Ohio Housing Finance Agency

2026 Experience and Capacity Standards

Office of Multifamily Housing | Effective October 16, 2025

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A. Experience and Capacity Standards

The Experience and Capacity Standards for an entity applies to all programs administered by the Ohio Housing Finance Agency's (OHFA) Office of Multifamily Housing including, but not limited to, the following programs:

- **9% LIHTC**
- **4% LIHTC Only**
- **4% LIHTC Affordable Assisted Living**
- **4% LIHTC with Ohio LIHTC**
- **4% LIHTC with Bond Gap Financing**
- **Housing Development Gap Financing (HDGF)**

OHFA will review and approve the Experience and Capacity of each member of a development team, defined below, participating in an application prior to the entity submitting a program application. The Experience and Capacity approval for each entity of the development team must be submitted with each project application(s).

OHFA will evaluate parent entities to ensure they are in compliance with OHFA program guidelines and policies for any projects currently under development or in their compliance period, and they are not actively debarred by HUD. Parent entities of the General Partner/Managing Member will be evaluated at LIHTC project application submission to ensure these items as well as the capacity and experience to act as the owner of the LIHTC property.

OHFA has established Minimum Qualifications (MQ) for developers and co-developers, detailed in separate tracks below. OHFA has created additional tracks for entities with little or no experience in the program who want to learn about developing properties using state and/or federal funding, or who only want to act as a co-developer. A developer/co-developer's ability to participate in an application and how often they must submit for experience and capacity approval will depend on the track in which they are approved. OHFA also provides opportunities for entities to seek an exception request to participate in a project if they can evidence substantial experience.

Submission Calendar

A project's application submission timeline and requirements are outlined in the applicable program's Qualified Allocation Plan or Guidelines. Information regarding Experience and Capacity submission requirements and how often an entity is required to submit for Experience and Capacity approval are outlined below.

Clarification: If an entity was approved in calendar year 2025 under these Experience and Capacity Standards for a track which only requires approval every two years, the 2025 Experience and Capacity approval shall fulfill the two-year approval. Thus, the entity would not be required to submit again for a 2026 approval as they are approved for calendar years 2025 and 2026.

Definitions

Entity: A person as defined in **ORC 1.59**, organization, or business with separate legal identity distinct from its owners or members. This includes the legal rights and responsibilities with the ability to own property, enter contracts, sue and be sued, and pay taxes. Legal entities are subject to laws at the local, state, and federal levels.

Development Team: A combination of entities (lead developer, co-developer(s) (if applicable), and General Partner(s)/Member(s)), and any parent entities outlined in the project's Affordable Housing Financing Application (AHFA).

Lead Developer/Developer: The primary entity whose responsibilities include but are not limited to working with the General Partners/Members to:

- Identifying the site(s),
- Securing financing,
- Selecting and collaborating with third party contractors including but not limited to co-developers, general contractor, architect, market study professional, etc.,
- Overseeing the construction process, and
- Delivering the credits upon construction completion and stabilized occupancy.

Capacity of Developer: The maximum amount of work an entity can successfully complete within a specific timeframe given the resources and skillsets available.

Co-Developer(s): An additional entity whose responsibilities include but are not limited to:

- Assisting the lead developer/developer.

Experience: Demonstrated knowledge, skill or practice derived from participating in a particular activity. OHFA requires entities to demonstrate ***successful*** experience in developing affordable housing development.

General Partners/Members: Entities participating in the ownership of the project and whose primary responsibilities include but not limited to:

- Selecting an experienced developer/co-developer;
- Overseeing the developer and the development process;
- Selecting a qualified Management Entity; and
- Ensuring the project meets all requirements for the funding sources.

Mentor Developer: An OHFA experienced entity which meets the minimum qualifications established in the Experience and Capacity Standards and has two or more IRS Form 8609s issued in Ohio in the last ten years. This entity will partner with an entity without an IRS Form 8609 in Ohio or other state to guide the new entity through their first Ohio project.

Reservation: For the purposes of Experience and Capacity reservation limitations, a project's reservation is counted in the year of the final application invitation, or—for 4% LIHTC only and AAL projects—the year the final application is submitted. For example, if you submit a 4% LIHTC only or AAL final application in 2025, it counts as a reservation in 2025. If a SFY 2026 Ohio LIHTC project receives its invitation to submit a final application in 2025, it is counted as a 2025 reservation for Experience and Capacity reservation limitation.

Successful Completion: A project that meets all program requirements, is developed as described in the application, and meets all established deadlines with limited extensions.

Exception Requests

For Experience and Capacity, all exception requests, must be submitted to **4percentcomments@ohiohome.org** and/or **QAP@ohiohome.org**. All exception requests will be reviewed for experience and capacity, and a recommendation will be presented to the Director of Multifamily Housing or Senior Director of Housing Programs. If approved by the Director of Multifamily Housing or Senior Director of Housing Programs, the entity may proceed with submitting an application. If denied by the Director of Multifamily Housing or Senior Director of Housing Programs, the entity will have the ability to appeal to the OHFA Board.

When evaluating an exception request to submit additional applications than permitted, OHFA will consider the entity's demonstrated knowledge of OHFA's policies and program requirements, the entities' responsiveness, and performance with Ohio applications/projects.

If the exception request is to exceed the annual limit of an open-cycle program (4% LIHTC only or AAL), the request may not be submitted until each of the previous applications have successfully completed the approval process for all OHFA funding sources, received a reservation of credits (42m Letter), and paid all fees, including the Housing Credit Reservation Fee.

Financial Capacity

For LIHTC programs, Financial Capacity will be demonstrated by the Development Teams ability to secure construction and permanent financing, and tax credit equity.

If seeking Housing Development Assistance Program (HDAP) sources and/or HDGF, additional requirements may be necessary and are set forth in the program guidelines.

B. Modification and Interpretation

OHFA's actions, determinations, decisions, or other rulings pursuant to these Standards are not a representation or warranty by OHFA as to a development's compliance with applicable legal requirements, the feasibility or viability of any development, or of any other matter whatsoever. The Standards are subject to modification pending developments in federal, state, and OHFA policy.

OHFA makes no representation that underwriting or funding decisions from a prior year will be determinative in future application rounds. Identical year-over-year submissions may receive differing treatment, with or without notice to an applicant, due to new insights gained during prior review periods, shifts in policy, the need for consistent in-year interpretation, increased applicant competition, or any other reason OHFA deems necessary. OHFA will clarify and issue responses to commonly posed questions regarding the QAP or Standards through a Frequently Asked Questions (FAQ) document that will be posted on the OHFA website. Notwithstanding the foregoing, errors and omissions in the Experience and Capacity Workbook or AHFA are not binding on OHFA and do not modify the QAP or Standards.

The allocation of LIHTC is made at the sole discretion of OHFA. OHFA will resolve all conflicts, inconsistencies, or ambiguities, if any, in these Standards, the QAP, and other Guidelines or which may arise in administering, operating, or managing the reservation and allocation of LIHTC and other sources of funding. This includes the interpretation of requirements and guidelines and the determination of a development meeting the intent of those requirements and guidelines. OHFA may modify or waive, on a case-by-case basis, any provision of these Standards that is not required by law. All such modifications or waivers are subject to written approval by the Executive Director, Senior Director of Housing Programs, or Director of Multifamily Housing.

C. Minimum Requirements for LIHTC Programs

Minimum requirements to participate in any LIHTC program administered by OHFA are outlined below. However, each funding/program round may include additional requirements and/or application limitations, outlined in the applicable QAP or program guidelines.

The lead developer or co-developer as represented in the AHFA must have successful experience with the LIHTC program to participate as demonstrated by one of the following **minimum standards**:

1. The lead developer or co-developer has successfully placed at least one LIHTC project in service, as evidenced by IRS Form 8609, in Ohio within the last 10 years; or

2. The lead developer or co-developer has successfully placed at least one LIHTC project in service, as evidenced by IRS Form 8609, in another state within the last 10 years.

In addition to IRS Form(s) 8609, OHFA may require the entity to submit organizational contracts, development agreements, or other evidence to document the experienced entity served as the lead developer. For entities with experience in Ohio, OHFA will evaluate their involvement in prior applications to determine if they were acting as the lead developer or co-developer. Entities that served as a co-developer on a project receiving an IRS From 8609 will not receive credit for that 8609 unless the entity can demonstrate that they performed essential duties of the Lead Developer outlined above. If the entity has not yet received the IRS Form 8609, but has submitted the request for 8609 to OHFA, an exception request can be sought.

For entity(ies) with only out-of-state experience, the entity must provide documentation evidencing the project received the IRS Form(s) 8609 for the project used to meet this requirement and documentation evidencing it was the lead developer on the project (such as LP Agreement, Development Agreement, or Operating Agreement to meet OHFA's definition of Lead Developer/Developer noted above). Documentation must tie the entity to IRS Form 8609.

Only the lead developer may claim a project's IRS Form 8609 to meet the requirements for experience. Multiple subsidiaries of a parent entity may not claim the same project. An exception request may be submitted if an entity actively participated as a co-developer and demonstrates experience and capacity to potentially allow credit for an IRS Form 8609.

Entities who have not successfully completed a LIHTC project in any state, and do not have an IRS Form 8609, will be required to partner with a mentor developer entity. See **#2 in the Reservation Limitations section** below for more details on this requirement.

During any stage of the review process (experience and capacity to final application), OHFA reserves the right to evaluate the participation of each entity to determine their role and level of involvement in the development process. If OHFA determines the entity listed in the AHFA to meet the minimum requirements is not acting as a lead developer or co-developer in the development process, the application may be removed from consideration.

It is important to note these are ***minimum*** requirements. Additional requirements may be imposed within program-specific guidelines, such as experience using a particular funding source. Entities must carefully review the program-specific QAP/guidelines to ensure they qualify to participate.

LIHTC Reservation Limitations

These reservation limits **apply to a singular entity** *regardless* of whether they partner with another entity or act as a sole developer. It will be detailed below if the entity must partner to meet the requirements.

LIHTC Entity Type	IRS Form(s) 8609 Experience		Outcome		
	Issued in Ohio in the last 10 years	Issued in another State in the last 10 years	LIHTC Application Reservations	Additional Requirements	Experience & Capacity Review Cycle
Non-Capacity Building Track					
1. An entity without IRS Form(s) 8609; non-capacity building	None	None	May act as a co-developer only with entity meeting minimum requirements.	None	Annual Review
Capacity Building Track					
2. New Entities without IRS Form(s) 8609; Capacity Building	None	None	1 annually with an OHFA Experienced Mentor Developer (#6)[1]	See Item #2 below for additional information.	Annual Review
3. New to OHFA Entities with 8609s in Other States (1-3)	None	1-3	1 annually	N/A	Annual Review
4. New to OHFA Entities with 8609s in Other States (4+)	None	4+	3 annually	See Item #4 below about sequence of submission.	Two-Year Review[2]
5. OHFA Experienced Entity	1 or more	N/A	Unlimited*	N/A	Two-Year Review[2]
6. OHFA Experienced Mentor Developer	2 or more	N/A	Unlimited*	See Item #6 below for additional information.	Two-Year Review[2]

[1]*See #6 below for clarifying information.*
[2]*Entities in these categories must be in compliance with OHFA's Good Standing Policy, detailed in these Standards. OHFA may re-evaluate an entity's status at any time should they fail to demonstrate the experience and capacity to successfully complete any phase of the development process. Entities wishing to be reconsidered at a later date for a different tract will be required to complete an Experience and Capacity submission evidencing compliance with the requirements of the tract.*

Parent Entity(ies)

OHFA will evaluate the parent entity, if necessary, to demonstrate the experience and capacity of IRS Form(s) 8609.

The ownership entity, or parent entity of the General Partners/Managing Members, shall be in compliance with OHFA programs, not identified as debarred by HUD, and have capacity and experience to act as the owner of the property. The ownership entity will be evaluated at application.

1. Entities without IRS Form(s) 8609; non-capacity building

If an entity without an IRS Form 8609 is acting as a co-developer and does not intend to build experience and capacity to act as a sole developer, partnering with a mentor developer does not apply. This entity may act as co-developer with an entity meeting the minimum requirements section above. This allows OHFA Experienced Entities to add an entity without needing to meet the mentor developer requirements. The entity must indicate this entity status in their Experience and Capacity submission.

2. New Entities without IRS Form(s) 8609; Capacity Building

Entities who have not successfully completed a LIHTC project in any state (i.e. no IRS Form 8609) will be required to partner with an OHFA experienced mentor developer. The mentor developer must act as the lead developer for the project, with the new entity as co-developer for the first project. OHFA may require a meeting with the lead developer (Mentor Developer) and co-developer. At a minimum, the following will also be required:

- The new development entity must participate in all meetings and be included in all written communications; and,
- A formal developer agreement must be in place detailing the terms and conditions of the partnership. This agreement must be submitted to OHFA.

Once the first project has successfully moved through the application process, received a reservation, and paid all applicable fees, the new entity may be eligible to receive a second reservation as a lead developer with a mentor developer as co-developer. The following conditions apply:

- OHFA may require both the new entity and mentor developer to meet with OHFA prior to submitting the second application. If the application does not advance, a subsequent meeting will not be required before an additional application may be submitted.
- OHFA encourages the new entity to partner with same mentor developer on the second application as it did on the first application. However, if not, the new mentor developer must meet the mentor developer requirements or successfully completed the process to received IRS Form(s) 8609 on more than four LIHTC projects in the last 10 years in other state(s) as evidenced by IRS Form(s) 8609 .
- There can be no significant loss of staffing of the new entity.
- For the second application, the new entity must be the primary contact with OHFA, with the mentor developer participating in all meetings and written communications.
- If the second application receives a reservation, both entities must contact OHFA to see if a subsequent meeting is necessary to discuss the application process and if there are any areas of concern.

Once both projects have been completed and IRS Forms 8609 have been issued by OHFA, OHFA may request to meet with the new development entity for a post-process informational meeting.

OHFA will consider an exception to some of these requirements if the principals of the new entity without an IRS Form 8609 have vast experience. This will require a meeting with OHFA prior to submission of an Experience and Capacity application.

3. New to OHFA Entities with 8609s in Other States (1-3)

Entities who have received IRS Form(s) 8609 on **one to three LIHTC projects in the last 10 years in state(s) other than Ohio** as evidenced by submission of IRS Forms 8609 are limited **to one reservation of LIHTC annually.**

4. New to OHFA Entities with 8609s in Other States (4+)

Entities who have received IRS Form(s) 8609 on **four or more LIHTC projects in the last 10 years in state(s) other than Ohio** as evidenced by submission of IRS Forms 8609 are limited **to three LIHTC reservations annually.**

However, the first application submitted to OHFA must be submitted and fully processed before the subsequent application(s) may be submitted. Thus, the next application(s) may not be submitted until the first application has received OHFA Board approval for all OHFA funding sources, a reservation, and paid all fees, including the Housing Credit Reservation Fee. This is a one-time requirement for the first application submitted; this is not an annual requirement.

5. OHFA Experienced Entity

Entities who have successfully received an IRS Form(s) 8609 on one LIHTC project in the last 10 years in Ohio as evidenced by submission of IRS Form 8609 (9% and/or 4%) do not have an overall/combined reservation limit for LIHTC unless outlined in a specific QAP or Guidelines (e.g., 9% LIHTC, 4% LIHTC with Ohio LIHTC, and/or 4% LIHTC with Bond Gap Financing).

6. OHFA Experienced Mentor Developer

OHFA has established higher requirements for OHFA experienced entities serving as a mentor developer to entities without an IRS Form 8609, which includes:

- The experienced entity has successfully completed two LIHTC projects in Ohio in past ten years, evidenced by IRS Form(s) 8609;The experienced entity must have been the sole or lead developer for those projects as evidenced in the submitted project AHFA and the development agreement or organizational contracts;
- If the project is requesting Housing Development Assistance Program (HDAP) resources, the mentor developer must have successfully completed a project that included HDAP resources within the past ten years as evidenced by an OHFA close out letter for the project's Final Performance Report. The projects must have been completed without extensions to the HDAP Agreement(s).
    - Exceptions will be considered if no more than one of the projects experienced delays due to circumstances outside of the control of the developer.

D. Minimum Requirements for HDGF Program

These are the minimum requirements to participate in the Housing Development Gap Financing (HDGF) program administered by OHFA. However, each funding round may include additional requirements and/or application limitations specific to the round and the funding sources available.

The lead developer or co-developer as represented in the AHFA must have successful experience with developing affordable housing to participate as demonstrated by one of the following **minimum standards**:

1. Approved under Section C: Minimum Requirements for LIHTC Program – LIHTC Entity Type 5-6, above. These entities do not have to apply for HDGF Experience and Capacity approval, but minimum qualifications below detail where their approval would allow them to participate.

2. The lead developer or co-developer has successfully closed out at least one project utilizing Housing Development Assistance Program (HDAP) resources (HOME Investment Partnership, National Housing Trust Fund (NHTF), or Ohio Housing Trust Fund (OHTF)) as evidenced by an OHFA-issued Final Performance Report, within the last 10 years.

OHFA requires all applicants to contract with a qualified construction management company to evaluate the progress and quality of construction and provide written reports to OHFA. Exceptions will be considered if oversight is being provided by another lender/entity approved by OHFA, and that entity agrees to share their reports with OHFA. Additionally, general contractors must have experience with the proposed construction type.

HDGF Reservation Limitations

These reservations limits apply to all entities regardless if they partner with another entity or act as a sole developer. It will be detailed below if the entity must partner to meet the requirements.

HDGF Entity Type	Experience with HDAP Resources	Outcome		
		Application Reservations	Additional Requirements	Experience & Capacity Review Cycle
Non-Capacity Building Track				
1. An entity without affordable housing experience; non-capacity building	None	May act as a co-developer only with entity meeting minimum requirements.	None	Annual Review
Capacity Building Track				
2. New Entities without HDAP or LIHTC Experience	None	1 with an OHFA Experienced HDAP or LIHTC Developer	See Item #2 below for additional information.	Annual Review
3. LIHTC Experience in Ohio	N/A	See Section C: LIHTC Minimum Requirements above for #5-6.		
4. OHFA Experienced HDAP Entity	Yes	See Guidelines*	N/A	Two-Year Review[1]

[1]Developers in these categories must be in compliance with OHFA's Good Standing Policy detailed in these Standards. OHFA may re-evaluate an entity's status at any time should they fail to demonstrate the experience and capacity to successfully complete any phase of the development process. Developers wishing to be reconsidered at a later date for a different tract will be required to complete an Experience and Capacity submission evidencing compliance with the requirements of the tract.

1. Entities without Affordable Housing Experience; non-capacity building

If an entity without affordable housing experience is acting as a co-developer and does not intend to build experience and capacity to act as a sole developer, partnering with a HDGF developer does not apply. This entity may act as co-developer with an entity meeting the minimum requirements section above. This allows OHFA Experienced HDAP Entities to add an entity without needing to meet the HDGF developer requirements. The entity must indicate this entity status in their Experience and Capacity submission.

2. New Entities without HDAP or LIHTC Experience

Entities who have not successfully completed a project in Ohio with 1) HDAP resources or 2) LIHTC experience will be required to partner with an OHFA Experienced HDAP Developer, or an entity meeting the requirement detailed in 3. LIHTC Experience in Ohio below. The OHFA Experienced HDAP Developer must act as the lead developer for the project, with the new entity as co-developer for the first project. OHFA may require a meeting with the lead developer and co-developer. At a minimum, the following will also be required:

- The new development entity must participate in all meetings and be included in all written communications; and,
- A formal developer agreement must be in place detailing the terms and conditions of the partnership and submitted to OHFA.

Once the first project has successfully completed construction and submitted the final performance report (FPR), the new entity may be eligible to apply for Minimum Qualification #4, below, as the lead developer.

OHFA will consider an exception to some of these requirements if the principals of the new entity have vast experience. This will require a meeting with OHFA prior to submission of an experience and capacity submission.

3. LIHTC Experience in Ohio

Entities who have successfully been approved under Section C: Minimum Requirements for LIHTC Program – Entity Type 5 or 6. These entities are not required to submit for HDGF specific approval and will utilize their LIHTC Experience and Capacity approval for HDGF.

4. OHFA Experienced HDAP Developer

The entity has successfully closed out at least one project utilizing HDAP resources (HOME Investment Partnership, National Housing Trust Fund (NHTF), or Ohio Housing Trust Fund (OHTF)) as evidenced by an OHFA-issued Final Performance Report, within the last 10 years.

E. Disqualifying Characteristics

Any member of the development team or ownership that has (1) failed to pay any fee or expense due to OHFA, (2) been in default or in major non-compliance with any OHFA program, (3) been debarred or suspended from any OHFA, HUD, or Rural Housing programs, (4) is currently in foreclosure or been foreclosed, (5) is under felony investigation, indicted or been convicted of a felony, (6) bankruptcy, or (7) an entity not in compliance with the Good Standing Policy, may not participate in the program until the event or events are corrected or resolved. OHFA may contact other local, state, and/or federal housing agencies to solicit feedback related to a specific developer or development team member.

Any member of the development team or ownership that is federally debarred may not participate in the program. OHFA will confirm through the **System for Award Management (SAM) website** members of the development team are in good standing and have not been debarred by the federal government. OHFA may pull business credit reports on any or all members of the development team to determine if outstanding liens or judgements exist, depending on the results provided in the Lien and Litigation Reports.

Good Standing Policy

Program participants will be considered to be in Good Standing unless one or more of the following apply to a project in which a member of the Development Team has:

(1) Outstanding uncorrected IRS Form 8823.
(2) Defaulted on any OHFA loan.
(3) Failed to submit an AOC.
(4) Before the issuance of IRS Form 8609, the project has non-compliance issues that would be reported to the IRS if Form 8609 had been issued.
(5) Failed to request Form 8609 in a timely manner, and successfully complete within one calendar year of placing in service.
(6) Failed to abide by the regulations of the Housing Development Assistance Program (HDAP).
(7) Violated the terms of a HDAP funding agreement.
(8) Failed to pay applicable program fees.
(9) Failed to maintain good standing with an Ohio Department of Development program.
(10) Deviated from an approved project plan without OHFA approval.
(11) Provided false, misleading, or incomplete information on an application or other document required by the OHFA.
(12) Failed to respond in a reasonable period to requests for information or documentation.
(13) Changed a management company or other approved project participant without OHFA approval.
(14) Other determinations made by OHFA based on a pattern of mismanagement or noncompliance as evidenced by monitoring reviews or other information. Determinations may be directly appealed to the OHFA Multifamily Committee as described below.

A designation of not in good standing will result in the entity or individual so designated being unable to participate in any OHFA programs until the violations resulting in such designation are resolved. Parties deemed to be not in good standing under any of the above items may, upon submission of additional information, request that OHFA remove such designation. In the event OHFA denies a request, the applicant may appeal to the Multifamily Committee of the OHFA Board. The Multifamily Committee will make a recommendation to the OHFA Board. Designations of not in good standing resulting from Item 14 (above) may be appealed directly to the Multifamily Committee. The Multifamily Committee will make a recommendation to the OHFA Board. The decision of the OHFA Board is final.

Projects may request that the OHFA waive violations of the Good Standing Policy as described in Items 1-14 above. Examples of circumstances where a waiver may be issued include when a management company or owner “inherits” uncorrected Forms 8823, or in the event of a casualty loss. The OHFA Board will decide if and when to waive Good Standing Policy violations.

F. Submission Requirements

OHFA will require an Experience and Capacity package submitted via the FTS. Applicants will not be allowed to submit an application (proposal or final) unless Experience and Capacity has been approved for all entities by OHFA staff for the calendar year. The Experience and Capacity package will be available on the OHFA website and will be due by the date indicated in the program guidelines. The Experience and Capacity package includes the following components:

How to Submit

All submissions must be made via the Agency's **Multifamily Development File Transfer Site** (FTS). If an applicant does not already have access to the FTS, the individual must e-mail **MultifamilyFTP@ohiohome.org** prior to the deadline to secure user access. All application materials must be submitted in .ZIP format. Avoid using any special characters (e.g., "*", "&", or "@", among others) in naming conventions for the Entity submission. OHFA will not accept applications submitted via email, another online file sharing site (e.g., Dropbox, Google Drive), or flash drive. Entity submissions must be individually uploaded to the FTS using the following process:

- Step 1. Select the Round Type: Experience and Capacity
- Select 2: Upload one, singular .zip file for each individual entity experience and capacity submission.
- Step 3. Enter Entity Name for Project Name Category, and select Application Type: Experience and Capacity.
- Step 4. Click Validate File.

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Entities to Submit

For Experience and Capacity, OHFA does not approve the single-purpose entity created solely to act as the General Partner/Managing Member for a project. These single-purpose entities should not submit an Experience and Capacity workbook. General Partner/Managing Member entities will be reviewed with the project application.

Developer, Co-Developers, and Parent Entities must complete an Experience and Capacity workbook and submit the required submission items below.

Submission Items

See Instructions tab of the Experience and Capacity workbook for details on the below submission requirements and which item each entities type is required to submit.

Submission Number	Submission Item
1	**Certification(s)** Program Certification (in E/C workbook) individually completed for entity. Each form must be executed and saved in .PDF format.
2	**Complete list of LIHTC project(s) or HDAP if submitting for HDGF** - LIHTC: A list of projects in any stage of development, from pre-development up to IRS Form(s) 8609. HDGF: A list of projects in any stage of development, from pre-development up to close out.
3	**Experience and Capacity Workbook:** Entities must submit a completed Experience and Capacity Workbook in the .xlsx format; not PDF.
4	**Minimum Experience and Capacity Requirements** • Complete the minimum qualifications spreadsheet. LIHTC: • Submit the IRS Form(s) 8609 and LPA or Operating Agreement to support development experience for the project(s) for which the entity is claiming experience • New entities that have not completed LIHTC in Ohio, will be required to submit the following for the project they are claiming experience: ○ LPA or Operating Agreement to support the entity was the Lead Developer for the project for which the entity is claiming experience HDGF: Submit the OHFA-Issued Final Performance Reports
5	**Organizational Chart (All entities)** An organizational chart indicating the internal structure of each entity, including a hierarchy of individuals relevant to the development of the proposed project. Two organizational charts indicating the structure: 5a) Demonstrate experience; connecting the entity to an affiliate which received the IRS Form(s) 8609 for which the entity is claiming experience. 5b) Demonstrate capacity; detailing the entity seeking approval has the capacity to meet the requirements.
6	**Programmatic Exception Requests** If seeking a programmatic exception request for these standards, it shall be submitted prior to the E/C submission as detailed in the exception request section. Approval of the exception shall be submitted.

7	**Real Estate Owned (REO) Schedule** A current real estate owned (REO) schedule for all existing LIHTC or HDAP (for HDGF) projects in which the entity maintains an ownership interest indicating the debt coverage ratio and income to expense ratio, with an explanation for any project that is below 1.0.
8	**Resumes and/or Biographies** Resumes and/or biographies for all staff members assisting in the application, and development of a proposed project.
AAL Specific Requirements: See AAL Guidelines page 7 for more details.	
9	Owners demonstrated experience of two assisted living facilities: Submit two (2) Certifications of Residential Care Facility in Ohio or comparable certification in another state.
10	Operator demonstrated experience: Submit two (2) Management Agreements evidencing LIHTC Experience for an Operator Entity.
11	Medicaid Services Provider, if different than Operator, submit documentation of experience providing services.

Note: Lien and Litigation reports will be due with the project-specific application for the developer, co-developer(s), and ownership entities.