDGF awardees.

<i>Legal Description(s)</i>		■			■	
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The final application shall include a legal description in Word format of each parcel that will be included in the development. The description(s) shall include the street address and permanent parcel number of each parcel.

<i>Management Company Capacity Review</i>		■			■	
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At final application, the applicant shall identify the management company in the AHFA/GFA. The applicant shall also provide a Management Company Capacity Questionnaire at final application. Management companies who meet all of the following will not be required to submit a questionnaire:

- Managed an OHFA-funded development and operated at least one HTC project for at least the past two years;
- Are not on OHFA's Watch List; and
- Are not on the Good Partnership Exception List



Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<b>Market Study</b>	■	■		■	■	

New construction market studies are due at the proposal application. Existing developments' market studies are due at final application.

The market study shall be conducted by an OHFA-approved market study professional updated or approved within 12 months of the relevant submission date. Applicants should refer to the OHFA Market Study Standards in the **Underwriting and Implementation Guidelines** for additional requirements and to the Program Calendar for applicable deadlines.

For scattered site PSH developments only, OHFA will accept a market study that, based on the market analyst's expertise, either defines (1) the entire county as a primary market area or (2) establishes multiple submarket areas. If the applicant chooses this option, they must also provide a letter from the applicable Continuum of Care specifying how supportive services will be provided in a manner that is accessible to all residents despite the dispersed nature of the development.

HDGF proposals with 10 or fewer units may submit written statement briefly summarizing market conditions in lieu of a formal market study; the statement shall be made by a person with significant knowledge of local market condition including, but not limited to, a market study provider or a local government or social service organization serving the proposed population. Alternately, if the HDGF proposal with 10 or fewer units is located in an "Underserved County" for the population it is intended to serve, as specified in the **2018 QAP Data** file, neither a market study nor a narrative statement are required.

<b>Multifamily Bond Financing Information</b>		■				
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For BGF proposals, the final application shall include a letter from the bond underwriter detailing the bond financing structure and terms as well as a calendar outlining anticipated actions, the timeframe for approving OHFA-issued bonds and responsible parties for closing the transaction. The applicant will also provide a calendar outlining anticipated actions and responsible parties for closing the transaction.

<b>Notification to Statewide Accessibility Groups (New Units Only)</b>		■			■	
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Applicants proposing new construction shall notify all accessibility groups in the same county as the development that accessible housing is being proposed. A **list of accessibility groups** is available on the OHFA website. Applicants agree to accept referrals for prospective residents and consider design recommendations for the property. Copies of all correspondence between the applicant and accessibility groups shall be submitted to show compliance with these requirements.

If requested by the accessibility group, the applicant shall provide the most current copy of the development's architectural plans prior to submitting the final application. Accessibility groups may report noncompliance with this requirement to OHFA at [QAP@ohiohome.org](mailto:QAP@ohiohome.org), and OHFA reserves the right to impose any remedy identified in the **Penalties** section.

<b>Ohio Housing Locator</b>			■			■
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Proof shall be submitted that the property was listed on the **Ohio Housing Locator** or other equivalent substitute at OHFA's direction. The owner and/or property manager shall update listings no less than annually.

<b>Organizational Chart</b>	■			■		
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The application shall include an organizational chart that shows the structure of each of the following and ranks of all relevant positions: the ownership entity, general partners, development team and consultants and their relationships.

<b>Phase I Environmental Site Assessment</b>	■	■			■	
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The final application shall include a Phase I Environmental Site Assessment for all single-site developments at application. OHFA reserves the right to reject any sites indicated to have environmental problems or hazards. The Phase I ESA must be conducted in accordance with the most current ASTM Standard and dated within 6 months of HDAP proposal application deadline. Scattered site developments may submit a **Mini-Phase 1** compliant with current OHFA standards at proposal application and a full Phase I ESA at final application for all sites represented in the application.

A Phase I is only required at proposal application for BGF developments that are also seeking 811 Project Rental Assistance.

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<i>Rental Subsidy Commitment Letter, if any</i>	■	■		■	■	

OHFA will only consider subsidy that is awarded to a specific project (“project-based”) by a third-party such as a housing authority, the U.S. Department of Agriculture Rural Development (USDA) or other entity. OHFA may issue guidance or require the use of template forms documenting the receipt of non-federal subsidies.

**Proposal:** If the development currently receives a rental subsidy, a copy of the contract governing that transaction shall be included with the proposal application. If the development does not currently receive a rental subsidy but is seeking one, it shall provide a letter or other evidence from the housing authority describing the process and timeline for obtaining the subsidy. The letter must specify the annual subsidy amount, how long the subsidy will be provided and the number of units being subsidized. The letter must be signed and include contact information for the subsidy provider.

**Final:** If the development will receive a rental subsidy, it shall provide conclusive proof of commitment of that subsidy at final application. Proof may include an executed commitment to enter into a binding agreement.

<i>Public Notification</i>	■			■		
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The application shall include evidence that the public notification process for local elected officials was completed.

The applicant must notify, in writing, certain officials from

1. The political jurisdictions in which the development will be located; and
2. Any political jurisdiction whose boundaries are located within one-half mile radius of the development’s location.

The officials to be notified include

1. The chief executive officer and the clerk of the legislative body for any city or village (i.e. mayor and clerk of council);
2. The clerk of the board of trustees for any township;
3. The clerk of the board of commissioners for any county;
4. State representative(s);
5. State senator(s).

The applicant will use the OHFA letter template and include all information requested. The notification must state the applicant’s intent to develop housing using OHFA funding. The notification must be in writing and sent via certified mail, return receipt requested. Submit a copy of the stamped post office receipt, return receipt not required, for certified mail and copies of notification letters with your proposal application.

Scattered site developments must complete the public notification process for all sites represented in the proposal application. If awarded funds, this requirement must be completed again for all sites represented in the final application prior to construction completion.

Applicants are encouraged to contact the appropriate local government officials prior to submitting an application to inform these parties of details concerning the housing proposal. OHFA will accept public comments about proposal applications at any time and will consider public comments during the review process.

<i>Related Party Transaction Questionnaire</i>	■			■		
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The proposal application shall include the **Related Party Transaction Questionnaire** for any transactions between related parties.

<i>Relocation Plan and Forms (Existing Rental Units Only)</i>		■			■	
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Any development involving acquisition and rehabilitation of existing and occupied units that will result in permanent displacement of any residents shall submit a complete **Acquisition, Relocation and Demolition Questionnaire** and the Relocation Assistance Plan at final application. OHFA reserves the right to prohibit, limit, or mitigate any permanent displacement based on the information contained in the Acquisition, Relocation and Demolition Questionnaire.

If a development will result in resident relocation during the construction period, the final application will include a narrative detailing the tenant relocation plan or strategy. The narrative will address the method(s) for relocating residents, provide a breakdown of any associated costs and identify if tenants will be permanently displaced.

<i>Scoring Workbook</i>	■			■		
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The proposal application shall contain a scoring workbook and any supporting documents. OHFA may choose to imbed the scoring workbook in the AHFA/GFA.

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDGF Proposal	HDGF Final	HDGF Closeout
<i>Site Visit Folder</i>	■			■		

OHFA may conduct a site review for all proposals to evaluate and determine the suitability of a prospective site for housing development. In its discretion, OHFA may waive the site visit requirement for any project that previously received a site visit. If a prospective site is deemed unsuitable based on the site review, the application will be removed from further consideration. Up to two applicant representatives familiar with the proposal application are encouraged to accompany OHFA staff to answer any questions. The applicant may request in advance that additional representatives be present if necessary and acceptable to OHFA. Applicants for scattered-site developments must be available to provide a tour of the sites and surrounding areas. OHFA will coordinate scheduling for all site visits.

The application shall include a pocket folder containing a detailed map clearly depicting the physical location of the site, the nearest intersection, and all roads leading to the site. OHFA reserves the right to remove applications from consideration if the maps are illegible. The pocket folder shall also contain a copy of the proposal summary, cell phone and email contact information for all members of the development team, a site plan showing all building elevations and any other information set forth in the application.

<i>Supportive Services Plan</i>			■			■
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All developments shall provide service coordination to the resident population and linkages to information and resources appropriate to the population. The application shall include evidence of salaried or in-kind service coordination on-site, contiguous, or accessible to the development. All service coordinators shall have a history of serving the targeted area or population. OHFA recommends service providers post hours of operation and maintain a physical presence in a visible location at the development.

The Supportive Services Plan (SSP) must be unique to the development, identify the population served and be customized to that population. OHFA reserves the right to reject any generic SSP that is not tailored to the proposal. The SSP must include the following information and be provided in a format approved by OHFA:

- Performance period and, if different, length of service coordinator’s contract term
- Project service coordination funding amount and funding sources
- Methods to provide residents with information and referrals to all appropriate resources
- Specific services to be provided, including all of the following:
  - Identification of partnerships with qualified service-provider agencies
  - Methods to assess resident needs and develop a plan for service delivery
  - How transit will be provided to off-site services and referral entities
  - Memorandum of understanding with all applicable local service providers
  - Methods to monitor and evaluate service delivery and outcomes

OHFA’s Office of Program Compliance will monitor compliance with the project’s SSP while conducting on-site property reviews and through the Annual Owner Certification (AOC). Owners are required to submit the AOC on an annual basis per the IRS regulations. Through this AOC, owners will certify the SSP provided to OHFA has not changed and the services specified therein are still being offered.

**Service Enriched Housing:** Service Enriched developments may submit a plan accepted by the local Continuum of Care or Department of Housing and Urban Development (HUD), in place of items specified above. The SSP is due at Proposal Application but local service provider agreements may be submitted at 8609.

All supportive services plans for service enriched developments must address the following:

- Population(s) to be served and the experience that the supportive services provider(s) have serving the target population(s).
- Formal and informal methods that will be used to evaluate the success of the supportive services plan in meeting the individual needs of the residents, addressing overall issues of homelessness and how this information will be conveyed to OHFA and other organizations.
- Methods to provide assistance in applying for Medicaid and other benefits to ensure the needs of residents are met.
- Methods to link residents to services not offered on-site.
- Physical characteristics of the site, design and/or location that will enhance the lives of residents.
- Sources of funding for all supportive services and how the supportive services will be sustained over the 30-year extended use period.

<i>Third Party Cost Estimate</i>		■			■	
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Itemized cost estimates from an unrelated third party are required to substantiate the construction costs in the development budget. To be an unrelated third party, there can be no identity of interest between the organization providing the qualified cost estimates and any organization with an ownership interest, including the developer, the general contractor, any member of the development team, their subsidiaries or affiliates (the project architect may submit the estimate). The architect may constitute an unrelated third party provided the above conditions are met. If any member of the development team or ownership has an identity of interest with the entity providing the qualified cost estimate, the identity of interest relationship must be disclosed.

Estimates must indicate the status of the design process (i.e. preliminary drawings, working drawings with outline specifications, full-scale drawings and specifications, etc.).

The unrelated third party must indicate which standards/codes were used in developing the cost estimates.

The unrelated third party must submit a signed statement certifying that the cost estimates for any rehabilitation work being done are sufficient to meet the Ohio Development Services Agency’s [Residential Rehabilitation Standards](#).

Proposal Application Requirements	BGF Proposal	BGF Final	BGF 8609	HDFG Proposal	HDFG Final	HDFG Closeout
Utility Allowance Information	■	■		■		

**BGF Proposal:** The application shall include a utility allowance projection determined using any permissible or reliable calculation method including historic data.

**BGF Final and HDFG Proposal:** The application shall include utility allowance information consistent with the requirements of Section 42 of the Internal Revenue Code (IRC), IRS Regulation 1.42-10 and OHFA's **Utility Allowance Policy**. Applicants may refer to the OHFA Utility Allowance Policy for guidance on methods available to calculate utility allowances for various project types.

For properties with OHFA-awarded HOME funds committed on or after August 23, 2013, the Public Housing Authority estimate or other estimates that are not project-specific cannot be used for HOME units. Housing Credit Gap Financing applicants must review those program requirements and the Utility Allowance Policy for further information. OHFA will accept the following utility allowance methods and must approve these methods:

- Utility Company Estimates
- HUD Utility Schedule Model
- Engineer's Energy Consumption Model, calculated by a properly licensed engineer or qualified professional

VAWA			■			■
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Applicant must submit the development's emergency transfer policy for victims of domestic violence seeking safety, which incorporates reasonable confidentiality measures to ensure that the owner or manager does not disclose the location of the dwelling unit of a tenant to a person that commits an act of violence or stalking against the tenant. The policy shall meet any requirements set forth by HUD, IRS and/or OHFA as currently exist or may be issued prior to submission.

Zoning	■			■		
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The application shall include evidence that all sites are currently zoned for the proposed use in the form of a valid building permit or a letter from the local municipality stating that the current zoning will permit the proposed development. For jurisdictions with no zoning regulations in effect, a letter from the jurisdiction stating so is required. Evidence must be dated within one year of the proposal application due date.

OHFA reserves the right to waive or modify zoning requirements in circumstances it deems necessary for effective program administration. Formal zoning exceptions will be considered for developments that meet the following:

**Extreme, Unforeseeable Event.** The zoning requirement may be waived for projects involving new construction that encounter an extreme and unforeseeable delay. Requests for zoning exception will only be granted where the applicant can demonstrate that the local zoning process was correctly followed, all necessary documents were provided for local review and adequate time was given for local consideration, but, due to circumstances beyond the applicant's control, final approval was not timely granted. The **Exception Request Form** must be accompanied with a narrative describing the unique circumstances and a letter from the unaffiliated entity that caused the delay describing the situation and setting forth the timeline for obtaining the appropriate approval. OHFA reserves the right to require zoning either with the final application or prior to the release of funding decisions, based on the information provided by the applicant.

## Penalties

Violations of the requirements set forth in these Guidelines, 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 non-exhaustive sanctions:

- Refusal to increase, amend or otherwise alter allocations or awards;
- Removal of application from consideration;
- Cancellation or reduction of the funding award or reservation(s);
- Recapture of resources;
- Addition to the Good Partnership Exception List for a period of one year or more;
- A reduction in the developer fee in an amount to be determined by OHFA;
- Monetary fees;
- Permanent or temporary prohibition from participation in OHFA funding programs;
- Reduction in the number of applications an entity may submit/receive in future cycles;
- Referral to the IRS for investigation or penalty, if HTC funded;
- Referral to law enforcement for criminal and/or civil prosecution; and/or
- Other remedies as OHFA deems necessary.

## Bond Gap Financing (BGF) Program Guidelines

The BGF program provides gap financing assistance to developments using multifamily bonds with non-competitive (4%) HTC's to carry out moderate-scale rehabilitation or to construct new affordable housing serving low- and moderate-income households. The amount of funding offered in each BGF round will be announced publicly as that information becomes available.

Developments assisted through the BGF program are subject to all HTC requirements, as established in Section 42 of the IRC and further specified in the most current **QAP**, Multifamily Bond Guidelines and Multifamily Underwriting Guidelines. Projects that use bonds may be subject to prevailing wage requirements; OHFA encourages applicants to consult with legal counsel and the **Ohio Department of Commerce** for further information.

For developments involving rehabilitation of existing units, applicants will be further required to meet the **Residential Rehabilitation Standards** maintained by ODSA. The proposed scope of work will also be evaluated to determine whether rehabilitation will ensure 30-year sustainability.

### BGF Application Process

The BGF process involves the following steps:

- 1. Exception Request Deadline.** Prospective applicants submit, and OHFA evaluates exception requests. Decisions will be issued within two weeks of submission. OHFA will only consider exceptions for those items specifically allowed under these Guidelines and/or represented in the OHFA Exception Request Form. Applicants must submit the **Exception Request Form** via email to [ExceptionsPPD@ohiohome.org](mailto:ExceptionsPPD@ohiohome.org).
- 2. Proposal Submission.** Applicants submit proposals, and OHFA receives them by the date listed in the program calendar.
- 3. Competitive Review.** OHFA reviews proposals and the experience and capacity of the applicants. OHFA notifies applicants of deficiencies during the review process and provides two weeks to clarify.
- 4. Pre-Award Site Visit.** OHFA may conduct a site review to confirm the suitability of a prospective site for the proposed use. If a site is deemed unsuitable based on the site review, OHFA will remove the application from further consideration.
- 5. Initial Notice.** OHFA notifies applicants of proposals that qualify to move forward.
- 6. Preliminary Financial Analysis.** OHFA reviews proposals for financial feasibility. OHFA notifies applicants of deficiencies during the review process and provides two weeks to correct.
- 7. Threshold Review.** Concurrent with the Preliminary Financial Analysis, OHFA reviews applications for ability to proceed and compliance with IRS requirements. OHFA notifies applicants of deficiencies during the review process and provides two weeks to correct.
- 8. Announcement of BGF Awards.** OHFA announces award recipients on its **website** and by phone and/or in writing. Applicants may schedule a meeting with OHFA to plan next steps.

- 9. Next Steps Meeting.** OHFA may require successful applicants meet with OHFA staff.
- 10. Final Application Submission.** Applicants submit a final and complete application by the deadline shown in the program calendar including all supporting documentation and attachments. OHFA conducts both a threshold and underwriting review. OHFA reserves the right to remove applications at this stage that are incomplete or inconsistent.
- 11. HDAP and Bond Approval.** All HDAP awards are contingent upon receipt of OHFA Board and/or Controlling Board approval. Applicants must have inducement resolution before seeking OHFA Board approval for HDAP awards. If using OHFA’s bond financing, OHFA will not issue HDAP financing commitments until the development receives final bond approval.
- 12. Place in Service Meeting.** All HDAP awardees must attend a meeting with OHFA staff prior to placing a property into service.
- 13. Multiple Rounds.** OHFA may repeat the process as funding permits; if OHFA hosts a second round in a single program year, all information and documents required for the proposal and final applications must be submitted at the same time.

### BGF Additional Applicant Eligibility Requirements

Applicants, including the sponsoring organization and its members, must have experience with HTC development and must have placed in service at least one Ohio HTC development. Development teams who have placed into service non-Ohio HTC developments may seek an exception to this requirement. OHFA may require developers who lack sufficient experience and capacity to partner with a qualified developer.

The most qualified applicants will also have prior HDAP and Multifamily Bond experience or a demonstrated history of successfully meeting federal or state housing development financing regulations.

### BGF Funding Limits

The following funding limits shall apply. All developments are further subject to the **Cost Containment** requirements identified above and all cost reasonableness requirements set forth in the **Underwriting and Implementation Guidelines**.

# Affordable Units	HOME/OHTF Max Request	NHTF Max Request	Combined HDAP Per Unit Limit
150 Units or Less	\$1,500,000	\$500,000	N/A
151 Units or More <sup>4</sup>	\$2,500,000	\$500,000	\$10,000
Any Unit Count <sup>5</sup>	\$0	\$750,000	N/A

Applicants with successful experience and capacity using 4% HTC and HDAP may receive more than one BGF award. Applicants without successful 4% and HDAP experience must obtain written OHFA approval to apply for more than one award in a single program year.

<sup>4</sup> See the **BGF Local Initiative Option** section for more requirements regarding this scaled funding opportunity.

<sup>5</sup> Applicants that choose to forego OHTF and/or HOME funds and seek only NHTF funds may request up to \$750,000 in those resources.

## BGF Fees

OHFA will assess a non-refundable fee in the amount of \$2,500 for each the proposal and final applications. Fees must be included with the application. If, after the final application is received, subsequent and substantive changes require submission of a new AHFA, OHFA reserves the right to assess an additional application fee in the amount of \$2,500.

Item	Fee
Proposal Application Fee	\$2,500
Final Application Fee	\$2,500
Amendments to a Funding Agreement	\$500 per request
Extensions of a Funding Agreement	\$500 per extension
Compliance Monitoring Fee	\$1,500/unit

Additional fees may be required if also seeking a Housing Development Loan.

## BGF Calendar

The 2018 BGF application calendar is posted below. A second BGF round will only be offered if funds are available.

BGF Calendar	
Application Round I	
TBD	Application materials available on the OHFA website
April 14, 2018	Exception requests due to OHFA by 5:00 PM.
May 11, 2018	Proposal applications due to OHFA by 5:00 PM
June 29, 2018	Release of preliminary competitive scores
July 21, 2018	Announcement of Round I BGF Awards
TBD	Next steps meetings begin
Nov. 2, 2018	Final applications due to OHFA by 5:00 PM

BGF Calendar	
Application Round II (Existing Units Only, Pending Funding Availability):	
July 27, 2018	Announcement of funding availability for Round II
October 5, 2018	Exception requests due to OHFA by 5:00 PM
November 2, 2018	Final applications due to OHFA by 5:00 PM
December 7, 2018	Announcement of Round II BGF Awards
TBD	Next steps meetings

## BGF Scoring

If insufficient funds are available to satisfy all application requests, the following scoring system will be used to select BGF recipients. Applicants seeking NHTF funds will be subject to the additional scoring criteria in the NHTF Allocation Plan.

### BGF Set-Asides

In 2018, OHFA will administer the following BGF set-asides. Developments meeting the requirements set forth in each category will compete against like applications for the extent of the set-asides. One project may satisfy multiple set-asides. For all set-asides, if no applications are awarded through the competitive selection process, OHFA reserves the right to allocate the extent of these set-asides to the next highest scoring application. Set-asides not awarded in the first funding round will be carried over to the second funding round, if any.

- 1. Non-PJs.** Regardless of competitive score, OHFA reserves the right to administer any number of set-asides to developments in a non-participating jurisdiction necessary to satisfy OHFA's responsibilities under the OHTF program.
- 2. Family in High Opportunity.** OHFA will administer one set-aside award to a housing development that meets the requirements set forth below in the "Family in High Opportunity" criteria of the Development Characteristics section. No documentation is required; OHFA will confirm eligibility by the primary census tract.
- 3. Subject to Revitalization Plan.** OHFA will administer one set-aside award to a housing development that is located in an area subject to a Revitalization Plan as defined in the 2018-2019 QAP. Applicants must submit a copy of the Revitalization Plan.
- 4. Low-Population County.** OHFA will administer one set-aside to a housing development in a low-population county, defined as a county with a total population of less than 50,000. A map of eligible counties is presented in the Fiscal Year 2018 Housing Needs Assessment available on the OHFA website (see Exhibit 1-1, Population by County). No documentation is required; OHFA will confirm eligibility by the county.



- 4. Mid-Population County.** OHFA will administer one set-aside to a housing development in a mid-population county, defined as a county with a total population between 50,000 and 99,000. A map of eligible counties is presented in the Fiscal Year 2018 Housing Needs Assessment available on the OHFA website (see Exhibit 1-1, Population by County). No documentation is required; OHFA will confirm eligibility by the county.

**I. Development Characteristics**  
**Select One for 40 Points**

- 1. Family in High Opportunity.** Developments that serve families and are located in either a High or Very-High Opportunity census tract as defined by the 2018-2019 USR Opportunity Index. Development may be in either an urban or non-urban census tract. Developments may be either New or Preserved Affordability. Family developments include, but not limited to, those that serve tenant populations of individuals with children, and are not restricted to occupancy by persons 55 years of age or older. No documentation is required; OHFA will confirm eligibility by the AHFA.
- 2. Revitalization Area.** Developments that meet all the following criteria:
- Newly Affordable. The proposed development is New Affordability;
  - Revitalization Plan. The proposed development is located in an area subject to a Revitalization Plan as defined in the 2018-2019 QAP. Applicants shall submit a copy of the Revitalization Plan; and
  - Strong Growth. The proposed development is sited in a census tract that is rated “Strong Growth” in the 2018-2019 Community Change Index rating.
- 3. Access.** Developments located in a primary market area without any HTC housing for households aged 55 and older. Eligibility for points under this criterion will be confirmed by reference to the market study submitted at application.
- 4. Preserves a Financially Troubled Asset.** A Preserved Affordability developments that meet all of the following:
- Risk of Loss. Development is either at risk of default or foreclosure or has negative cash flow;
  - Recently Acquired. Development was acquired by applicant in the last two years, and had above conditions at the time of purchase and seller was not a related entity; and
  - No Reserve Stripping. A non-related seller did not retain or remove any operating, maintenance or other reserve funds as a result of or concurrent with the sale of the asset (meaning all reserves remained with the project upon sale or transfer from a non-related seller).

The applicant shall submit a brief narrative describing the troubled asset and those steps that were or will be taken to put the asset back into productive use and a copy of the sales agreement or other sufficient proof of adherence to the above requirements as determined in OHFA’s sole discretion.

- 5. Preserves an Asset Beyond Effective Useful Life.** Preserved Affordability developments that have been maintained through good management but contain at least one major component that is past its effective useful life. The developer/owner must have been the owner for at least three years and must remain a part of the ownership structure if seeking points for this criterion. Major components are defined in the **2018-19 QAP's Substantial Rehabilitation** section.

The applicant shall submit a brief narrative describing the management history, the components that need replacing, and a detailed itemization of the use of the project's replacement reserves. OHFA will determine this score in part by a site visit to verify the overall condition of all buildings in the proposed development, as well as the critical needs identified and supported in the Capital Needs Assessment. The proposed development cannot have undergone Substantial Rehabilitation in the last 15 years.

- 6. Preserves an Asset at Risk of Market Rate Conversion.** Preserved Affordability developments which have a significant risk of conversion to market rate use evidenced by an affordable rent advantage of at least 20 percent for each bedroom size in the primary market area. Eligibility for points under this criterion will be confirmed by reference to the market study, meeting all OHFA requirements, submitted at proposal application. OHFA will rely on the market analyst's estimation of achievable market rents as compared to achievable restricted rents to determine the affordable rent advantage. To quantify affordable rent advantage, the market study must clearly calculate and identify the following:  $\text{Affordable Rent Advantage} = 1 - (\text{maximum HTC rent of 60 percent Area Median Income} \div \text{achievable market rents}) * 100$ .
- 7. Permanent Supportive Housing.** Development meets the definition of Permanent Supportive Housing in the **2018-19 QAP**. No documentation is required; OHFA will confirm eligibility by the AHFA.
- 8. RAD.** The development is participating in the Rental Assistance Demonstration (RAD) program. The application shall provide documentation the proposal is participating in a RAD conversion.

**II. BGF per Unit**  
***Select One for Up to 15 Points***

OHFA will award up to fifteen points to proposed developments based on the BGF requested per affordable unit. This will be calculated by dividing the total BGF amount requested (including NHTF funds) by the total number of affordable units. No documentation is required; OHFA will confirm eligibility by the application.

- 15 points will be awarded to proposals with \$10,000 BGF per unit and below
- 12 points will be awarded to proposals with \$10,001 - \$15,000 BGF per unit
- 10 points will be awarded to proposals with \$15,001 - \$25,000 BGF per unit

### III. Income Targeting *Select One for 15 Points*

Eligibility will be determined by the AHFA; units must be properly identified in the budget and supported by the market study. Income targeting units may not overlap with any units committed under the 811 section. Units supported with NHTF funding may be counted towards this requirement.

1. **Urban Census Tract.** A minimum of 10 percent of all affordable units will be occupied by and affordable to households at or below 30 percent of Area Median Income (AMI) and the development is located in an urban area.
2. **Non-Urban Census Tract.** A minimum of five percent of all affordable units will be occupied by and affordable to households at or below 30 percent of Area Median Income (AMI) and the development is located in a non-urban area.

### IV. Neighborhood Development and Impact Initiatives *Select Up to Two for 15 Points Each*

1. **Aging in Place.** Developments in which all affordable units incorporate all elements identified in the Aging in Place Design Requirements, enclosed as Appendix A. No documentation is required; compliance will be assessed at the final site visit, prior to issuing the 8609.
2. **Green.** Developments that meet the green building standards outlined in the 2015 Enterprise Green Communities Criteria, Leadership in Energy & Environmental Design (LEED) Certification by the U.S. Green Building Council, or ICC 700 National Green Building Standards (NGBS) by Home Innovation Research Labs (formerly the NAHB Research Center) and that successfully achieve program certification for the proposed development. No documentation is required at proposal; evidence of certification is required at 8609.
3. **Non-Food Desert.** Developments located in a census tract where 9.9 percent or less of households lack a grocery store within a half-mile and a car. A list of qualifying census tracts is posted in the **2018 Data File** on OHFA's website. Alternately, applicants may submit proof that a grocery store selling fresh produce is located within a half-mile of the development or is a component of the proposed development.

All applicants must submit proof that at least one grocery within a half-mile accepts SNAP EBT or WIC at application to earn points for this criterion. If a project is sited in multiple census tracts, all tracts must meet the above qualifications.

4. **Transit.** Developments located within a half-mile radius of a public transit stop or facility offering service at regular frequencies (at least five outbound and five inbound trips per weekday) to local or regional destinations. On-demand service does not satisfy this criterion. The applicant must submit a map showing the distance from the proposed development to the nearest public transit stop and documentation detailing the route(s), service frequency, operating hours and associated costs to residents for all transit services accessible to the development and within the required half-mile radius.

- 5. Affordable Housing Demand.** Counties in which the portion of subsidized housing units as a percentage of the low-income renter population is 20 percent or less as defined by Exhibit 7-3 in the Fiscal Year 2018 Housing Needs Assessment. A list of qualifying counties is posted in the **2018 Data File** on OHFA's website. No documentation is required; OHFA will confirm eligibility by the county.
- 6. 811.** To receive points, applicants must submit a pre-approval letter from OHFA that confirms one of the following:
- Proposal Units.** The BGF proposal was evaluated for program requirements and 10 percent of all units or five units, whichever is greater, will participate in the 811 program.
  - Existing Portfolio Units.** A prior HTC development that is currently in-service was evaluated for program requirements and a number of units equivalent to the above calculation will participate in the 811 program. This portfolio deal must be a new commitment and cannot have previously been committed to the 811 program.

811 units may not overlap with any units committed under the Income Targeting section. Units may not overlap with any commitments made pursuant to other funding programs. Proposals that incorporate 811 units must clearly and accurately identify those units on the AHFA; contact OHFA staff if you need assistance.

Only one-bedroom units may participate in the 811 program; OHFA reserves the right to amend the unit mix in its discretion. Pre-approval applications are due to OHFA no later than 30 days before the relevant application deadline.

- 7. Preservation Only: Preserves Significant Subsidy.** Developments in which at least 70 percent of the affordable units preserve a federal, project-based rental subsidy administered by HUD or USDA. Units that were not previously subsidized but received a pre-approval commitment to participate in 811 may be included in the 70 percent calculation. Proof of the subsidy must be included with the application and reflected in the AHFA. Section 9 Public Housing (unless undergoing a RAD conversion as part of the development) and subsidies that are not project-based do not qualify.
- 8. Family Only: MHA Waitlist Priority.** Family developments that meet both of the following requirements: (1) at least 10 percent of the total affordable units are three or more bedroom units and (2) all affordable units will be marketed to family households on an MHA waitlist for an available unit. Eligibility for points under this criterion will be confirmed by reference to the application that must reflect the required unit mix. A draft Affirmative Fair Housing Marketing Plan must also be submitted evidencing policies and procedures for marketing affordable units to the target population.
- 9. Family Only: Education.** Family developments either (1) sited within a school district graded "B" or higher or (2) sited within the assignment area of an individual school graded "B" or higher in the Ohio Department of Education's Performance Index measurement. Applicant shall submit a copy of the school or district's 2015-2016 or 2016-2017 Ohio School Report Card and proof that the development is sited within the allowable area.

**10. Senior Only: Campus-Based Care.** An independent senior development is part of an existing campus that currently offers, is under construction to provide or has submitted a funding application to OHFA for at least two of the following:

- a. Assisted living where 25 percent or more of units are exclusively reserved for or currently occupied by persons receiving Medicaid Assisted Living Waivers;
- b. Nursing home where 25 percent or more of units are exclusively reserved for or currently occupied by persons receiving Medicaid;
- c. Adult day care center;
- d. At least one part-time healthcare service, either included within one of the above facilities or as a stand-alone facility, including but not limited to vision, dental, podiatry care or a geriatric-oriented healthcare service.

For purposes of this section, “campus” means that each facility is within one half-mile of each other facility. To qualify, applicants shall submit a campus map, proof of common ownership or management/operator and policies or other materials demonstrating adherence to the above requirements. OHFA reserves the right to require the use of template letters or other standardized materials to demonstrate conformity with these requirements.

#### **BGF Tiebreakers**

1. Developments with the greatest number of affordable units.
2. Should a tie still remain, OHFA will select the project that it believes, in its sole and unfettered discretion, best serves the strategic housing needs identified in the **2018 Annual Plan**.

#### **BGF Local Initiative Option**

Developments that contribute to a comprehensive, multi-phase or transformative urban development effort may seek consideration to participate in the BGF Local Initiatives Option. A maximum of one developments may be selected for this program. To participate, the development must meet the following criteria:

- The development receives 100 points in the BGF scoring;
- The development Preserves Affordability for at least 150 affordable units;
- The development is located within an urban area;
- The development is either within the target area of a Revitalization Plan or the development is sited in a census tract that is rated “Strong Growth” in the Community Change Index rating; and
- The development provides for a mix of housing types, including market-rate.

Applicants meeting the above criteria may request up to \$10,000 in BGF funds per unit up to \$3,000,000 as further detailed in the “BGF Funding Limits” section.

One developer may not receive the Local Initiative Option in both 2018 and 2019. If the developer plays any role other than developer, including general contractor or consultant, in a 2019 Local Initiatives Option proposal it shall contact OHFA prior to proposal submission to discuss the scope to that role.

**Required Submission:** At proposal application, applicants must submit a narrative describing the development, a proposed development timeline, and the development team's management plan.

**Evaluation:** Preference will be given to developments leveraging the greatest amount of resources. For these purposes, "leverage" is measured by the formula:

$1 - (\text{BGF Request} \div \text{Total Development Costs})$

## Housing Development Gap Financing Guidelines

The HDGF program provides financing assistance to developments that do not receive HTCs. HDGF projects involve the rehabilitation of existing housing or the creation of new units of affordable housing for households with low incomes and/or special needs. The amount of funding offered in each HDGF round will be announced publicly as that information becomes available.

Developments assisted through the HDGF program are subject to the requirements set forth in OHFA's **Underwriting & Implementation Guidelines** and **Design & Architectural Standards**. For developments involving rehabilitation of existing units, applicants will be further required to meet the **Residential Rehabilitation Standards** maintained by ODSA. The proposed scope of work will also be evaluated to determine whether rehabilitation will ensure 30-year sustainability.

### HDGF Application Process

The HDGF process involves the following steps:

- 1. Experience and Capacity Reviews.** Applicants are required to submit the Experience and Capacity Review at least 30 days prior to submitting a proposal application. The information must be submitted for both the ownership entity and the developer(s). OHFA will review and respond within one week.
- 2. Exception Request Deadline.** Prospective applicants submit and OHFA evaluates exception requests. Exception requests are due no later than two weeks before the application window opens; decisions will be issued upon review. OHFA will only consider exceptions for those items specifically allowed under these Guidelines and/or represented in the OHFA **Exception Request Form**. Applicants must submit the Exception Request Form via email to [ExceptionsPPD@ohiohome.org](mailto:ExceptionsPPD@ohiohome.org).
- 3. Proposal Submission.** Applicant submits a proposal and OHFA receives on or before the date listed in the program calendar.
- 4. Proposal Interview.** OHFA may require an interview with representatives of a proposal.
- 5. Competitive Review.** OHFA reviews proposals including the extent to which they further OHFA priorities. Because OHFA requires minimal documentation at the proposal phase, OHFA will not allow any deficiencies to be cured.
- 6. Pre-Award Site Visit.** OHFA may conduct a site review to evaluate and determine the suitability of a prospective site for the proposed use. If a site is deemed unsuitable based on the site review, the application is removed from further consideration.
- 7. Announcement of HDGF Awards.** OHFA announces award recipients on its **website** and by phone and/or in writing. Funds are not reserved until a final application is received and approved by OHFA.
- 8. Next Steps Meeting.** OHFA may require successful applicants meet with OHFA staff.

9. **Final Application Submission.** Applicant submits a final and complete application by the deadline shown in the program calendar including all supporting documentation and attachments. OHFA conducts both a threshold and underwriting review. OHFA reserves the right to remove applications at this stage that are incomplete or inconsistent.
10. **Board Approval.** All HDAP awards are contingent upon OHFA Board and Controlling Board approval.
11. **Place in Service Meeting.** All HDAP awardees must attend a meeting with OHFA staff prior to placing a property into service.
12. **Multiple Rounds.** The process will repeat in further rounds as funding permits.

### HDGF Additional Eligibility Requirements

All applicants shall have experience developing the type of housing proposed and working with the proposed target populations or shall partner with an entity who has that requisite experience. OHFA will work with developers and owners that have experience in successfully completing multifamily housing developments and/or a demonstrated ability to proceed in a timeframe consistent with the requirements of applicable federal and state regulations. Applicant must have ability to meet all requirements contained in the [Underwriting & Implementation Guidelines](#) as demonstrated, in part, through a complete and compliant application package.

Developments must contain four to 24 units. OHFA reserves the right to require applicants to contract with a qualified construction management company to evaluate the progress and quality of construction and provide written reports to OHFA.

### HDGF Funding Limits

Applicants may seek up to \$500,000 in OHTF/HOME HDGF per project and/or \$750,000 in NHTF HDGF per project. Unless otherwise approved by OHFA, developers and owners are limited to one award.

HOME/OHTF Request	NHTF Max Request	Total HDGF Award
\$0 – \$500,000	\$750,000	\$1,250,000

OHFA will not provide more than 50 percent of the total development costs unless it grants prior written approval.



## HDGF Fees

OHFA will assess the following non-refundable fees. Fees must be included with the application. If, after the final application is received, subsequent and substantive changes require submission of a new GFA, OHFA reserves the right to assess an additional application fee in the amount of \$500.

Item	Fee
Proposal Application Fee	First App \$500, Subsequent Apps \$200/Ea
OHTF/HOME Final Application Fee	\$500 per application
NHTF Final Application Fee	\$3,000 per application
Amendments to a Funding Agreement	\$500 per request
Extensions of a Funding Agreement	\$500 per extension

## HDGF Calendar

OHFA will offer two submission windows in a summer round and one submission window in a winter round. The eligibility for each round is set forth below. The summer round is limited to applicants with committed Federal Home Loan Bank (FHLB) Affordable Housing Program (AHP) resources or projects that do not include this funding source. The winter round is limited to applicants who were successful in receiving a FHLB AHP award in its most recent funding cycle. The full 2018 HDGF application calendar is below.

HDGF Calendar	
Summer Round	
TBD	Application materials available on the OHFA website
May 4, 2018	Experience & Capacity Submissions due for June window
May 21, 2018	Exception Request Deadline for June window
June 4-14, 2018	June proposal applications accepted, due to OHFA by 5:00 PM
June 28, 2018	Announcement of June applicants selected to submit a final application
July 6, 2018	Experience and Capacity Submissions due for August round
July 22, 2018	Exception Request Deadline for August window
Aug. 6-16, 2018	August proposal applications accepted, due to OHFA by 5:00 PM
Aug. 31, 2018	Announcement of August applicants selected to submit a final application
Sept. 26, 2018	Final Applications due for proposals selected in the June window
Nov. 29, 2018	Final Applications due for proposals selected in the August window

HDGF Calendar	
Winter Round: Requires Affordable Housing Program Award	
November 2, 2018	Experience and Capacity Submissions due for December round
November 19, 2018	Exception Request Deadline for December round
Dec. 3-13, 2018	December proposal applications accepted, due to OHFA by 5:00 PM
Dec. 21, 2018	Announcement of December applicants selected to submit a final application
March 21, 2019	Last day to submit a final HDGF application to OHFA

## HDGF Scoring

If insufficient funds are available to satisfy all application requests, the following evaluation system will be used to select HDGF recipients. A committee of Planning, Preservation and Development staff will review proposals and staff recommendations will be forwarded to the Director of Planning, Preservation and Development for final approval. Applicants seeking NHTF funds will be subject to the additional scoring criteria in the NHTF Allocation Plan.

### HDGF Set-Asides

In 2018, OHFA will administer the following HDGF set-asides. Developments meeting the requirements set forth in each category will compete against like applications for the extent of the set-asides. For all set-asides, if no applications are awarded through the competitive selection process, OHFA reserves the right to allocate the extent of these set-asides to the next highest scoring application. Set-asides not awarded in the first funding round will be carried over to the second funding round, if any.

- 1. OhioMHAS Partnership.** OHFA will administer a funding set-aside to a minimum of one housing development with a new or existing mortgage through OhioMHAS and serving persons with severe and persistent mental illness.
- 2. DODD Priority.** OHFA will administer a funding set-aside to a minimum of one housing development that is prioritized by DODD. OHFA will grant the set-aside to the applicant that meets all threshold eligibility requirements and also has the highest priority of the DODD.

DODD may designate a primary and secondary priority, evidenced in a letter issued to the project. The applicant must submit the priority letter to OHFA with the proposal. To receive a priority designation, the project must be leveraged with capital funds from DODD for the purchase or rehabilitation of housing serving persons with developmental disabilities. Applicants must submit an application to DODD for priority review, in accordance with any procedure DODD deems appropriate, including policies regarding disability integration.

### HDGF Priorities

OHFA will apply the following priority considerations to all HDGF proposals. When evaluating proposal submissions, OHFA staff will consider the needs of the project, the applicant's experience and any risk in the project, including the applicant's knowledge of OHFA programs as demonstrated in the proposal submission and the completeness of the proposal.

- 1. Applicant/Developer Experience and Capacity.** OHFA will prioritize development teams that have placed in service at least one affordable housing project that included local, state or federal funding in the past five years. In addition to all other experience narratives, the applicant will provide copies of any documentation or reporting evidencing the closing of these resources which may include copies of final close out reports and/or 8609s with further documentation that the applicant was a majority owner or the developer.
- 2. Financial Capacity.** OHFA will prioritize proposals with at least 10 percent of total financing sources conditionally committed at proposal application. OHFA will further prioritize proposals with 100 percent of non-OHFA financing sources conditionally committed at proposal application, including any deferred developer fee.
- 3. Location Priorities.** OHFA will prioritize proposals located in either a high or very-high opportunity census tract as defined by the 2018-2019 **USR Opportunity Index**. OHFA will also prioritize senior proposals located in a county where the share of population aged 55 and older is 25 percent or greater, as defined by reference to the **Ohio Housing Needs Assessment** (see Exhibit 1-5 Share of Population 55 and Older by County). No documentation is required; OHFA will confirm eligibility by the GFA.
- 4. Population Priorities.** OHFA will prioritize proposals that serve a population with unmet housing needs. This may include but is not limited to developments serving persons recovering from substance abuse disorder, human trafficking or living with disabilities.

## Joint BGF and HDGF Post-Award Information

### Funding Terms

The following requirements will apply to each award type:

#### Funding Terms for OHTF or HOME Loans:

- Two percent interest will be charged unless otherwise agreed to by OHFA based on the project's cash flow.
- Loan will mature at the end of the affordability period. The affordability period is defined as the minimum term required in 24 CFR Part 92 and any extended affordability period imposed by OHFA.
- If collateral is subordinate to a mortgage, OHFA must be in second or shared-second lien position unless otherwise agreed to by OHFA based upon good cause and sufficient supporting documentation.
- For Section 8 projects participating in the Mark-to-Market program, OHFA will require collateral in the portion of the owner's position to the extent that the HDAP assistance is used to fund the owner's 20 percent up-front rehabilitation contribution required by the Mark-to-Market program.
- Payments will be based on a percentage of the project's cash flow as defined by OHFA. If loan payments flow from a third party to the HDAP recipient, they will be excluded from cash flow analysis provided they are transferred to OHFA in full. Any remaining balance on the HDAP loan is due as a balloon payment at the end of the term or upon sale, whichever is first. On a case by case basis, OHFA may agree to subordinate to other government investors and accept payments consistent with their terms.
- Loan interest will accrue and repayment obligations will start following the project close-out, regardless of the Placed-in-Service date. Closed-out means the HDAP recipient leased the "assisted" units and provided the appropriate documentation to OHFA and OHFA approved the documentation.
- For HOME-funded developments, loans will be made to the development's ownership entity. OHTF-funded loans will be made to the HDAP recipient as the project's general partner, managing member or equivalent; the OHTF recipient may lend the funds to the project at a commercially reasonable rate. OHFA reserves the right to designate which eligible entity, if more than one, will be the recipient.
- NHTF funds are structured as a deferred loan with payment due on sale; the mandatory rental affordability period and the loan term are 30 years and the interest rate is 0.00 percent.

#### Funding Terms for OHTF or HOME Grants:

Grants must be requested by the applicant, including Permanent Supportive Housing applicants, and are available only if all the following conditions are met:

- The eligible applicant is the controlling general partner and is a 501(c)(3) or 501(c)(4) entity;
- At least 20 percent of the units in the development will be occupied by and affordable to households at or below 35 percent of AMI;

- The recipient must treat the funds as a grant for tax purposes; and
- The recipient cannot loan the funds to the development, but must treat it as a grant or capital contribution.

#### Funding Terms for NHTF Loans:

Awarded NHTF funds are structured as a deferred loan with payment due on sale. The mandatory rental affordability period and the loan term are 30 years. The interest rate is 0.00 percent. Addition requirements are set forth in HUD's Interim Rule at **24 CFR Parts 91 and 93** and Interim Rule FR-5246-I-03.

### Funding Commitments and Closing an HDAP Loan

OHFA will enter into a funding agreement with the HDAP recipient and limited partnership. Once the funding agreement is signed by all appropriate parties, the HDAP recipient may request a closing of the HDAP note and mortgage.

A template closing **checklist** is available on the OHFA website. The template checklist does not include any project-specific closing conditions determined during the underwriting process, which will be set forth in the funding agreement. The recipient must submit all checklist items no less than thirty days before the desired closing date.

The HDAP recipient must remain the majority/controlling partner, sole owner or a general partner/managing member during the entire construction phase. Changes to the HDAP recipient after the construction phase must be approved by OHFA in writing.

### Subsequent Changes

Following final application approval and continuing through the duration of the affordability period, the HDAP recipient must notify OHFA immediately of proposed changes to the project and seek OHFA approval to implement these changes. Prior to the final close-out report, notification must be directed to the project's assigned underwriting or project administration analyst; following final close-out, notification must be sent to the Project Portfolio Manager at **[OHFAProjectChanges@ohiohome.org](mailto:OHFAProjectChanges@ohiohome.org)**. Such changes include, but are not limited to, changes in the development team (developer, general contractor, sales agent/management entity, etc.), changes in the number of units or unit mix and changes to the target population.

Change requests shall be sent to

Ohio Housing Finance Agency  
Office of Planning, Preservation and Development  
57 East Main St., 4th Floor  
Columbus, OH 43215

### Project Administration and Drawing HDAP

Once developments have a signed funding agreement, they will be referred to a Project Administration Analyst. The analyst will guide them through the construction, draw and close-out process. More information can be found on the **Project Administration** webpage.

Applicants are encouraged to consult the Guide to Drawing HDAP Funds for questions that arise during the project's construction phase related to disbursement of HDAP funds.

OHFA reserves the right to modify the draw schedule as it deems necessary for efficient and effective program operation. HDAP recipients may be prohibited from drawing HDAP funds until the project is placed into service and a final performance report is submitted to OHFA.

## Construction Monitoring

The HDAP recipient shall notify OHFA of the construction start date no less than five business days before the anticipated construction commencement date. Notification shall be directed to [ConstructionMonitoring@ohiohome.org](mailto:ConstructionMonitoring@ohiohome.org). The HDAP recipient shall provide OHFA a copy of all change orders or other documentation altering the approved design, contract work scope and/or completion date prior to execution.

To facilitate appropriate construction monitoring and timing of next steps, the owner and/or developer shall submit Quarterly Construction Monitoring Reports, through the link provided on the Project Administration webpage, beginning the first quarterly reporting period following OHFA Board approval. OHFA staff will also visit the site throughout the project to verify quality of work, site safety and adherence to the construction schedule.

For HDGF developments, OHFA reserves the right to require construction monitoring reports provided by a qualified third-party inspector, including an architect or professional with experience in construction management.

<sup>1</sup> If no set-aside applications are awarded through the competitive selection process, OHFA reserves the right to transfer the extent of these set-asides to the next highest scoring proposal.

# Joint BGF and HDGF Compliance Monitoring Requirements

## HTC Developments

The monitoring process established for HTC developments determines if a property is complying with requirements of the IRC. The HTC monitoring process is further outlined in IRC Section 42, IRS Regulation 1.42-5, the most recent or current **QAP** and other OHFA policies.

Compliance with the requirements of the IRC is the sole responsibility of the owner of the building for which the HTC was allocated.

HTC projects are required to comply with the following, in addition to other requirements described in guidance published on the OHFA **Office of Program Compliance** web site.

1. All residents must be income-qualified and adjusted for family size prior to moving into the unit. Units must be rent-restricted as provided for in the IRC. All units allocated HTC must be safe, decent and sanitary housing units complying with local building, health, safety and zoning codes and the Uniform Physical Condition Standards (UPCS).
2. Before placing the project in service, the owner/agent must schedule a “placed-in-service meeting” with the OHFA Program Compliance Analyst assigned to the project to discuss the lease up of the HTC project. This meeting must be scheduled within six but no less than three months prior to the placed-in-service date. OHFA will attempt to combine placed in service meetings when an owner/agent is placing several projects into service within the same general time period.
3. At least six months prior to the placed-in-service date, the owner/agent individual(s) responsible for final approval of resident files or the site manager/leasing consultant who processes the Tenant Income Certifications for buildings receiving 8609 Forms will be required to attend the OHFA Tax Credit Compliance Training. Compliance trainings offered by other organizations (e.g. Quadel Consulting) will not be acceptable to OHFA. Additionally, once the project is placed-in-service and has received form 8609s, a representative of the owner and/or management company must attend the OHFA Tax Credit Compliance Training every two years.
4. Within fifteen days of placing the last building in service, the project owner must forward a letter to the OHFA Program Compliance Analyst assigned to the project indicating the date on which the last building was placed-in-service. Based on this communication, the project will be preliminarily scheduled for a lease-up monitoring visit.
5. The owner of a HTC development must keep records for each qualified low-income building in the project for each year of the compliance and extended use period. These records must include, but are not limited to, the following for each building in the project:
  - a. The total number of residential rental units in the building (including the number of bedrooms and the size in square feet of each residential rental unit);
  - b. The percentage of residential rental units in the building that are low-income units;
  - c. The rent charged on each residential rental unit in the building (including any utility allowances);

- d. The number of occupants in each low-income unit;
  - e. The unit vacancies in the building and information showing when and to whom the next available units were rented;
  - f. The annual income certification of each low-income resident per unit (if applicable);
  - g. Annual student status certification;
  - h. Demographic information;
  - i. Documentation to support each low-income resident's income certification. Resident income is calculated in a manner consistent with the determination of annual income under Section 8 of the United States Housing Act of 1937 ("Section 8"), not in accordance with the determination of gross income for federal income tax liability;
  - j. The eligible basis and qualified basis of the building at the end of each year of the credit period, compliance and extended use periods; and
  - k. The character and use of the non-residential portion of the building included in the building's eligible basis under IRC Section 42(d).
6. The owner of a HTC development is required to retain the records described in Item 5 above must be maintained for six years after the applicable Housing Credits were claimed on the owner's federal tax return. All records related to the first year that credits were claimed or the first year of occupancy by Housing Credit households must be maintained for six years after the compliance period ends for a total of 21 years.
7. The owner is responsible for reporting to OHFA annually through the DevCo online system. The reporting process currently requires the submission of an Annual Owner Certification and resident and project data using the XML upload or housing credit software (e.g. Yardi) as well as other reports and certifications necessary to evidence compliance with any gap financing provided through an OHFA program. New projects or those in lease-up phase must submit an Annual Owner Certification if one or more residents were income-qualified during the reporting year. If a property was sold at any time during a reporting year, the owner/property management company that was in place as of December 31 of the reporting year is responsible for completing and submitting the Annual Owner Certification and tenant data for that reporting year.

When completing the owner certification, the owner is certifying that for the preceding 12-month period the owner met the following requirements:

- a. The 20-50 test under IRC Section 42(g)(1)(A), or the 40-60 test under section 42(g)(1)(B), whichever minimum set-aside test was applicable to the project; and if applicable to the project, the 15-40 test under sections 42(g)(4) and 142(d)(4)(B) for "deep rent skewed" projects;
- b. There was no change in the applicable fraction (as defined in section 42(c)(1)(B)) of any building in the project or that there was a change, accompanied by a description of the change;



- c. The owner has received an annual income certification from each low-income resident, as appropriate, and documentation to support that certification; or, in the case of a resident receiving Section 8 housing assistance payments, the statement from a public housing authority described in paragraph (b)(1)(vii) of this section;
- d. Each low-income unit in the project was rent-restricted under Section 42(g)(2);
- e. All units in the project were for use by the general public and used on a non-transitional basis (except for transitional housing for the homeless provided under Section 42 [i][3][B][iii]);
- f. Pursuant to requirements under Treasury Regulation 1.42-5, the buildings and low-income units were suitable for occupancy, taking into account local health, safety and building codes and the state or local government unit responsible for making local health safety, or building code inspections did not issue a violation report for any building or low-income unit in the project. If a violation report or notice was issued by the governmental unit, attach a statement summarizing the violation report or notice or a copy of the violation report or notice to the annual certification and state whether the violation has been corrected;
- g. There was no change in the eligible basis (as defined in Section 42[d]) for any building in the development, or if there was a change, the nature of the change (e.g. a common area has become commercial space, or a fee is now charged for a resident facility formerly provided without charge);
- h. All resident facilities included in the eligible basis under Section 42(d) of any building in the project, such as swimming pools, other recreational facilities and parking areas, were provided on a comparable basis without charge to all residents in the building;
- i. If a low-income unit in the project became vacant during the year, that reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to residents having a qualifying income before any units in the project were or will be rented to residents not having a qualifying income;
- j. If the income of residents of a low-income unit in the project increased above the limit allowed in Section 42(g)(2)(D)(ii), the next available unit of comparable or smaller size in the building was or will be rented to residents having a qualifying income;
- k. The owner has not refused to lease a unit in the project to a Section 8 applicant because the applicant holds a Section 8 voucher or certificate;
- l. No finding of discrimination under the Fair Housing Act has occurred for the project. A finding of discrimination includes an adverse final decision by HUD, an adverse final decision by a substantially equivalent state or local fair housing agency or an adverse judgment from a federal court;
- m. For the preceding 12-month period, no residents in low-income units were evicted or had their tenancies terminated other than for good cause and no gross rents were increased other than permitted under Section 42; and

- n. An extended low-income housing commitment as described in Section 42(h)(6) was in effect. OHFA reserves the right to adjust the above requirements according to changes in federal regulations.
8. OHFA requires that the owner of a HTC development annually certify the residents' incomes and assets using the form(s) specified by the OHFA Office of Program Compliance. Projects that are 100 percent occupied by qualified low-income households may discontinue recertifications as described in Section 42 of the IRC.
9. The OHFA Office of Program Compliance will review resident files and conduct physical inspections of the buildings, common areas and units throughout the 15-year compliance period and extended use period. OHFA has the right to perform on-site inspections of any low-income housing project through the end of the extended use period. Buildings receiving new allocations of credits will be inspected no later than the end of the second calendar year following the year the last building in the project is placed-in-service. Some of the factors that determine the frequency and the number of units and buildings inspected include the type of funding in the property, whether the property is in extended use, whether the property is on OHFA's Watch List, changes in ownership or management company, scores compiled through an internal risk assessment, systemic non-compliance issues from past inspections and resident complaints. Properties may be inspected every year or some may have inspections every three years. Pursuant to Treasury Regulation 1.42-5(c)(2)(ii)(B), at least once every three years, OHFA will conduct on-site inspections of all buildings in the project, and for at least 20 percent of the project's low-income units, OHFA will inspect the units and review the low-income certifications, the documentation supporting the certifications and the rent records for the tenants in those units.
10. The owner/property management company will receive written notice of the inspection generally 30 days prior to the date of the inspection. The owner/property management company is responsible for ensuring all requested pre-inspection documentation (e.g. current rent roll) is submitted no later than 10 days from the date of the OHFA's notice of the scheduled review. Owners/property management companies that fail to timely submit the requested pre-inspection information may be subject to placement on OHFA's Multifamily Watch List and/or in "not in good partnership" status unless an extenuating circumstance prohibits the timely submission. OHFA will provide prompt written notice to the owner (generally 15 business days after the inspection) of the inspection findings. If the project is found not in-compliance, the owner will have up to 60 days from the date of the notification to correct any non-compliance issues found and give a written response to OHFA of corrective actions taken. OHFA may, with good cause, extend the correction period for up to six months.
  - a. During the correction period, an owner must correct any non-compliance and provide evidence to OHFA of such corrections.
11. When instances of non-compliance are identified, OHFA is required to file form 8823, "Low-Income Housing Tax Credit Agencies Report of Non-Compliance" with the IRS no later than 45 days after the end of the correction period and no earlier than the end of the correction period, whether or not the non-compliance is corrected. Form 8823 will be issued in accordance with the Uniform Physical Condition Standards (UPCS) even if the physical

non-compliance is corrected on the date of the inspection or the end of the correction period. OHFA must explain on Form 8823 the nature of the non-compliance or failure to certify (reference 26 CFR Par. 2. 1.42-5 [e][3]). In addition to notifying the IRS of non-compliance, OHFA may place the project on its Multifamily Watch List or consider the owner or manager not in good partnership with OHFA programs.

12. Compliance with the requirements of Section 42 of the IRC is the responsibility of the owner of the building(s) for which the tax credit is claimed. OHFA's obligation to monitor for compliance does not make OHFA liable for owner/agent non-compliance.
13. If OHFA is unable to serve notice on the property owner by mail and/or telephone during the compliance and extended use periods as defined by the IRS, OHFA will consider the property out-of-compliance and will notify the IRS by filing Form 8823 or take other appropriate action, such as designating the project and its owner/agent as "not in good partnership" with OHFA. Please note that OHFA will maintain one contact person per project. The owner/agent will agree upon the contact person and notify OHFA immediately of any change.
14. OHFA requires HTC owners to pay a one-time compliance monitoring fee. The fee amount for projects receiving a reservation will be \$1,500 per unit.
15. OHFA reserves the right to charge the owner and/or management company for costs incurred as the result of compliance reviews conducted outside of the normal inspection cycle.
16. It is the responsibility of the owner and its agents to ensure that the property management agent has all documents and information necessary to meet all rent, income or other requirements attached to all sources of funding used to develop the project. Such documents may include, but are not limited to, the HTC restrictive covenant(s), Housing Development Assistance Program (HDAP) funding agreement or other gap financing agreements.
17. Compliance requirements are communicated to owners and managers of HTC developments through the OHFA web site, training sessions, email updates and other means, such as the OHFA newsletter(s). Owners and managers are expected to consult these and other resources to ensure they are up-to-date regarding policies and procedures established by OHFA.
18. Changes in owner and/or management companies that occur after a development has placed-in-service must be approved by the OHFA Office of Program Compliance. The owner must request approval from the Office of Program Compliance by written request to the Project Changes team, reachable at [OHFAprojectchanges@ohiohome.org](mailto:OHFAprojectchanges@ohiohome.org), no later than 30 days prior to terminating the services of the current management company or sale of the property. Owners will be required to submit the request in accordance with OHFA's Ownership and Management Company Change Policy, to be made available on the OHFA website.

To ensure the proposed company or owner is sufficiently qualified to manage and/or operate a HTC development in Ohio and in accordance with applicable state and federal requirements, a representative of the proposed management company must submit evidence of an active Ohio Brokers License in accordance with 4735.022 of the Ohio Revised Code, where applicable. Any request for consideration of a management company who does not meet this requirement will be denied. Owners who fail to provide 30-day notice of an owner or management company change may further be subject to a fine of \$500 and placement on OHFA's Watch List or not in good partnership.

## Housing Development Gap Financing

The recipient of the Housing Development Gap Financing funds will be responsible for compliance with applicable reporting, file and physical inspections and record keeping requirements described in guidance published on the OHFA [Office of Program Compliance's webpage](#). Owners of properties financed solely with OHTF must maintain affordability throughout the duration of the period specified in the funding agreement and in accordance with OHFA's policies. These properties will also be subject to following requirements:

- Before placing the project in-service, the owner/agent must schedule a "preoccupancy/placed-in-service meeting" with the OHFA Program Compliance Analyst assigned to the project to discuss the lease up of the OHTF project. This meeting must be scheduled to occur within the period three months prior to the place-in-service date, but no later than six days before the place-in-service date.
- Within 15 days of placing the last building in-service, the project owner must forward a letter to the OHFA Program Compliance Analyst assigned to the project indicating the anticipated date for the last certificate of occupancy. Based on this communication, the project will be preliminarily scheduled for a lease-up monitoring visit.
- The owner/agent must submit the Annual Owner Certification and tenant data in accordance with OHFA's most current policies.

OHFA reserves the right to conduct additional on-site inspections as warranted by issues such noncompliance, resident complaints and/or failure to submit the Annual Owner Certification.

## Utility Allowances

OHFA will require owners of projects that received an allocation of HOME funds on or after August 23, 2013, to request a utility allowance from OHFA's Office of Program Compliance. Owners of these projects will no longer be able to use the Public Housing Authority (PHA) allowance for the HOME units in the project. Effective January 1, 2017, owners of these projects are required to submit a utility allowance request for the HOME unit(s) by using the HUD Utility Model, utility company estimate or energy consumption (engineer) model. Projects that have a utility allowance mandated by another federal program (e.g. HUD Section 8, Rural Development) may use the utility allowance as determined by the housing contract. Due to the HOME program not allowing the PHA utility allowance to be utilized, a household with a housing choice voucher would not be able to meet the HOME utility allowance criteria. If selecting such a unit is the only option at the property, the owner must contact OHFA for further guidance. The procedures for requesting utility allowances are described in OHFA's Utility Allowance Policy as found on OHFA's website. Owners of projects financed with Ohio Housing Trust funds are not subject to this utility allowance requirement.

## Home Rent Approval Forms

Owners/recipients of projects that have received HOME funds are required to submit an OHFA HOME Rent Approval Form (OHFA HOME Rent Approval Form) on an annual basis. This new reporting requirement is the result of the 2013 Final HOME Rule. The 2013 Final HOME Rule amends §92.252(f)(2) to require that a participating jurisdiction (The Ohio Housing Finance Agency) must review and approve rents for each HOME-assisted rental project each year to ensure that the project complies with the HOME limits and that they do not result in undue increases from the previous year.

Owners of properties funded with Housing Trust funds are not required to submit this form.

## Quick Look: Proposal Requirements by Program

Proposal Application Requirements	BGF Proposal	HDGF Proposal
811 PRA Documents, if applicable	■	
Application Fee	■	■
Application Form	■	■
Appraisal	■	
Architectural Plans, DCFA and Certification	■	
Audited Financial Statements (Existing Units)	■	■
Capital Needs Assessment and Scope of Work	■	
Development Team Resumes	■	■
Development Team Consultant Statement	■	■
Exception Requests	■	■
Evidence of Site Control	■	■
Extended Use Agreement	■	
Market Study (New Construction)	■	■
Organizational Chart	■	■
Phase I Environmental Site Assessment (811)	■	
Rental Subsidy Commitment Letter, if any	■	■
Public Notification	■	■
Related Party Transaction Questionnaire	■	■
Scoring Workbook	■	■
Site Visit Folder	■	■
Utility Allowance Information	■	■
Zoning	■	■

## Quick Look: Final Requirements by Program

Proposal Application Requirements	BGF Final	HDGF Final
Application Fee	■	■
Application Form	■	■
Appraisal	■	■
Architectural Plans, DCFA and Certification	■	■
Articles of Incorporation (nonprofits only)	■	■
Authorization to Release Tax Information	■	■
Board Resolution	■	■
Capital Needs Assessment and Scope of Work		■
Changes from Proposal Application	■	■
Community Outreach	■	■
Conditional Financial Commitments	■	■
Evidence of Site Control	■	■
Federal Tax Identification Number	■	■
Good Cause Lease Addendum	■	■
Legal Description(s)	■	■
Management Company Capacity Review	■	■
Market Study	■	■
Multifamily Bond Financing Information	■	
Notification to Statewide Accessibility Groups	■	■
Phase I Environmental Site Assessment	■	■
Rental Subsidy Commitment Letter, if any	■	■
Relocation Plan and Forms (Existing Rental Units Only)	■	■
Third Party Cost Estimate	■	■
Utility Allowance Information	■	

## Quick Look: Calendar by Program

BGF		HDGF	
Application Round I		Summer Round	
TBD	Application materials available on the OHFA website	TBD	Application materials available on the OHFA website
April 14, 2018	Exception requests due to OHFA by 5:00 PM	May 4, 2018	Experience and Capacity Submissions due for June window
May 11, 2018	Proposal applications due to OHFA by 5:00 PM	May 21, 2018	Exception Request Deadline for June window
June 29, 2018	Release of preliminary competitive scores	June 4-14, 2018	June proposal applications accepted, due to OHFA by 5:00 PM
July 21, 2018	Announcement of Round I BGF Awards	June 28, 2018	Announcement of June applicants selected to submit a final application
TBD	Next steps meetings begin	July 6, 2018	Experience and Capacity Submissions due for August found
Nov. 2, 2018	Final applications due to OHFA by 5:00 PM	July 22, 2018	Exception Request Deadline for August window
		Aug. 6-16, 2018	August proposal applications accepted, due to OHFA by 5:00 PM
		Aug. 31, 2018	Announcement of August applicants selected to submit a final application
Application Round II, If Any		Winter Round	
July 27, 2018	Announcement of funding availability for Round II	Nov. 2, 2018	Experience and Capacity Submissions due for December Round
Oct. 5, 2018	Exception requests due to OHFA by 5:00 PM	Nov. 19, 2018	Exception Request Deadline for December Round
Nov. 2, 2018	Final applications due to OHFA by 5:00 PM	Dec. 3-13, 2018	December proposal applications accepted, due to OHFA by 5:00 PM
Dec. 7, 2018	Announcement of Round II BGF Awards	Dec. 21, 2018	Announcement of December applicants selected to submit a final application
TBD	Next steps meetings	March 21, 2019	Last day to submit a final HDGF application to OHFA

## Quick Look: Calendar by Program

BGF Competitive Scoring	
Set Asides	Points
Non-PJs	NA
Family in High Opportunity	NA
Subject to Revitalization Plan	NA
Low-Population County	NA
Mid-Population County	NA
<b>Development Characteristics</b>	<b>Maximum 40</b>
Family in High Opportunity	40
Revitalization Area	40
Access	40
Preserves a Financially Troubled Asset	40
Preserves an Asset Beyond Effective Useful Life	40
Preserves an Asset at Risk of Market Rate Conversion	40
Permanent Supportive Housing	40
RAD	40
<b>BGF per Unit</b>	<b>Maximum 15</b>
<b>Income Targeting</b>	<b>Maximum 15</b>
<b>Neighborhood Development &amp; Impact Initiatives</b>	<b>Maximum 30</b>
Aging in Place	15
Green	15
Non-Food Desert	15
Transit	15
Affordable Housing Demand	15
811	15
Preservation Only: Preserves Significant Subsidy	15
Family Only: MHA Waitlist Priority	15
Family Only: Education	15
Senior Only: Campus-Based Care	15
<b>Total</b>	<b>100</b>

HDGF Competitive Scoring	
Set Asides	Points
OhioMHAS Partnership	NA
DODD Priority	NA
<b>HDGF Experience and Capacity</b>	<b>Threshold</b>
<b>HDGF Priorities</b>	
Applicant/Developer Experience and Capacity	Prioritized
Financial Capacity	Prioritized
Location Priorities	Prioritized
Population Priorities	Prioritized
<b>Total</b>	<b>NA</b>



## Appendix A: Aging in Place Design Requirements

Element	Design Requirement
Entry Way	<ul style="list-style-type: none"> <li>• High visibility address numbers (building and exterior units)</li> <li>• Lever hardware on inside and outside of all doors (including interior)</li> <li>• Provide at least one accessible means of egress/ingress for each unit. Single-family developments may seek a design exception to substitute an operating reserve fund to create accessible entryways upon resident request</li> </ul>
Door Thresholds	<ul style="list-style-type: none"> <li>• Exterior maximum of ½ inch beveled</li> <li>• Interior maximum of ¼ inch beveled or flush</li> </ul>
Interior Stairs/Halls/Doors	<ul style="list-style-type: none"> <li>• Lighting to illuminate all stairway(s), landings and hallway(s)</li> <li>• All doors must be 36 inches</li> <li>• Hallway width minimum 48 inches</li> </ul>
Electrical, lighting, Safety, Security	<ul style="list-style-type: none"> <li>• Light switches, thermostats and other environmental controls are placed in accessible locations no higher than 42 inches from floor</li> <li>• Thermostats must be easy to read (large numbers).</li> <li>• Electrical outlets, phone jacks and data ports are installed at least 18 inches from floor</li> <li>• Clear access space of 30 inches by 48 inches in front of switches, outlets and controls; except for in kitchen area where at least one reachable switch, outlet and control is required.</li> <li>• Rocker or touch light switches</li> <li>• Wired smoke alarms to allow for future installation of visual alarms</li> </ul>
Faucets	<ul style="list-style-type: none"> <li>• Lever handles or pedal-controlled</li> <li>• Thermostatic or anti-scald control</li> <li>• Pressure balanced faucets</li> <li>• Sink depth between 6-8"</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• A bath or half-bath on the main floor with a clear floor space of 30 inches by 56 inches</li> <li>• In units with two or more bathrooms, at least one bathroom must have a roll-in, no-threshold shower. In units with one bathroom it must have either a roll-in, no threshold shower or an ADA-compliant tub-shower combination. All tubs and showers must be installed according to ANSI 117 design standards.</li> <li>• Bracing (blocking) in walls around toilet for future installation of grab bars to support 250 – 300 pounds</li> <li>• Overhead light fixture in shower stall or over tub area</li> <li>• ADA compliant toilet</li> <li>• Sink/vanity or sink-without-vanity that accommodates a forward seated position. Adaptable and removable are permitted. Slip-resistant flooring</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>• Multi-level counters to accommodate people both seated and standing. At least one workspace counter must be no more than 34 inches from the floor.</li> <li>• At least one base cabinet shall have roll-out shelves.</li> <li>• Task lighting to illuminate work areas such as sink, stove and counters.</li> <li>• Drawers and cabinets have loop handles on drawers and cabinets.</li> <li>• Faucet is ADA compliant.</li> <li>• Sink area is designed with a base cabinet with retractable doors, no center stile and removable floor. Drain and water pipes are protected to avoid injury.</li> <li>• Either <ul style="list-style-type: none"> <li>◦ Range with smooth-top and front controls, or</li> <li>◦ A wall oven with a separate in-counter cook top. The cooktop must be able to be used by a person in a forward seated position. The base cabinet under the cooktop must have retractable doors, no center stile and removable floor. Smooth-top is not required.</li> </ul> </li> <li>• All flooring extends wall-to-wall so that it runs under the cabinets and appliances</li> <li>• At least one “reachable” outlet (maximum 24 inches reach over 36 inches height floor cabinet)</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Breaker box no more than 48 inches high in an accessible location, if designed for resident access and use</li> <li>• Closet clothes rod adjustable to 54 inches above floor in at least one bedroom with no more than a 48 inch reach</li> <li>• Bedroom and full bath on main floor is encouraged, but not required.</li> </ul>