



We Open the Doors to an Affordable Place to Call Home





2021 Housing Tax Credit Application Training

November 30, 2020

Agenda

01

2021 Programs, Funding Rounds, and Calendar

02

9% HTC Application

Requirements, submission, review process, AHFA walk-through

03

Common Mistakes

04

Q&A

Before we begin...

- There will be time for Q&A at the end
- Yes, this presentation and recording will be posted after the training is over!
- FAQs start December 14
- AHFA anticipated end of this week
- Comments on the Draft Design & Architectural Standards due Friday, final version anticipated end of next week
- 2022-2023 QAP Stakeholder Engagement Calendar available on HTC webpage

01 2021 PROGRAMS, FUNDING AMOUNTS, AND CALENDAR



2021 OHFA MF Programs

Round: Competitive 9% HTC

Guidelines released: September 2020

Applications due: February 11, 2021

Funding Available: \$28.75M (not including \$3M for FHAct50)

	9% HTC	4% HTC	MF Bonds	HDAP- HOME	HDAP- OHTF	HDAP- NHTF	HDAP- CDBG	HDL	MLP
9% round	X			X	X			X	X
4% rounds		X	X						X
BGF-CDBG		X	X				X	X	X
HDGF					X	X			
BGF		X	X	X	X	X		X	X



2021 OHFA MF Programs

Round: Non-Competitive 4% HTC

Guidelines released: September 2020

Applications due: January/April/July/October 2021

Funding Available: No limit

	9% HTC	4% HTC	MF Bonds	HDAP- HOME	HDAP- OHTF	HDAP- NHTF	HDAP- CDBG	HDL	MLP
9% round	X			X	X			X	X
4% rounds		X	X						X
BGF-CDBG		X	X				X	X	X
HDGF					X	X			
BGF		X	X	X	X	X		X	X



2021 OHFA MF Programs

Round: Bond Gap Financing (BGF)

Guidelines released: est. April

Applications due: est. June

Funding Available: ~16M in total HDAP

	9% HTC	4% HTC	MF Bonds	HDAP- HOME	HDAP- OHTF	HDAP- NHTF	HDAP- CDBG	HDL	MLP
9% round	X			X	X			X	X
4% rounds		X	X						X
BGF-CDBG		X	X				X	X	X
HDGF					X	X			
BGF		X	X	X	X	X		X	X



2021 OHFA MF Programs

Round: Housing Development Gap Financing (HDGF)

Guidelines released: est. April

Applications due: est. May-July

Funding Available: ~3M in total HDAP

	9% HTC	4% HTC	MF Bonds	HDAP- HOME	HDAP- OHTF	HDAP- NHTF	HDAP- CDBG	HDL	MLP
9% round	X			X	X			X	X
4% rounds		X	X						X
BGF-CDBG		X	X				X	X	X
HDGF					X	X			
BGF		X	X	X	X	X		X	X



2021 OHFA MF Programs

Round: Bond Gap Financing – CDBG-DR

Guidelines released: est. May

Applications due: est. August

Funding Available: HDAP-CDBG= \$10.5M

	9% HTC	4% HTC	MF Bonds	HDAP- HOME	HDAP- OHTF	HDAP- NHTF	HDAP- CDBG	HDL	MLP
9% round	X			X	X			X	X
4% rounds		X	X						X
BGF-CDBG		X	X				X	X	X
HDGF					X	X			
BGF		X	X	X	X	X		X	X



2021 OHFA MF Programs:

Housing Development Loans

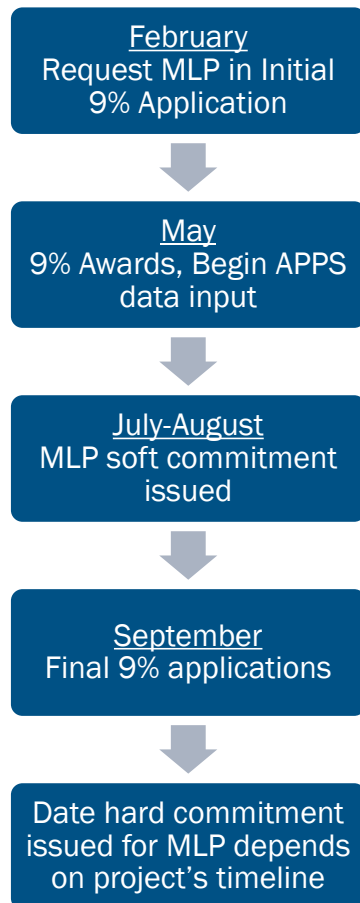
- Short-term, low-interest loans to developers with 9% HTC or BGF award
- Used to bridge equity, providing interim financing at a low interest rate for deferred equity resulting from the sale of HTCs
- Maximum loan amount: \$1.25M-\$1.75M
- \$75M available



2021 OHFA MF Programs:

Multifamily Lending Program

Example Timeline



Amount: Up to \$6,000,000 per loan; 3 loans per developer/year

Rate: 3.75%, or 10-year treasury + 2.35%

Term: Up to 17 years

Amortization: Up to 30 years* (exploring longer amortizations)

Fees: 1.25% Closing Fee

\$5,500 Application Fee

\$2,500 Forward Commitment Fee

DCR Requirements:

1.2 DCR minimum in first year

1.05 DCR minimum throughout term

1.5 DCR maximum throughout term

Mortgage Insurance Premium: .25% annually on outstanding principal balance

Questions?

David Foust

Multifamily Lending Manager

dfoust@ohiohome.org



OHFA MF Programs: Summary

COMPETITIVENESS

most to least ↓

- Competitive 9% HTC
- Bond Gap Financing
- Housing Development Gap Financing
- Non-Competitive 4% HTC

PROJECT SIZE

most to least ↓

- Non-Competitive 4% HTC
- Bond Gap Financing
- Competitive 9% HTC
- Housing Development Gap Financing

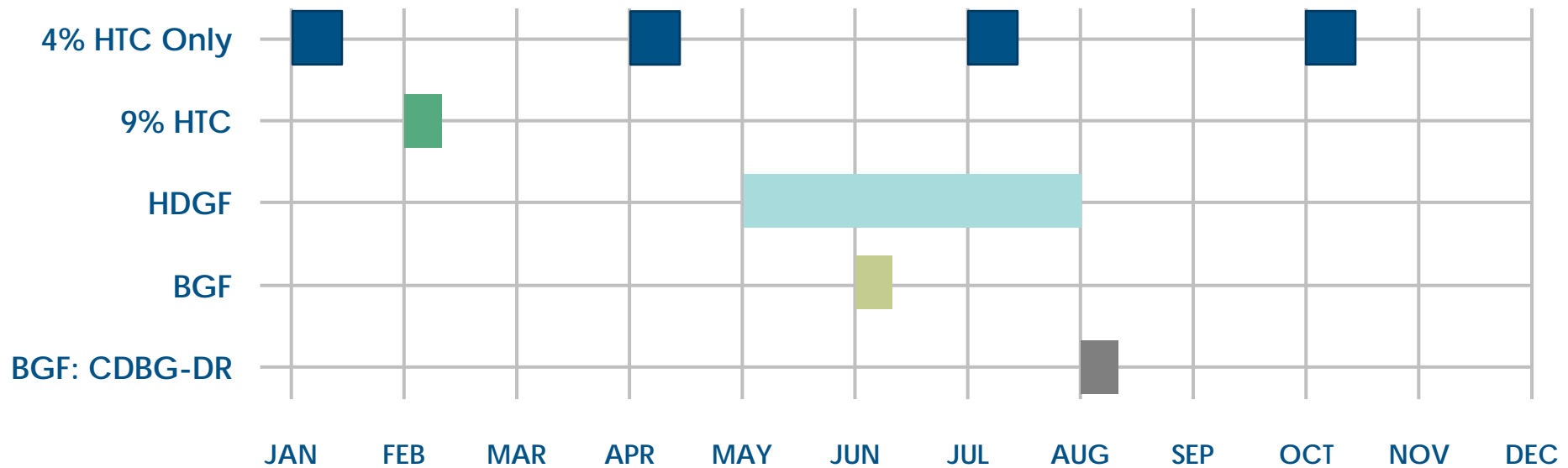
DEVELOPER EXPERIENCE

most to least ↓

- Competitive 9% HTC
- Bond Gap Financing
- Non-Competitive 4% HTC
- Housing Development Gap Financing



OHFA MF Programs: Summary



02 APPLICATION REQUIREMENTS

9% LIHTC Round

Where do I begin?

- Applying to any of OHFA's funding programs requires a thorough review of the following documents **at minimum**:
 - Program Guidelines/Qualified Allocation Plan
 - Underwriting Guidelines
 - Design Standards



MF Underwriting Guidelines

- Outlines requirements for the following:
 - Categories of development costs
 - Allowable amounts of developer fee, replacements reserves, service coordination, etc.
 - Income and expense analysis
 - Appraisals, Market Studies, and Capital Needs Assessments
- All proposed projects must comply
- Exceptions are specifically noted as such



Design & Architectural Standards

- Outlines requirements for the following:
 - Code compliance, including accessibility and adaptability
 - Energy efficiency
 - Radon and lead-based paint reduction
 - Submission requirements
 - Minimum level of rehab
 - Exterior and interior requirements
- All proposed projects must comply
- Exceptions are specifically noted as such



Where can I find: Program Guidelines

Housing Tax Credit program page

<https://ohiohome.org/ppd/htc.aspx>

- Qualified Allocation Plan
- Frequently Asked Questions
- Interactive maps (maps, map instructions, amenity definitions, data sets)
- Last year's awards



Where can I find: Program Guidelines

Housing Development Assistance Programs page

<https://ohiohome.org/ppd/hdap.aspx>

- BGF Guidelines
- HDGF Guidelines
- NHTF Allocation Plan

Housing Development Loan Program page

<https://ohiohome.org/ppd/hdl.aspx>

Multifamily Lending Program page

<https://ohiohome.org/ppd/mflending.aspx>

Where can I find: Everything Else

Guidelines, Applications, and Forms page

<https://ohiohome.org/ppd/resources.aspx>

- *Standard Applications & Forms*
 - Affordable Housing Funding Application (AHFA)
 - Design & Construction Features Form (DCFF)
 - OHFA Expected Useful Life Table
 - PCNA Table of Contents
 - Market Study Checklist
 - URA Forms
 - Exception Request Form
 - Authorization to Release Tax Information
 - Environmental Questionnaire for Scattered Sites
 - Related Party Transaction Questionnaire
 - Template for Public Notification Letters



Where can I find: Everything Else

Guidelines, Applications, and Forms page

<https://ohiohome.org/ppd/resources.aspx>

- *Standard Policies & Guidelines*
 - MF Underwriting Guidelines
 - Design and Architectural Standards
 - Limited Scope Rehab Standards
 - Average Income Policy
 - E-Signature Policy
 - Environmental Review Standards



Program-specific requirements

- While proposed projects to all of the funding programs must comply with the Underwriting Guidelines and Design & Architectural Standards, each program has its own specific requirements to be aware of.
- The Program Guidelines/QAP will contain this program-specific information.



Requirements specific to 9% HTC:

9% HTC Pre-deadline deadlines

- **December 4:** Deadline to request approval for a Part 1 from the State Historic Preservation Office for historic tax credits
- **December 14:** Last day pre-application meetings will be held
- **January 4:** Deadline to submit Development Team Pre-Approval forms
- **January 15:** Deadline to submit FAQ
- **January 15:** Deadline to submit Exception Requests (program exceptions only)



Requirements specific to 9% HTC:

Do I need a pre-application meeting?

No, pre-application meetings are optional and only being held in the following cases:

- You are applying for 9% HTC in 2021, AND
 - The developer has not worked with OHFA in the past; or
 - The proposed project is unique and the development team needs specific **guidance on submitting the application.**

Request soon! Deadline for meetings to be held is December 14.



Requirements specific to 9% HTC:

Development Team Pre-Approval

OHFA's review of proposed development teams for the 9% HTC round.

- REQUIRED for all teams planning to submit an application
- Must complete Development Team Pre-Approval form and submit to ECReviews@ohiohome.org by January 4
- Approvals will be made on a rolling basis – submit early if you can!



Requirements specific to 9% HTC:

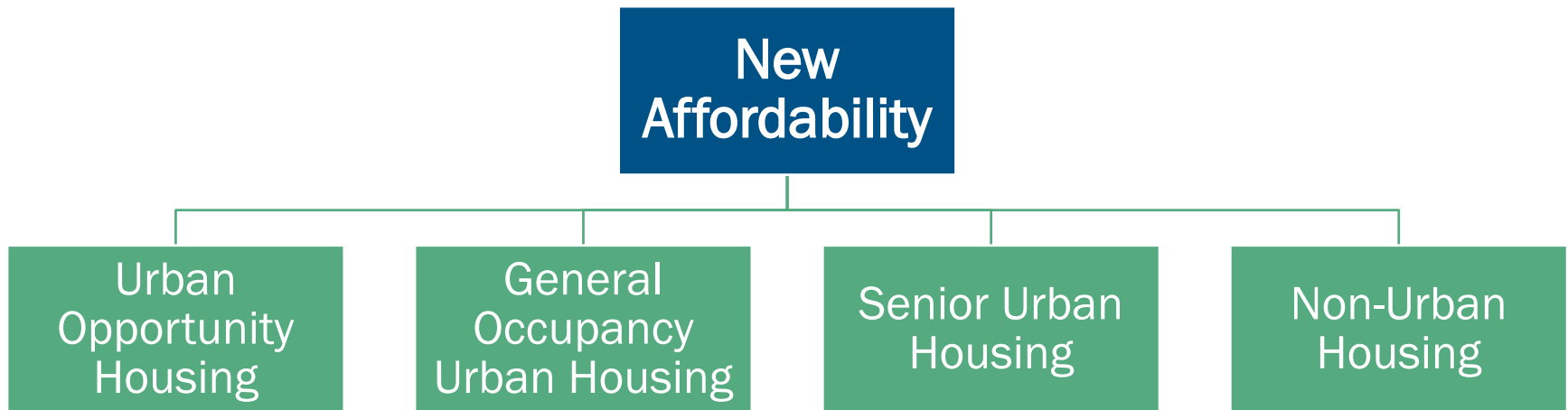
Funding Pool eligibility

Each funding pool has specific eligibility criteria associated with it, including cost containment limits.

Pool	TDC Per Unit	TDC Per Gross Square Foot
New Affordability: Urban Opportunity Housing	\$315,000	\$265
New Affordability: General Occupancy Urban Housing	\$300,000	\$255
New Affordability: Senior Urban Housing	\$260,000	\$225
New Affordability: Non-Urban Housing	\$295,000	\$265
Preserved Affordability: HUD Subsidy Preservation	\$240,000	\$245
Preserved Affordability: USDA Subsidy Preservation	\$168,000	\$215
Service Enriched Housing	\$260,000	\$270
Single Family Development	\$285,000	\$122

Requirements specific to 9% HTC:

Funding Pool eligibility

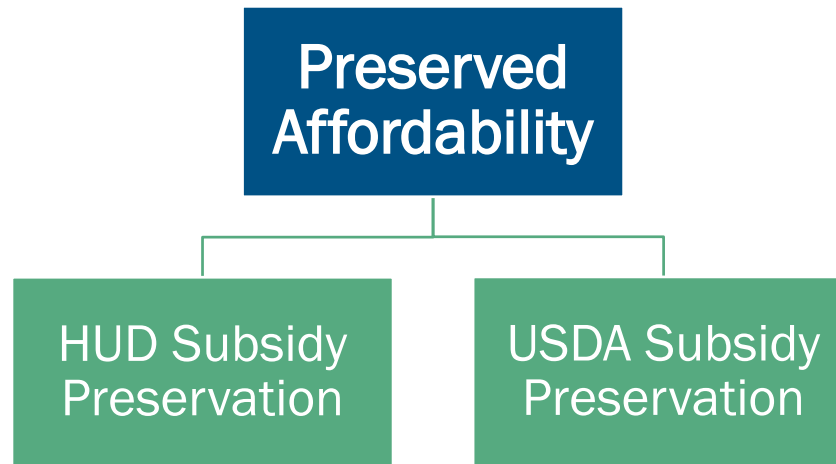


- New Affordability means a **majority of the units** in the project will be **newly affordable** (rent and income restricted).
- Doesn't matter if it's an existing building or new construction – ask “Will the units created as a result of this project be newly affordable?”
- For the subpools, the QAP Interactive Maps will show eligibility based on project location.



Requirements specific to 9% HTC:

Funding Pool eligibility

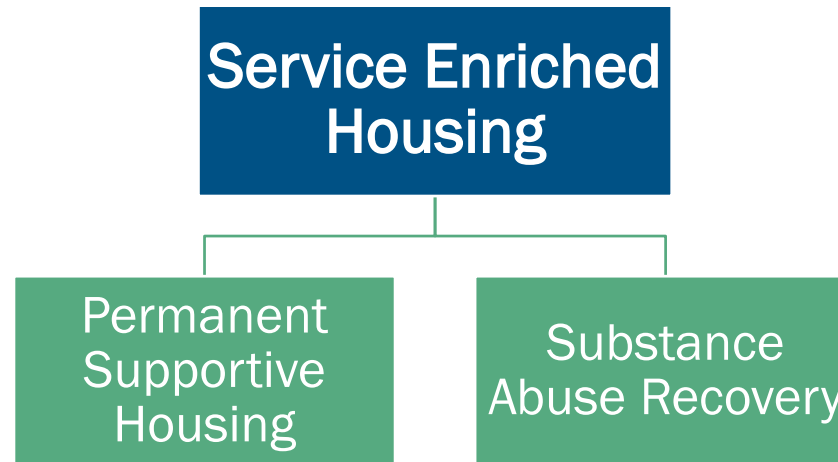


- Preserved Affordability means a **majority of the units** in the project have **existing** subsidy through HUD or USDA which will be preserved through this project.
- Doesn't matter if it's an existing building or new construction – ask “Do the units in this project already have rental assistance and is this project preserving that assistance?”



Requirements specific to 9% HTC:

Funding Pool eligibility

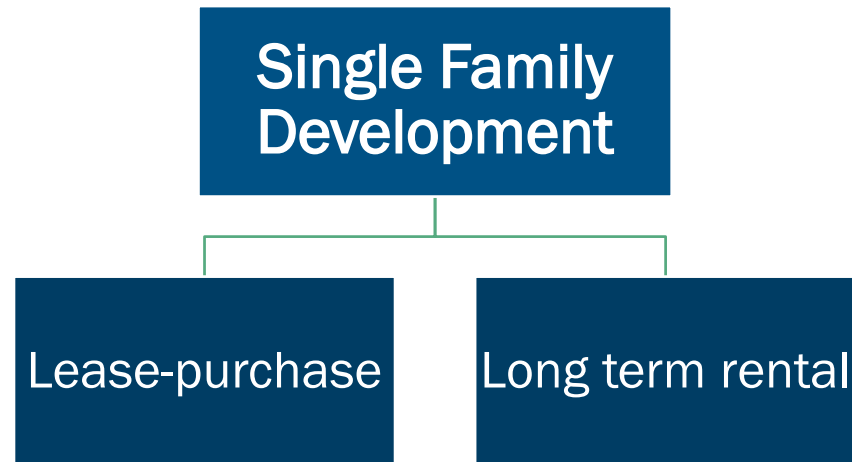


- Eligibility requirements are specific to each subpool. For example:
 - PSH: At least 25 percent of the units in the development must serve the target population.
 - SAR: At least 75 percent of the units in the development must serve the target population.



Requirements specific to 9% HTC:

Funding Pool eligibility



- No subpools, but two different paths based on project type.
- All single-family homes or townhomes must be three bedroom or larger.
- More threshold requirements for this pool, minimal competitive criteria.



Requirements specific to 9% HTC:

Competitive Criteria

- Each funding pool has unique scoring criteria.
- Maximum scores vary between the pools (40 points to 100 points).
 - To be eligible for funding, you must achieve $\geq 70\%$ of the available points.
 - To be eligible for Strategic Initiatives consideration, you must achieve $\geq 75\%$ of the available points.



Requirements specific to 9% HTC:

Competitive Criteria

New Affordability: Urban Opportunity Housing			
Category	Criteria	Point Options	Max Points
Local Partner	Nonprofit Partner	0/10	10
	Housing Authority Partner	0/10	
	CHDO Partner	0/10	
	In-State Partner	0/10	
Sustainable Development	Green	0/5	5
Resident Amenities	Exercise and Wellness	0/5	5
	Design Features	1-5	
Income Diversity	ELI Targeting	4/6/8/10	10
	Project-Based Rental Subsidy	4/6/8/10	
	Market Integration	4/6/8/10	
Housing Need	Affordable Housing Demand	2/3/4/5	5
	Severe Housing Problems	2/3/4/5	5
Accessible Design	Universal Design	5/8/10	10
	504 Units	0/10	
Cost Efficiency	Credits per Affordable Unit	1-5	5
	Leverage	1/3/5	5
POOL SUBTOTAL			60
Sub-pool Priorities	Transit	1/3/5	5
	Education	3/4/5	5
	Number of Bedrooms	3/4/5	5
	Inclusive TSP	0/5	5
	Proximity to Amenities	1-10	10
	Low Poverty Area	3/5	5
	Job Access	3/4/5	5
Sub-pool Priorities total			40
TOTAL AVAILABLE POINTS			100
POINTS NEEDED FOR STRATEGIC INITIATIVES ELIGIBILITY (75%)			75
POINTS NEEDED FOR FUNDING ELIGIBILITY (70%)			70



Using the QAP Interactive Maps

- Used for most location-based scoring criteria in the QAP (Affordable Housing Demand, Transportation, Proximity to Amenities, etc.)
- Each funding pool has its own Interactive Map. Areas that are ineligible for that pool are grayed out.
- [Example](#)



Using the QAP Interactive Maps

- “Location And Data Resources For QAP Applicants” section of the [HTC webpage](#) also has:
 - Map Data in excel format for each mapped category
 - Amenity Definitions pdf for Proximity to Amenities scoring category
- Instructions for using the Interactive Map are included under each funding pool drop-down.

APPLICATION SUBMISSION

9% LIHTC Round

What to submit

Submission requirements can be found in all of the following locations:

- QAP: *Document Submission Requirements*
- QAP: *Appendix B: Submission Requirements*
- AHFA: *Submission Requirements tab*
 - Includes list of documents, as well as how to name and organization the application submission
- Design and Architectural Standards: *L. Architectural Submission and Review Process*

9% HTC Proposal Application Fee of \$5,000 is also due with the application (via check or money order payable to the Ohio Housing Finance Agency bearing the project's name)



When to submit

HTC Application deadlines can be found on pages 6-8 of the QAP.

**9% HTC Proposal Applications are due no later than
5:00 p.m. ET on February 11, 2021**

How to submit

- All application materials must be submitted on a CD that is delivered to:
Ohio Housing Finance Agency
Development Division
57 East Main Street
Columbus, Ohio 43215
- Only hard copy item required is the full set of architectural plans, 11"x17" scaled to fit.
- OHFA will not accept submissions via a file transfer protocol, Google Drive, Dropbox, etc. at this time.

REVIEW PROCESS

9% LIHTC Round

Competitive Review Period:

Timeline

	<i>Applicants</i>	<i>OHFA</i>
Feb. 22, 2021		Proposal summaries posted to the OHFA website
		Competitive scoring, underwriting, and select site visits ² begin
April 2, 2021		Site visits conclude
Apr. 5, 2021		Notice of preliminary scores and underwriting issues sent to applicants
		Consideration of public comments ends
Apr. 12, 2021	Deadline to respond to preliminary scores and underwriting issues	
May 19, 2021		Final results of competitive scoring released and presented to the OHFA Board of Directors
May 21, 2021		Binding reservation agreements and notice of threshold deficiencies issued



Competitive Review Period:

Communication with OHFA

Apart from the underwriting and competitive clarification period from April 5-12, or in response to specific request for information from OHFA, applicants may not communicate with OHFA Office of Multifamily Housing staff in regard to their application during this time.

Competitive Review Period:

Project ranking

- Applicants submitting multiple proposals may provide a letter to OHFA with their application indicating their preferred rank of each proposal being submitted.
 - This information may be used in the case that the applicant could be awarded HTCs for multiple proposals that exceed the eligible award limit as defined in the Competitive Application Limits section of the QAP.
- Rankings may be amended by the applicant prior to awards being announced, but OHFA must be made aware of the amended rankings prior to May 1, 2021.

Competitive Review Period:

Decision making

- Final results of competitive scoring will be released and presented to the OHFA Board of Directors on May 19.
- OHFA will post a list of the projects selected to receive a reservation of 9% HTC on the [Pending Applications and Funded Projects](#) webpage.
- Final Competitive Scoring for all applications will also be posted to the page in the weeks following the award announcement. Please be patient!



AFFORDABLE HOUSING FUNDING APPLICATION

9% LIHTC Round



Desired feeling



Actual feeling

The AHFA

- A really fun, giant excel workbook
- The document where most of the application information is entered
- Updated for each year and competitive funding round (including BGF)



STANDARD FORMS

These forms are applicable to all OHFA multifamily programs including the Housing Tax Credit program, Housing Development Assistance Program and Housing Development Loan Program.

GAP FINANCING APPLICATION:

- [2020 Gap Financing Application – HDGF Only](#) (646 KB Excel File)

AFFORDABLE HOUSING FUNDING APPLICATION:

- [Design and Construction Features Form](#) (418 KB Adobe PDF File) **UPDATED**
- [Development Team Pre-Approval Form](#) (11 MB Excel File)

Previous Versions:

- [2020 Affordable Housing Funding Application](#) (815 KB Excel File)
- [2020 Affordable Housing Funding Application – FHAct50 Projects Only](#) (607 KB Excel File)
- [2019 AHFA Demonstration Webinar](#)

CASH FLOW LOAN PAYMENTS:

- [Notification of Cash Flow Loan Payments](#) (270 KB Adobe PDF File)
- [Cash Flow Loan Repayment Calculation Form \(LRCF\)](#) (17 KB Excel File)

[Assistance Program](#)

[FHAct50 Building
Opportunity Fund](#)

[Ohio Department of
Medicaid Subsidy
Demonstration](#)

[COVID-19 Updates &
Resources](#)



AHFA Tabs

- Instructions
- Submission Requirements
- Proposal Summary
- Project Details
- Budget & Costs
- Housing Credits
- Cashflow
- Development Team
- Experience & Capacity
- Developer Fee
- Narrative
- HDL+HDAP+MLP
- Multifamily Bonds
- Management Capacity
- Program Certification
- Scoring tabs
- Data tabs



2020 AHFA - 2021 edits in progress - Excel

File Home Insert Page Layout Formulas Data Review View Developer ACROBAT Tell me what you want to do... Alecusan, Diane Share

Paste Cut Copy Format Painter Clipboard Font Alignment Number Conditional Formatting Format as Table Styles Cells Editing

PS2

A B C D E F G H I J K L M N

OHIO HOUSING FINANCE AGENCY

Instructions

AHFA 11.20.2020 Release Date

How to Use this Workbook

- Make sure you are using the **most current AHFA** from the Guidelines, Applications, and Forms page.
- This application requires Excel 2013 or newer.
- The document is best viewed at 85% zoom; YOU MAY NEED TO SCROLL RIGHT to enter all information.
- Many sections of this workbook auto populate. You must follow all directions listed herein to ensure formulas operate correctly. Do not attempt to jailbreak this workbook or override formulas. OHFA will reset all formulas upon receipt and jailbroken responses will be lost. Copying and pasting from prior AHFAs is strongly discouraged as it can affect formulas; if attempting to paste information, use the "values paste" option (see sidebar) to ensure formatting is maintained.
- While you may complete the tabs in any order you see fit, the workbook is optimized for usability when the tabs are completed in the order displayed.
- Information written in the margins or the "Unlocked" tabs may not be seen by underwriters.
- Error messages may appear and must be resolved by the applicant prior to submission.
- Only complete the competitive workbook relevant to the pool in which you are competing.
- A narrative section is provided to describe your project in detail; because this is made available, responses to point categories must be concise.
- A blank, unlocked sheet is provided at the end of this workbook for applicant convenience. This blank sheet is for work product only and may not be reviewed by the underwriting analyst.

Provide an answer for all sections, do not skip or leave blank any question. Use the "Not Applicable" (N/A) option if a question does not apply to your project.

Use the following color-code to determine your response type:

Unrestricted answer
Drop-down or other restricted answer. Do not leave blank, select N/A.
Formula, auto-populate, or other locked cell
Formula, auto-populate, blank, or other unlocked cell where overriding the formula is allowable but very unlikely

Helpful Links

- [2021 Qualified Allocation Plan](#)
- [2021 Underwriting & Implementation Guide](#)
- [2021 Design & Architectural Standards](#)
- [HDL Guidelines](#)

Instructions Submission Requirements Proposal Summary Project Details Budget & Costs Housing Credits **Cashflow** Development Team Experience&Capacity

Ready 85%

Using "Values Paste": Values pastes the end result, but does not transfer over formulas or formatting. This prevents users from inadvertently interfering with important restrictions that already exists in a cell. When pasting, right-click and select the option with a clipboard and the graphic showing numbers 123.

Values Paste

AHFA:

Instructions tab

- Purpose
 - Tells you how the AHFA works and how to fill it out.
 - Sequence matters!
 - Explains what the cell color-coding means.
 - Provides links to important docs.
 - Contains list of changes made, date, and description.
 - Make sure to note the Release Date at the top of the page!
- Data entry?
 - None.

AHFA:

Submission Requirements tab

- Purpose
 - Tells you exactly what to submit for each program and when (proposal or final).
 - Explains how to name, organize, and submit the application and all supporting documents.
- Data entry?
 - None.

AHFA:

Proposal Summary tab

- Purpose
 - Populates a summary of your proposed project based on information entered throughout the rest of the AHFA.
 - This is what will be posted on the OHFA webpage after the application deadline.
- Data entry?
 - Minimal- Everything auto populates except for the image cell.

AHFA:

Project Details tab

- Purpose
 - The first tab that you'll enter data on.
 - Includes sections for general project information, round information, project history, site and building information, and development schedule.
- Data entry?
 - Yes. Most cells require data entry but some (gray) will auto-populate based on other responses.

AHFA:

Budget & Costs tab

- Purpose
 - Collects detail on all unit, bedroom, rent and income information for project.
 - Where most financial information for the project will be entered, including financing, sources and uses, and construction costs.
 - Cost containment will be calculated here and show if project meets caps.
- Data entry?
 - Combination of data entry and auto-populating cells.



AHFA:

Housing Credits tab

- Purpose
 - Calculates requested and eligible housing credits based on eligible basis, applicable fraction, funding pool, etc.
- Data entry?
 - Auto-populates most cells based on information entered in other AHFA cells. (remember: sequence matters!)

AHFA:

Cashflow tab

- Purpose
 - Pulls data from other tabs to summarize project's financial picture.
 - Calculates 30-year pro forma.
- Data entry?
 - Auto-populates most cells based on information entered in other AHFA cells.

AHFA:

Development Team tab

- Purpose
 - Where detail on all development team members is entered (name, address, contact information, ownership percentages, etc.).
 - Requirements for this tab will differ between 9% and 4% projects as teams applying for 9% HTC will have already submitted some of this information in the Development Team Pre-Approval Form.
- Data entry?
 - Yes.

AHFA:

Experience & Capacity tab

- Purpose
 - Where detail on each development team member's experience is entered (past projects, role in projects, etc.).
 - Similar to the Development Team tab, requirements for this tab will differ between 9% and 4% projects as teams applying for 9% HTC will have already submitted some of this information in the Development Team Pre-Approval Form.
- Data entry?
 - Yes.



Lyndon Bushwick
@lyndontheman

Actually received this resumé today

Work Experience

Honestly, not much because I just graduated but please see below:

Game of Thrones Expert

April 17th, 2011-Present

- Binge watched entire series in one weekend
- Stared at screen so long went blind in one eye
- Only left couch to use bathroom and get snacks

Stranger Things Expert

July 16th, 2016-Present

- Watched each season in two days
- Created RIP Barb fan page on Facebook that now has 25,000 followers
- Efficiently used ex's Netflix login without being caught

Not the experience we are looking for

AHFA:

Developer Fee tab

- Purpose
 - Calculates eligible developer fee based on information entered elsewhere in AHFA.
- Data entry?
 - None. Everything will auto-populate.

AHFA:

Narrative tab

- Purpose
 - Space for applicant to provide a description of the project, including any commercial space or unique features.
 - The description entered on this tab will be used to populate the project description section of the Proposal Summary.
- Data entry?
 - Yes.

AHFA:

HDL+HDAP+MLP tab

- Purpose
 - Applying for HDL, HDAP, or MLP funds? Enter those requests here.
 - If not applying for any of these, leave this tab blank.
- Data entry?
 - Yes, if applying for HDL, HDAP, or MLP funds.

AHFA:

Multifamily Bonds tab

- Purpose
 - Requesting multifamily bonds for the project and seeking to have OHFA issue the bonds? Enter that request here.
 - Only applicable to 4% HTC-only and BGF rounds, and MF Bond-only requests.
 - If not, leave this tab blank.
- Data entry?
 - Yes, if applying for OHFA-issued multifamily bonds

AHFA:

Management Capacity tab

- Purpose
 - Collects information and management history for the proposed management entity.
 - For 9% projects, does not need completed at proposal application- only at final application.
- Data entry?
 - Yes.

AHFA:

Program Certification tab

- Purpose
 - Must be signed by each general partner participating in the project.
 - An original signature is not required, electronic signatures and signature images will be accepted.
- Data entry?
 - Signatures only.

AHFA:

Competitive Scoring tabs

- Purpose
 - One tab specific to each funding pool- Tab will unlock based on funding pool selected in the Project Details tab.
 - Each item includes brief description of documents required to be submitted for category, but must reference QAP for full details and requirements.
- Data entry?
 - Mix of data entry and auto-populating cells.



AHFA:

Data tabs

- Purpose
 - Data and School Data tabs are locked. The information in them is only used to populate specific cells throughout the AHFA.
 - Includes items such as QCT, DDA, and Opportunity area eligibility based on address; Cost Containment caps based on pool; and LIHTC rent limits based on County
 - OHFA Data Extract tab is only for use by OHFA staff.
- Data entry?
 - None.

03

COMMON MISTAKES



Don't make lack of proofreading obvious



Avoid these!

- Not trying to find the answer to your question before reaching out to OHFA.
- Proceeding with the application and interactive mapping before verifying that the project address entered pinpointed the correct location.
- Using Google Drive, Dropbox, etc. to submit application or architectural files.
- Submitting hard copy full size architectural plans.
- Leaving fields in the AHFA blank.
- Sending pdfs without checking them for accuracy and functionality.

Avoid these!

- Having contradictory information in different parts of the application.
- Submitting supporting documentation for one point option but AHFA selection is for a different one.
- Selecting multiple options for a point category in which only one can be selected.
- Not submitting adequate (enough, clear, or required) supporting documentation for competitive criteria and for conditional financial commitments.
 - Better to provide more than less!
- Creating a folder for every application document being submitted.
 - Name the files as instructed in the AHFA. Only files that need to be in a folder are the Competitive Support Documents, though categories with multiple documents may be submitted in a folder that is named using the convention (i.e. Conditional Financial Commitments).

04 Q&A

Ask now or submit questions to QAP@ohiohome.org



Thank you for attending today!

Send questions and comments to:

QAP@ohiohome.org

OHFA Office of Multifamily Housing,

Development Division page:

<https://ohiohome.org/ppd/default.aspx>