

Capital Funding to End Homelessness (CFEHI)

Required Application Documents for Development Projects – Additional Information

Please refer to the CFEHI Guidelines and Application for more information.

Site Control

If the current owner is a general partner or limited partner in the development, the applicant must submit copies of the executed and recorded deed(s).

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 long-term lease agreement (minimum of 35 years in length).

If parcels will be purchased from a city land bank, a copy of the final city council resolution approving the transfer of all applicable lots may be submitted as evidence of site control.

Evidence of site control may not expire until a reasonable period following the scheduled approval date for CFEHI Funds. Allow at 90 days after the date of application. All option agreements relating to the transfer of a site must be included in the application.

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

Zoning

The applicant must obtain a letter from the local municipality stating that the site(s) is properly zoned for the proposed multifamily residential use.

For jurisdictions with no zoning regulations in effect, a letter from the jurisdiction stating so is required.

Phase I Environmental Site Assessment (ESA) or Mini-Phase I (MP-1)

A Phase I Environmental Site Assessment (ESA) must be submitted for all single-site proposals.

Scattered-site developments may submit either a Mini-Phase 1 or a full Phase I ESA. OHFA reserves the right to reject any sites indicated to have environmental problems or hazards. Applicants must submit a Phase I ESA that was completed or updated by the author within one (1) year prior to the application submission date for CFEHI funds.

Developments receiving a reservation will be required to have a Phase I ESA valid in accordance with the ASTM E 1527-05 standard. One of the following is acceptable:

- a. A Phase I ESA report dated within 6 months of the funding announcement.
- b. If the Phase I ESA report is dated between 6 months and one year prior to the funding announcement, submit an update to the report dated within 6 months of the funding announcement.
- c. If the Phase I ESA report is dated over one year prior to the date of the funding announcement, submit a new and complete Phase I ESA report.

Public Notification

The public notification process for local elected officials must be completed and evidence of completion must be provided at time of application.

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 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 must use the OHFA letter template and include all information requested. The notification must state the applicant's intent to develop a development 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 application.

Applicants are encouraged to contact appropriate local government officials prior to submitting an application to inform them of the details of their housing proposal.

Conditional Financial Commitments

All non-OHFA construction and permanent financing, grants, equity sources and deferred fees or expenses shall be conditionally committed at the time of final application. An executed conditional commitment letter for all sources must be submitted. A conditional financing commitment must contain, at a minimum: the amount of the financing, and the interest rate, term and amortization period or repayment terms of a loan.

Applicants seeking funding from a local government, Federal Home Loan Bank, or other public or quasi-public funding source that does not issue a funding decision prior to the application deadline must substitute a letter of application or letter of intent from the funding source.

OHFA reserves the right to request that the applicant provide a backup plan for any source that may not appear to be conditionally committed.