

Exception Request Form
2022 Housing Development Gap Financing Program

The Office of Multifamily Housing establishes and administers policies for the development of affordable multifamily housing for the benefit of the public. Any request for an exception to program requirements must be submitted by the deadline indicated in the [HDGF Program Guidelines](#). Exceptions will be considered only for those items specifically noted on this form.

Instructions:

- 1. Complete a separate form for each individual Exception Request**
2. Name the file as follows: ProjectName – ExceptionRequest.pdf
3. Submit this form and all supporting documentation with the Notice of Intent to Apply

Date _____

Project Name _____

Project Address _____

Developer _____

Developer Contact Name _____

Developer Contact Email _____

Developer Contact Address _____

Developer Contact Phone _____

Architect/Architectural Firm _____

Construction Type (Check All) New Construction Rehabilitation Historic Adaptive Reuse

Population Served (Check All) Family Senior Service Enriched

Preserved or New Affordability New Preserved (if checked, subsidy source): _____

Other Important Information _____

Section 1: Programmatic Exceptions

Programmatic exceptions are **due with the Notice of Intent to Apply**. For each category below be as specific as possible and describe what actions you will take to best further the intent of the requirement. Provide supporting documentation as necessary to justify your request.

For each of these exceptions, please refer to the [HDGF Program Guidelines](#) for more detail.

Check	Guideline Section	Page	Exception
<i>HDGF Guidelines</i>			
<input type="checkbox"/>	Funding Availability and Limits		Exceptions to the 50% TDC limit for projects in non-PJ areas.
<input type="checkbox"/>	Eligible Applicants		Exception to team members in default or material non-compliance with any OHFA program being ineligible.
<input type="checkbox"/>	Eligible Applicants		Exception to requirement for qualified construction management company oversight.
<input type="checkbox"/>	Eligible Project Types		Exception to the maximum number of units.
<input type="checkbox"/>	Eligible Project Types		Exception to projects that received a prior HDAP award being ineligible.
<input type="checkbox"/>	Eligible Project Types		Exception to projects that received a prior LIHTC award being ineligible.
<input type="checkbox"/>	Cost Containment		Exception to cost containment limits.
<input type="checkbox"/>	Audited Financial Statements		Exception to required format of audited financial statements.
<i>Underwriting Guidelines</i>			
<input type="checkbox"/>	Related Party Acquisitions		Exception to permit cash settlements in HDAP project.

Justification

- For each category selected on page 2, describe your justification for requesting the exception. Be as specific as possible and describe what actions you will take to best further the intent of the requirement.
- Provide supporting documentation as necessary to justify your request.

Section 2: Design Exceptions

All requests for design exceptions are **due with the Notice of Intent to Apply**. For each category below, select all items you are seeking an exception for and use the narrative space below to describe the reason for the request and the actions you will take to best further the intent of the requirement.

Provide supporting documentation as necessary to justify your request including plans, elevations, site grading, or any other drawings that give context to the request. Refer to the [Design and Architectural Standards](#) for further requirements and details.

The OHFA staff architect will review requests and make a recommendation to the management team to accept, deny, or modify the exception.

Project Information
Total number of units in development:
Total number of units needing exception:
Utilizing federal or state historic tax credits?

New Construction

Check	Design Standards Section	Exception
<input type="checkbox"/>	Special Consideration (App. A)	Item is subject to conflicting, non-OHFA requirement
<input type="checkbox"/>	Special Consideration (App. A)	Unable to comply for compelling reason

Rehabilitation or Adaptive Reuse

Check	Design Standards Section	Exception
<input type="checkbox"/>	Accessibility	Compliance is technically infeasible
<input type="checkbox"/>	Items with 75+ EUL remaining	Replacement of item is required for green certification
<input type="checkbox"/>	Durable Materials - Exterior	Unable to meet one or more of the standards
<input type="checkbox"/>	Main Entry	Unable to meet one or more of the standards
<input type="checkbox"/>	Sidewalks	Unable to meet one or more of the standards
<input type="checkbox"/>	Outdoor Recreational Features	Unable to meet one or more of the standards
<input type="checkbox"/>	Durable Materials - Interior	Unable to meet one or more of the standards
<input type="checkbox"/>	Major Building System subcomp.	Unable to meet one or more of the standards
<input type="checkbox"/>	Common Areas	Unable to meet one or more of the standards
<input type="checkbox"/>	Elevators	Unable to meet one or more of the standards
<input type="checkbox"/>	Interior Doors	Unable to meet one or more of the standards
<input type="checkbox"/>	Floor Coverings	Unable to meet one or more of the standards
<input type="checkbox"/>	Unit Sizes	Unable to meet one or more of the standards
<input type="checkbox"/>	Bedroom Sizes	Unable to meet one or more of the standards
<input type="checkbox"/>	Bathrooms	Unable to meet one or more of the standards
<input type="checkbox"/>	Kitchen & Appliances	Unable to meet one or more of the standards
<input type="checkbox"/>	Laundry Facilities	Unable to meet one or more of the standards

Justification

- For each category selected on page 4, describe your justification for the request and the actions you will take to best further the intent of the requirement.
- Provide supporting documentation as necessary to justify your request including plans, elevations, site grading, or any other drawings that give context to the request. Refer to the Design and Architectural Standards for further requirements and details.

Section 3: Underwriting Exceptions

Underwriting exceptions are **due with the Notice of Intent to Apply**. For each category below be as specific as possible and describe what actions you will take to best further the intent of the requirement. Provide supporting documentation as necessary to justify your request. Refer to the [Multifamily Underwriting Guidelines](#) for further requirements and details on each of the below.

Check	UW Guide Section	Page	Exception
<input type="checkbox"/>	Development Budget: Construction Interest	5	Construction interest exception for long construction periods
<input type="checkbox"/>	Development Budget: Construction Contingencies	5	Construction contingency exception if required by other funding sources
<input type="checkbox"/>	Development Budget: Reserves	8	Minimum replacement reserve exception if required by other funding sources
<input type="checkbox"/>	Income & Expense: Vacancy	11	Vacancy rate exception for preservation properties with strong occupancy rate history
<input type="checkbox"/>	Income & Expense: Income/Expense Escalation	11	Escalation exception for HUD/RD/PHA properties with break-even operation subsidy
<input type="checkbox"/>	Income & Expense: Expenses	12	Service coordination expense exception for Service Enriched, senior, or if required by other funding sources
<input type="checkbox"/>	Income & Expense: Debt Coverage Ratio	12	First year stabilized DCR exception if upward trends in DCR are sustained over 15 years
<input type="checkbox"/>	Income & Expense: Debt Coverage Ratio	12	DCR exceptions for RD properties or developments with little hard debt and demonstrated, legitimate need
<input type="checkbox"/>	PCNA Standards: Qualifications	19	Third party qualified professional exception for small projects and adaptive reuse projects
<input type="checkbox"/>	PCNA Standards: Scope	20	Exception to use PCNA produced for USDA or RAD project

Justification

- For each category selected above, describe your justification for the request and the actions you will take to best further the intent of the requirement.
- Provide supporting documentation as necessary to justify your request.

