

- A. Ohio-Based Materials Letter Template
- B. Guide to federal accessibility requirements
- C. Tax Information Authorization Disclosure
- D. Site Assessment Survey
- E. Market Study Index
- F. Affirmative Fair Housing Marketing Plan - Available Soon
- G. Public Notification Letter Template
- H. Governor's Regional Economic Development Representative
- I. Acquisition, Relocation, and Demolition
- J. Local Clearinghouse List
- K. Mini Phase I Scope of Work/Questionnaire
- L. PSH Requirements
- M. Development Features Agreement for HDGF

Attachment A

Ohio-Based Materials

Intent: Increase demand for building materials and products that are extracted and manufactured within the State, thereby supporting Ohio-based manufacturing and sales employment.

Requirements: Use a minimum of 5% of buildings materials or products for which:

- a. At least 80% of the mass is extracted or processed and sold within the State of Ohio –or–
- b. The end product is manufactured and sold in Ohio (with raw materials coming from Ohio or elsewhere)

Submittals:

- a. Provide the Ohio-Based Materials Letter Template (see Attachments), signed by the responsible party, declaring that the requirements have been met.
- b. Provide a product information sheet about the materials used.
- c. Provide a spreadsheet of all Ohio-based construction materials used on the project and the total amount of all materials, demonstrating that Ohio-based materials comprise at least 5% of the total cost of materials.

Attachment B

Guide to Federal Accessibility Requirements

The following is a checklist of design and construction requirements of the Fair Housing Act. This checklist represents many, but not all, of the requirements to the Act. This checklist is not intended to be exhaustive, rather, it is a helpful guide in determining if the major requirements of the Act have been met in designing and constructing a particular multifamily development. Projects may also be required to meet additional requirements included in Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act as well as any state and local Civil Rights legislation along with any required related codes and laws.

General Requirements

Affected projects are developments with buildings containing four (4) or more units that were designed and constructed for first occupancy on or after March 13, 1991.

If it is an elevator building, all units are "covered units."

All units in buildings with elevators must have features required by the Act.

If it is a non-elevator building, all ground-floor units are "covered units."

All ground floor units in buildings without elevators must have features required by the Act.

NOTE: There is a narrow exception, which provides that a non-elevator building in a development need not meet all of the Act's requirements if it is impractical to have an accessible entrance to the non-elevator building because of hilly terrain or other unusual characteristics of the site.

Features Required by the Fair Housing Act

1. Accessible Building Entrance on an Accessible Route
 1. The accessible route is a continuous, unobstructed path (no stairs) through the development that connects all buildings containing covered units and all other amenities.
 2. The accessible route also connects to parking lots, public streets, public sidewalks, and to public transportation stops.
 3. All slopes are no steeper than 8.33%.
 4. All slopes between 5% and 8.33% have handrails.
 5. Covered units have at least one entrance on an accessible route.
 6. There are sufficient curb cuts for a person using a wheelchair to reach every building in the development.
2. Common and Public Use Areas
 1. At least two percent (2%) of all parking spaces are designated as handicapped parking.
 2. At least one (1) parking space at each common and public use amenity is designated as handicapped parking.
 3. All handicapped parking spaces are properly marked.
 4. All handicapped parking spaces are at least 96 inches wide with a 60-inch wide access aisle that can be shared between two spaces.
 5. The accessible aisle connects to a curb ramp and the accessible route.

6. The rental or sales office is readily accessible and usable by persons with disabilities.
7. All mailboxes, swimming pools, tennis courts, clubhouses, rest rooms, showers, laundry facilities, trash facilities, drinking fountains, public telephones, and other common and public use amenities offered by the development are readily accessible and usable by persons with disabilities.
3. Usable Doors
 1. All doors into and through covered units and common use facilities provide a clear opening of at least 32 inches nominal width.
 2. All doors leading into common use facilities have lever door handles that do not require grasping and twisting.
 3. Thresholds at doors to common use facilities are no greater than one-half (1/2) inch.
 4. All primary entrance doors to covered units have lever door handles that do not require grasping and twisting.
 5. Thresholds at primary entrance doors to covered units are no greater than three-quarter (3/4) inches and beveled.
4. Accessible Route Into and Through the Covered Unit
 1. All routes through the covered units are no less than 36 inches wide.
5. Accessible Environmental Controls
 1. All light switches, electrical outlets, thermostats, and other environmental controls must be no less than 15 inches and no greater than 48 inches from the floor.
6. Reinforced Bathroom Walls for Grab Bars
 1. Reinforcements are built into the bathroom walls surrounding toilets, showers, and bathtubs for the later installation of grab bars.
7. Usable Kitchens and Bathrooms
 1. At least 30" x 48" of clear floor space at each kitchen fixture and appliance.
 2. At least 40 inches between opposing cabinets and appliances.
 3. At least a 60-inch diameter turning circle in U-shaped kitchens unless the cooktop or sink at end of U-shaped kitchen has removable cabinets beneath for knee space.
 4. In bathroom, at least 30" x 48" of clear floor space outside swing of bathroom door.
 5. Sufficient clear floor space in front of and around sink, toilet, and bathtub for use by persons using wheelchairs.

For additional information, please visit the following web sites:

Accessible Home Page <http://www.homemods.org>

Access Board <http://www.access-board.gov>

ADA <http://www.usdoj.gov/crt/ada/adahom1.htm>

Center for Universal Design <http://www.ncsu.edu/ncsu/design/cud>

HUD information <http://www.hud.gov/fhe/fheacss.html>

TAX INFORMATION DISCLOSURE AUTHORIZATION

_____ (the "Applicant") hereby irrevocably authorizes the Tax Commissioner of the Ohio Department of Taxation or any agent designated by the Tax Commissioner of the Ohio Department of Taxation from the date below until disclose to the Director of the Ohio Department of Development or any designated employee of the Director the amounts of any or all outstanding liabilities for corporation franchise tax, individual income tax, employer withholding tax, sales, use tax or excise tax which are currently unpaid and certified to the Attorney General of the State of Ohio for collection.

The Applicant expressly waives notice of the disclosure(s) to the Ohio Department of Development by either the Tax Commissioner of the Ohio Department of Taxation or by any agent designated by the Tax Commissioner of the Ohio Department of Taxation. The applicant expressly **waives the confidentiality provisions of the Ohio law that would otherwise prohibit disclosure and agrees to hold the Department of Taxation** and its employees harmless with respect to the limited disclosure authorized herein.

This authorization is to be liberally interpreted and construed; any ambiguity shall be resolved in favor of the Tax Commissioner or the Ohio Department of Taxation

This authorization is binding on any and all heirs, beneficiaries, survivors, assigns, executors, administrators, successors, receivers, trustees, or other fiduciaries.

A photocopy of this authorization is as valid as the original.

Name of Applicant (including any DBA)

By: _____

Title: _____
(Officer or Director)

Date

(Instructions to Applicant: Please fill in the Tax Identification Numbers on page 2 of this form.)

July 1, 1997

TAX IDENTIFICATION NUMBERS	
Applicants Full legal name and address	
Names and addresses of any affiliates (if necessary, attach a seperate form for each affiliate listing each of the numbers set forth below)	
Federal Tax Identification Number	
State Issue Tax Identification Number(s)	
Ohio Charter Number	
Ohio Franchise Tax I.D. Number	
Vendor's License Number	
Consumer's Use Tax Account Number	
Direct Pay Permit Number	
Seller's Use Tax Account Number	
Service, Transient, Delivery, or Master Vendor's License Number	

Neighborhood is defined as roughly within a 1/2 mile radius from the site.

Date:

Time:

Reviewer(s):

Weather:

Name of Project:

Tracking #:

Address:

City:

County:

of Units:

Type (rental/for-sale):

of Buildings:

Population (family, senior, or special needs):

1. Describe the use of adjacent property directly to the:

North:

West:

South:

East:

2. What is the general land use pattern in the neighborhood?

	<i>estimated % of total land use within neighborhood</i>
Single Family Homes	
Multifamily	
Industry	
Commercial/Retail	
Vacant Land	
Other	

3. Trends and direction of real estate development and economic health of neighborhood:

On a scale of 1 to 10, (10 being very good, 1 being very poor) what is the average physical condition of nearby buildings and homes?

	Please explain your reasoning below:

Is there any noticeable new housing developments underway?

--

How much recent investment (roads, sidewalks, landscaping, etc.) is evident?

--

Is the site in a growing or declining part of town?

--

Describe any noticeable, completely or partially vacant properties that are near the site.

--

4. Adequacy of street(s) and/or access road(s) serving the proposed project and traffic controls (lights, stop signs, speed limits, turning lanes)? Access to mass transit (if applicable)?

--

5. Potential environmental or negative concerns within reasonable distance to site:

	<i>Present?</i>	<i>Notes</i>
wastewater treatment facilities		
high traffic corridors		
junkyards		
prisons		
landfills		
distribution facilities		
frequently used railroad tracks		
power transmission lines and towers		
factories or similar operations		
sources of excessive noise		
abandoned gas stations		
liquor store		
bar / nightclub		
adult clubs / bookstores		
other		

6. Obvious on-site negative features and physical barriers that will impact residents.

	<i>Present?</i>	<i>Notes</i>
power transmission lines & towers		
flood hazards		
steep slopes		
large boulders		
wooded lot		
ravines		
year-round streams		
wetlands		
other		

For existing structures, describe any negative design features (e.g. parking, sidewalks, steps, etc.)

7. Similarity of scale and aesthetics/architecture between project and surroundings:
Will the project significantly stand out from its neighbors?
Is the design materially different from surrounding properties?

8. Amenities / services within neighborhood

	Present?	Notes
Park / recreation area		
Grocery Store		
Hospital / health care services		
School(s)		
Post Office		
Day Care		
Library		
Other		

9. General observations, if any, regarding site and neighborhood:

Attachment E

MARKET STUDY INDEX

The following information must be included in a market study. The market study author must organize the information using this index or provide the corresponding page number(s) for each item.

I. Executive summary

- A. Statement that a market exists for the proposed project
- B. Recommendations or suggested modifications to the proposed project
- C. Estimated stable year vacancy rate for the proposed project
 - 1. Explanation if greater than 7%
- D. Estimated lease-up time for the proposed project
 - 1. Explanation if greater than one year

II. Description of the proposed project - including location; project design; number of units, bedrooms and baths; amenities; rents and utility allowances; population served; review of site and floor plans; etc.

III. Description of the primary market area (PMA) for the project

- A. Map of the PMA
- B. Methodology used to determine boundaries
- C. Explanation if areas outside of five-mile radius included
- D. Health of the overall rental housing market

IV. Rent comparison

- A. Rents for the proposed project
- B. Market rents and methodology for calculation of market rents

V. Number of income-eligible renter households in the PMA

- A. Percentage required to fully lease-up the project
 - 1. Explanation if greater than 10%

VI. Description, evaluation and map of services (including approximate distance to project)

- A. Public services
- B. Infrastructure
- C. Community services
- D. Employers

VII. Number of income-eligible special needs households in the PMA

- A. Percentage required to meet the special needs set-aside
- B. Source of information

VIII. Federally subsidized and Housing Credit projects (including projects under construction) in the PMA

- A. Brief description of each project - including number of units, rents, amenities, unit and bedroom sizes, population served, etc.
- B. Current vacancy rate for each project
- C. Contact name and method of contact for each project
- D. Ratio of all subsidized and Housing Credit units to the number of income-eligible renter households in the primary market area
- E. Estimated vacancy rate for each Housing Credit project (except those under construction) during the first stabilized year of the proposed project
 - 1. Explanation for estimated vacancy rates greater than 10%

IX. List of comparable market rate developments in the primary market area

- A. Brief description of each project - including number of units, rents, amenities, unit and bedroom sizes, population served, etc.
 - B. Current vacancy rate for each project
 - C. Contact name and method of contact for each project
- X. Watch Area Information (*if applicable*)
 - A. Demonstrate that the project will be successful
 - B. Demonstrate that other affordable housing will not be negatively impacted
- XI. Analysis of Public Housing Authority (PHA) concerns and issues
 - A. Copy of letter and certified mail receipt or details of interview
 - B. Copy of response(s) from PHA or transcript of interview
 - C. Narrative that evaluates and addresses any issues or concerns raised by the PHA
- XII. Original signed copy of OHFA Form 003 - Market Study Certification
- XIII. Listing of all data sources used in the study

Market Study Requirements

A market study conducted by an OHFA-approved, market study professional must be submitted with the application. A list of OHFA-approved professionals is available on the OHFA web site. In order to be placed on this list, market analysts must follow the application requirements available on the web site and be a member in good standing of the National Council of Affordable Housing Market Analysts (NCAHMA).

All information submitted in the market study will be compared with the OHFA Statewide Rental Housing Analysis. Any items that vary from the analysis may be challenged. Any market study professional submitting inaccurate information may be removed from the list of OHFA-approved market study providers. The market study professional must organize the study using the index found in Exhibit I and complete the market study checklist (OHFA Form 002).

A market study must include all of the following:

- a. Executive summary in bullet format that briefly reviews all of the market study requirements and indicates any recommendations or suggested modifications to the proposed project.
- b. Concise conclusion by the author that indicates a market exists for the proposed project. The conclusion must include the estimated stable year vacancy rate and the estimated time needed to fully lease-up the proposed project. If the estimated stable year vacancy rate exceeds 7% and/or the estimated lease-up time exceeds one year, provide a detailed explanation.
- c. Description of the proposed project including all of the following: the site and adjacent parcels; visibility and accessibility of the site; project design (walk-up, elevators, etc.); number of units; number of bedrooms (efficiency, SRO, 1, 2, 3, etc.) and baths; unit and project amenities; proposed rents and utility allowances; and population served. This information must be consistent with the AHFA. Include color photographs of the project site(s) and surrounding areas. For a scattered-site project, color photographs of at least four (4) sites or at least 10% of the total number of sites in the project must be included (whichever number is greater). The photographs submitted should reflect the various streets or neighborhoods in which the project sites are located. The author must review the site and floor plans and indicate whether the plans are appropriate or need certain modifications.
- d. Description and map of the Primary Market Area (PMA) for the proposed project, including the methodology used to determine the boundaries. Provide a detailed explanation if the PMA includes any areas outside of a five-mile radius from the proposed project. Include a discussion of the health of the overall rental housing market in the PMA. All of the sites to be included in a project must be located within one PMA.
- e. Comparison of the rents of the proposed project to the market rents for comparable units in the PMA. Include the methodology for the calculation of the market rents.
- f. Description of the number of **income-eligible renter households** in the PMA. An income-eligible household is defined as spending up to 35% of income on rent for families or up to 40% of income on rent for seniors. Indicate the percentage of these households that are required to fully lease-up the project ("capture rate"). If this percentage exceeds 10%, provide a detailed explanation for the higher rate.
- g. Description and evaluation of the public services (including transportation, police, fire department, schools, day care, library and community center), infrastructure (including roads and traffic), community services (including shopping, restaurants, parks, recreational facilities, hospital, health care facilities, and services for special needs, if applicable), and employers in the PMA. List the approximate distances to all the services. Include a map that clearly identifies the location of the project and all public and community services.

- h. If the project will be serving a special needs population, identification of the number of special needs households residing in the PMA. Indicate the percentage of these households that are required to meet the project's special needs set-aside. Special needs populations are permanent supportive housing for the homeless, senior housing, housing for persons with a developmental disability, and housing for persons with severe and persistent mental illness. Information regarding the number of special needs households may be obtained from the local Continuum of Care study, local CHIS or Consolidated Plan, local Mental Health or MR/DD Board, homeless shelters, or other community social services agencies. Please document the source of your information.
- i. Description of the federally subsidized developments and Housing Credit projects (both operating and not yet placed-in-service) located in the PMA. Housing Credit projects not yet placed-in-service must be included in the analysis. Provide the current vacancy rate for each project and include the person(s) contacted for each competing project and the method of contact. Compare the rents, amenities, unit sizes, bedroom sizes, and populations served of the competing projects to the proposed project. The following information must also be included: name, location, population served, type of design, age and condition, number of units by bedroom type, rent levels, number of bedrooms and baths for each unit type, size (in square footage) of units, type of utilities and whether paid by tenant or owner, unit and site amenities. Comparisons to the subject rents should be based on comparable amenities, utilities, location, parking, and any rental concessions. Identify specific reasons why comparables are faring poorly in the market (if applicable). Projects that receive a reservation may be required to amend their market study to incorporate those other projects receiving an allocation in the same round and are located in the same primary market area. A listing of Housing Credit projects in service and in development is located on the OHFA web site. Calculate the ratio of subsidized and Housing Credit units to income eligible renter households.
- j. Estimate of the vacancy rates of the Housing Credit projects (only those currently operating) located in the PMA during the first stabilized year of the proposed project. If the estimated vacancy rate exceeds 10% for any Housing Credit project, provide a detailed explanation for the higher rates.
- k. Description of comparable market rate developments located in the PMA. Provide the current vacancy rate for each project and include the person(s) contacted for each competing project and the method of contact. Compare the rents, amenities, unit sizes, bedroom sizes, and populations served of the competing projects to the proposed project. The following information must also be included: name, location, population served, type of design, age and condition, number of units by bedroom type, rent levels, number of bedrooms and baths for each unit type, size (in square footage) of units, type of utilities and whether paid by tenant or owner, unit and site amenities. Comparisons to the subject rents should be based on comparable amenities, utilities, location, parking, and any rental concessions.
- l. Evaluation of any concerns or issues raised by the most local Public Housing Authority (PHA). The applicant or market study author must send a letter via certified mail to the local PHA. The letter must contain a brief description of the project and target population, instructions for the PHA to forward all comments to the market study author, and a statement that all comments must be submitted within 30 days from receipt of the letter. If the PHA does not respond to the letter or comments are submitted after the 30-day comment period, the market study author does not need to analyze the issues or concerns of the PHA. Include in the market study a copy of the letter, certified mail receipt, and a copy of any letters from the PHA.
- m. An executed original OHFA Form 003 - Market Study Certification. The market analyst shall have no financial interest in the proposed project. Financial interest is deemed to be any remuneration other than the fee for preparing the market study. Furthermore, the fee assessed for the study shall not be contingent upon the proposed project being approved by OHFA.
- n. A list of all data sources used in the study.

The study must have been completed or updated by the author within one year prior to the application deadline for Housing Credits.

The characteristics listed above are the minimum required to meet OHFA threshold requirements. OHFA reserves the right to independently determine if a market exists for the proposed project and to require additional information and/or another market study. OHFA may also contact the market analyst during the review process if any required information cannot be found in the study.

Attachment F AFHM - to be distributed

Attachment G

Public Notification Letter Template

DATE

CERTIFIED MAIL RETURN RECEIPT REQUESTED (Attach copies)

Applicable Person

Title

Name of Political Jurisdiction

Address

City, State Zip

RE: Name of Project

Dear Applicable Person:

The purpose of this letter is to apprise your office that (Name of General Partner, Managing Member, etc.) will be the (general partner, managing member, etc.) of a multifamily residential development located in or within a one-half mile radius of your political jurisdiction. The following describes the project and the multifamily funding programs of the Ohio Housing Finance Agency (OHFA) that will be utilized for the project and notifies you of your right to submit written comments to OHFA:

Project Address: Be as specific as possible; note city or township location as well as county location.

Number of Units: Total number of units; you may wish to do a breakdown on unit types, i.e. 1BR, 2BR, 3BR.

Nature of Project: Such as new construction, acquisition & rehabilitation, substantial rehabilitation, adaptive reuse. Note any other distinguishing characteristics.

Program(s) Utilized in the Project: Indicate that the project will utilize funding from the Housing Credit, Housing Development Assistance Program, Housing Development Loan Program and/or Multifamily Bond Programs.

Right to Submit Comments: You have the right to submit comments to OHFA regarding the project's impact on the community. If you intend to submit a statement of disapproval or objection, you must submit a written statement that is

signed by a majority of the voting members of the legislative body governing your jurisdiction. The written objection must be forwarded separately to the Chairman of OHFA and to the Agency's Executive Director and be delivered by certified mail, return receipt requested. The persons and addresses to be notified at OHFA are:

Kimberly A. Zurz, Board Chair
Ohio Housing Finance Agency
57 East Main St.
Columbus, OH 43215

Mr. Douglas A Garver, Executive Director
Ohio Housing Finance Agency
57 E Main Street
Columbus, OH 43215-5135

The written objection must be submitted within 30 days of your receipt of this notice, and must be received by OHFA within 45 days of the date of the sponsor's or private developer's notice.

OHFA is required to respond to any written statement submitted by you under the terms outlined above.

Sincerely,

Name
Title of Writer

Attachment H

GOVERNOR'S REGIONAL ECONOMIC DEVELOPMENT REPRESENTATIVES

Region 1 - Columbus

Tonya L. Barnett
Phone: 614-466-9627
Fax: 614-752-4858
Riffe Center
77 S. High Street, 29th Floor
Columbus, OH 43215
Counties Represented: Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway and Union

Region 2 - Toledo

Anthony Allen
Phone: 419-245-2445
Fax: 419-245-2448
One Government Center, Suite 1520
Toledo, OH 43604-2205
Counties Represented: Defiance, Erie, Fulton, Henry, Lucas, Ottawa, Sandusky, Williams and Wood

Region 3 - Lima

Judith M. Cowan
Phone: 419-229-5320
Fax: 419-229-5424
Perry Building
545 W. Market Street, Suite 305
Lima, OH 45801-4717
Counties Represented: Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam and Van Wert

Region 4 - Dayton

Stephen P. Lake
Phone: 937-285-6185
Fax: 937-223-3584
One Dayton Centre
1 S. Main Street, Suite 2060
Dayton, OH 45402-2016
Counties Represented: Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble and Shelby

Region 5 - Cincinnati

Chris Smith
Phone: 513-852-2826
Fax: 513-852-2840
One W. Fourth Street, Suite 425
Cincinnati, OH 45202
Counties Represented: Butler, Clermont, Hamilton and Warren

Region 6 - Mansfield

David L. Williamson
Phone: 419-522-2029
Fax: 419-522-2203
Walnut Building
24 W. Third Street, Suite 301
Mansfield, OH 44902-1235
Counties Represented: Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca and Wyandot

Region 7 - Chillicothe

Kara Willis
Phone: 740-775-0612
Fax: 740-775-0604
15 N. Paint Street, Suite 102
Chillicothe, OH 45601-3116
Counties Represented: Adams, Brown, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto and Vinton

Region 8 - Cleveland

Fran Migliorino
Phone: 216-787-3240
Fax: 216-787-3244
615 W. Superior Avenue, 12th Floor
Cleveland, OH 44113
Counties Represented: Cuyahoga, Geauga, Lake and Lorain

Region 9 - Akron

Daryl L. Revoldt
Phone: 330-643-3392
Fax: 330-643-3391
Ocasek Government Office Building
161 S. High Street, Room 404
Akron, OH 44308-1615
Counties Represented: Medina, Portage, Stark, Summit and Wayne

Region 10 - Cambridge

William Gotschall
Phone: 740-439-2263
Fax: 740-439-1524
2146 Southgate Parkway
Cambridge, OH 43725-3082
Counties Represented: Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum and Tuscarawas

Region 11 - Marietta

Darlene Lukshin

Phone: 740-373-5150

Fax: 740-373-2984

308 Front Street

Marietta, OH 45750

Counties Represented: Athens, Hocking, Meigs,
Monroe, Morgan, Noble, Perry and Washington

Region 12 - Youngstown

Julie Michael-Smith

Phone: 330-797-6301

Fax: 330-744-1822

George V. Voinovich Government Center

242 Federal Plaza West, Suite 401

Youngstown, OH 44503

Counties Represented: Ashtabula, Mahoning and
Trumbull

Attachment I: Acquisition, Relocation, and Demolition

ACQUISITION, RELOCATION AND DEMOLITION SECTION

INSTRUCTIONS (3 PAGES)

Since much of OHFA funds are from federal sources, any project involving (A) acquisition of real property or easements, (B) rehabilitation, (C) displacement of occupants, and (D) demolition may activate the regulations found in the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA). In addition, Section 104(d) of the Housing and Community Development Act (the Barney Frank Amendment) may apply to your project if CDBG or HOME funds are used and funded activities include demolition or conversion that reduces the supply of low/moderate income dwelling units (those renting below Section 8 Fair Market Value).

To comply with requirements of the URA and Section 104(d), you must begin to document any acquisition and/or relocation activity once you begin planning to apply for state/federal funds. Be aware early in the process that acquisition of real property, including permanent easements must be done in compliance with the URA. Also, intentional or unintentional displacement of any tenant (individual, family, non-profit, business, or farm) without the URA, and possibly 104(d) procedures being followed may result in displacement, adding a financial liability to your project.

The following is a brief explanation of each attachment in the Acquisition and Relocation Section of this application:

ATTACHMENT 1: QUESTIONNAIRE ON ACQUISITION, RELOCATION, AND DEMOLITION

This questionnaire is designed to assist us in reviewing your project for acquisition, relocation, and demolition activities and in making a determination if you have adequately planned and budgeted for these activities.

Section 1: Scope of Activities

Check the acquisition, rehabilitation, relocation, and demolition activities contained within the entire scope of the project (including activities funded from other funding sources that are part of this project). Check the appropriate boxes.

Section 2: Acquisition Activities

Any real property, including permanent easements, acquired or to be acquired, must be acquired in compliance with the URA whether the property is acquired on a voluntary, involuntary, or donated basis.

- A. There is no acquisition issue if real property was not acquired for this project in the past, nor is to be acquired in the future. If ALL real property was previously owned, and not acquired for this project, enter date(s) property to be used for this project was acquired and proceed to the Section 3.
- B. Enter the number of sites acquired or to be acquired of each category.
- C. Enter the number of sites under control for each category and the date(s) obtained. The total number for C should equal the total number for B above.
- D. For secured sites:
 - 1. Check who secured the site.
 - 2. Check how the site(s) was secured and attach requested documentation for donations and voluntary acquisitions.

- E. For sites not yet secured:
1. Check who will secure the site(s).
 2. Check how site(s) will be secured.
- F. Programs assisting homebuyers with down payment assistance, closing costs, or principal reduction payments are acquisition activities, and are covered by the URA. Timely disclosure needs to be made to the seller, in writing, to exempt the purchase from full URA regulations (see Sample Voluntary Acquisition Form, attached). Also, tenants residing in the home may be eligible for relocation benefits unless they (a) are fully informed of their rights under the URA and (b) waive those rights in a written consent document. You may want to design your program to avoid displacing tenants and avoid the costs associated with tenant displacement. If your program does call for tenant displacement, enter the number of displacements and the amount budgeted to cover the costs of displacement.

Section 3: Relocation Activities

This section covers the two basic relocation options for tenant occupied units. They are:

TENANTS WHO ARE INVOLUNTARILY DISPLACED because they are required to move off site permanently as a direct result of the project, including a permanent move that was done prior to the date of the application in anticipation of the project.

TENANTS WHO REMAIN ON SITE since a significant relocation obligation remains with non-displaced tenants. Relocation files must be established and each tenant offered a suitable, affordable, Decent, Safe and Sanitary unit (DS&S) on site. Tenants may be required (a) to move from one unit to another or (b) to move off site temporarily to permit construction if they are provided an appropriate unit during the move and paid all reasonable out-of-pocket expenses. The failure to provide proper notices or benefits can result in tenants becoming displaced persons, eligible for permanent relocation benefits, even if it was not intended for them to be displaced.

- A. Briefly describe each proposed activity involving rehabilitation, demolition or conversion to another use (conversion also includes increasing rents to the point that tenants are economically displaced).
- B. Enter date vacant property was last occupied.
- C. Check whether tenants were previously displaced to make the property available for this project. If so, past tenants must be located and offered relocation assistance.
- D. Check whether property is currently occupied by tenants.
- E. If Yes is checked in D above, complete the three questions.
1. Check if tenants are required to move permanently from the site.' If YES, enter the number of residential and nonresidential tenant units (Displacement).
 2. Check whether remaining tenants will be required to move temporarily or to move permanently from one unit to another within the project. If YES, enter the number of residential and nonresidential tenant units (Non-displacement).
 3. If answer to 1 or 2 above is YES, show amount budgeted and describe how relocation benefits will be provided (include notices, advisory services and financial reimbursements) and identify staff that will implement the relocation activity. if needed, use back of page or attach additional sheets.

Section 4: **Demolition Activities**

CDBG and HOME funds are covered by Section 104(d) of the Housing and Community Development Act of 1974, as amended, (Barney Frank Amendment) which (1) protects the supply of affordable housing units and (2) outlines benefits to low- and moderate-income residents who are permanently displaced. Section 104(d) has two distinct components:

UNITS: 104(d) requires one-for-one replacement of low and moderate dwelling units that are demolished or converted to another use.

PEOPLE: 104(d) specifies relocation assistance for displaced low-income families. (It does not provide protection or assistance for families with incomes above the Section 8 Lower Income Limit. However, those families are covered under URA relocation requirements).

- A. Check whether your project will reduce the supply of low and moderate dwelling units (defined as a dwelling unit with a market rent, including average utility costs, that does not exceed the Fair Market Rent for Section 8 existing housing). The term does not include any unit that is owned and occupied by the same person before and after the assisted rehabilitation. A housing project that has a before rehab value of less than \$5,000 per unit and has been documented to be dilapidated will be considered not suitable for rehabilitation; thus, the one-for-one replacement rule will not apply. If YES is checked, describe a plan for replacing the demolished or converted units.
- B. Check whether your project will permanently displace low/moderate income persons. If YES is checked, explain the method of providing relocation benefits.

ATTACHMENT 2: REAL PROPERTY ACQUISITION AND RELOCATION CERTIFICATIONS

This is a letter of understanding whereby applicant agrees to be responsible for any payments or costs that occur as a result of non-compliance with the Federal Regulations regarding the acquisition of property and displacement of tenants.

1. Sign Number 1 if all real property needed for the project is not yet acquired or was recently acquired for use in the project, or
2. Sign Number 2 if all real property to be used in this project was already owned by the applicant and was not acquired for this project.
3. All applicants are to sign Number 3.

ATTACHMENT 3: SAMPLE VOLUNTARY ACQUISITION FORM - THIRD PARTY

A sample form, revised February, 1996, for use by Non-Profits and Private Developers when acquiring real property.

ATTACHMENT 1

QUESTIONNAIRE ON ACQUISITION, RELOCATION AND DEMOLITION

SECTION 1 - SCOPE OF ACTIVITIES

Check the acquisition, rehabilitation, relocation, and demolition activities contained within the entire scope of the project (including activities funded from other funding sources that are part of this project)

- ☐ purchase of permanent easement
☐ purchase of vacant land
☐ purchase of land and buildings
☐ donation of real property or permanent easements
☐ new construction
☐ rehabilitation ☐ residential ☐ nonresidential
☐ relocation of tenants ☐ residential ☐ nonresidential ☐ permanent ☐ temporary
☐ demolition ☐ residential ☐ nonresidential
☐ other (explain) _____
☐ none of the above

Comments/clarifications:

SECTION 2 - ACQUISITION ACTIVITIES

- A. If all parcels (or easements) were previously owned (title actually transferred to the applicant and not acquired for the purpose of this project, indicate dates acquired _____, proceed to Section 4.
- B. Number of sites acquired or to be acquired: Easements Residential _____
 Nonresidential _____ Homebuyer Assistance _____
- C. The control of the site(s) is in the form of:
- Number**
- _____ Deed, acquired for this project (date _____)
 _____ Purchase agreement (date _____)
 _____ Option (expiration date _____)
 _____ Easement agreement (date obtained _____)
 _____ Other (Explain) _____
 _____ Site(s) not yet acquired
- D. If the site(s) has been secured:
1. Who secured the site(s)
 - ☐ Government Entity
 - ☐ Third party
 2. How was site(s) secured
 - ☐ Eminent domain
 - ☐ Donation - attach Donation of Parcel/Easement Form
 - ☐ Voluntary acquisition - attach Voluntary Acquisition Form with either (1) seller's signature or (2) other documentation -showing receipt by seller such as a certified mail or FedEx receipt.

E. If all sites have not yet been secured:

1 Who **will** secure the site(s)

- ☐ Government Entity
☐ Third party

2. How will site(s) be secured

- ☐ Eminent domain
☐ Donation
☐ Voluntary acquisition
☐ Not sure (Explain) _____

SECTION 3 - RELOCATION ACTIVITIES

A. Briefly describe each activity involving rehabilitation, demolition, or conversion.

B. If vacant, date property was last occupied: _____

C. Were occupants previously displaced to make the property available for this project?

☐ YES ☐ NO

D. Is the property occupied by tenants (residential or nonresidential)?

☐ YES ☐ NO

E. If YES, complete the following three questions:

1 Will project activities require tenants to move permanently from the site (Displacement)

☐ YES ☐ NO

If YES, please indicate the number of

_____ Residential tenant units

_____ Nonresidential tenant units

2. Of those remaining on site, **will** any tenant units be required to move temporarily OR move permanently from one unit to another at the project site (Non-displacement)?

☐ YES ☐ NO

If YES, please indicate the number of

_____ Residential tenant units

_____ Nonresidential tenant units

3. If applicable, show total monies budgeted for 1 and 2 above \$ _____ and _____
include a brief plan that outlines how relocation benefits **will** be provided.

SECTION 4 - PRESERVATION OF LOW AND MODERATE INCOME HOUSING UNITS

(Complete only if CDBG or HOME dollars are used anywhere in your project and residential units are to be demolished or converted to a use other than low- and moderate-income housing)

- A. **UNITS:** Will your project reduce the supply of low and moderate income dwelling units (those renting below Fair Market Rent; or if owner occupied, would have a market rent below the Fair Market Rent for the area)?

☐ YES

☐ NO

If yes, explain in the space below the provision for replacing units within a four-year timeframe (beginning one year prior to the funding agreement and terminating three years after the demolition activity).

- B. **PEOPLE:** Will your project permanently displace low- and moderate-income persons?

☐ YES

☐ NO

If yes, explain in the space below a method of providing relocation benefits for any resident displaced (including economic displacement).

REAL PROPERTY ACQUISITION AND RELOCATION CERTIFICATIONS
(FOR NON-PROFITS, PRIVATE ENTITIES, AND LOCAL GOVERNMENTS)

A. ACQUISITION CERTIFICATION

All applicants must sign #1 or #2, as applicable, and sign the Relocation Certification below:

1. I certify that I **will** follow the federal regulations when acquiring property (including permanent easements) either on an involuntary or a voluntary basis, including the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended (the Uniform Relocation Act), the Acquisition and Relocation requirements in the HUD Handbook 1378, and the OHCP acquisition and relocation requirements.
 - A. Involuntary acquisition: I will follow the procedures described in Chapter 5 of HUD Handbook 1378,
 - B. Voluntary acquisition: I will follow the procedures described in Chapter 5 of HUD Handbook 1378. I understand that federal regulations require that for **real property acquired voluntarily**, I must inform the seller in writing:
 - i. That this is a voluntary, arm's length transaction and the power of eminent domain will **not** be used; that the property **will** only be acquired by a mutual agreement between the buyer and seller; and
 - ii. Of the property's estimated fair market value.

Should I fail to provide timely notices to sellers, I **will be responsible for any future claims made by such sellers for increased acquisition costs.**

(Signature of Applicant and Date)

2. All of the real property that will be used in this project is already owned and was not acquired for the purpose of this project. There will be no further acquisition of real property.

(Signature of Applicant and Date)

B. URA RELOCATION CERTIFICATION

I certify that I will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the Uniform Relocation Act), the Acquisition and Relocation requirements in the HUD Handbook 1378, and the OHCP acquisition and relocation requirements.

I understand that any tenant (individual, family, non-profit, business, or farm) that has been or will be permanently or temporarily displaced by this project may be entitled to receive benefits as prescribed by the above regulations. I have determined the number of actual and potential tenants to be displaced (If any) and their expenses have been adequately covered in the attached budget.

Should I fail to report tenants that have been or **will** be displaced by this project and included the costs in the approved budget, I will be responsible for any future claims made by such tenants.

(Signature of Applicant and Date)

SAMPLE VOLUNTARY ACQUISITION FORM - THIRD PARTY

Note: The Uniform Relocation Act (URA) acquisition requirements for non-profit and private developers are found in Chapter 5 of HUD Handbook 1378, and must be followed if real property is to be acquired as part of a project receiving federal assistance. This is a sample form to be used on your letterhead, and can be revised, as appropriate for your project, and presented to the seller. The form should either be signed by the seller or sent certified mail, return receipt requested, with a copy maintained in your files to document the seller receiving this document.

NAME
ADDRESS
CITY, STATE, ZIP

Dear (Name):

Financial assistance through the Ohio Housing Finance Agency (OHFA) is being sought for this proposed transaction that includes the purchase of real estate known as

_____. **Federal funds used in this project require my informing you of the following:**

1. As a private sector entity proposing acquisition of your property, we have no legal means to acquire your property except a mutual agreement between the buyer and the seller. This is a voluntary, arm's length transaction and there is no threat of Eminent Domain.
2. We have estimated the fair market value of your property to be \$_____. This amount was established by **(check one)**:
_____ the value derived by the County Auditor's most recent records.
_____ a third party who is familiar with property values in the area (such as a Realtor).
_____ an appraisal of the property conducted by _____, copy attached.

The URA regulation states: Whenever feasible, this information shall be provided before making the purchase offer. In those cases where there is an existing option or contract, the seller must be provided the opportunity to withdraw from the agreement after this information is provided.' Therefore, if federal funds remain in the project and this information is being provided to you prior to closing. but after an option or purchase agreement exists, you have the choice of continuing with the contract, renegotiating the contract, or declaring it null and void.

In addition, since this is a voluntary sale, you will not be eligible for relocation assistance as a consequence of this transaction. Also, if any tenants have been displaced for this sale to occur or if tenants currently rent or occupy space on the property, please provide us with that information at this time so we can plan accordingly.

If you have any questions, please contact _____ at _____
(name) (phone)

Sincerely,

Received by _____
Seller(s)

Date _____

(Obtain seller's signature or send certified mail with return receipt placed in the file)
Revised 2/96

Attachment J: OHIO AREA CLEARINGHOUSES

Applicants are advised to contact the Clearing House in advance to determine what information, if any, must be provided. If they do not wish to accept the information, draft a letter to OHFA which states when the Clearinghouse was contacted, the name of the individual spoken to, and affirms the application should not be submitted.

<u>Agency</u>	<u>Counties Covered</u>
Ashland County Regional Planning Commission West Second Street, County Courthouse Ashland, Ohio 44805-2196 Phone: (419) 289-0000	Ashland
Ashtabula County Planning Commission 25 West Jefferson Street Jefferson, Ohio 44047-1092 Phone: (216) 576-3772	Ashtabula
Auglaize County Regional Planning Commission County Courthouse 210 Willipi Street, Suite G16 Wapakoneta, Ohio 45895-0330 Phone: (419) 738-9025	Auglaize
Bel-O-Mar Regional Council (BOM) P.O. Box 2086, 105 Bridge Street Plaza Wheeling, West Virginia 26003-0290 Phone: (304) 242-1800	Belmont
Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ) 814 Adams Street Steubenville, Ohio 43952 Phone: (614) 282-3685	Jefferson
Buckeye Hills-Hocking Valley Regional Development District (BHHVRDD) Route 1, P.O. Box 299D Marietta, Ohio 45750 Phone: (614) 374-9436	Athens, Hocking Meigs, Monroe, Perry, Morgan, Noble, Washington
Clark County Planning Commission 50 E. Columbia Street, P.O. Box 2639 Springfield, Ohio 45501 Phone: (937) 328-2410	Clark

AgencyCounties Covered

Clinton County Regional Planning Commission
69 N. South Street, Suite 100
Wilmington, Ohio 45177
Phone: (513) 382-3582

Clinton

Columbiana County Board of Commissions
County Development Office
130 W. Maple Street
Lisbon, Ohio 44432-1222
Phone: (330) 424-9078

Columbiana

Crawford County Board of Commissioners
112 E. Mansfield Street
Bucyrus, Ohio 44820
Phone: (419) 562-5876

Crawford

Eastgate Development & Transportation Agency
(EDATA)
5121 Mahoning Ave.
Youngstown Ohio 44515
Phone: (330) 779-3800

Mahoning, Trumbull

Erie County Regional Planning Commission
2900 Columbus Avenue
Sandusky, Ohio 44870
Phone: (419) 627-7792

Erie

Fairfield County Regional Planning Commission
210 E. Main Street
Lancaster, Ohio 43130
Phone: (614) 687-7110

Fairfield

Hancock County Regional Planning Commission
306 Municipal Building
Findlay, Ohio 45840
Phone: (419) 424-7094

Hancock

Hardin County Regional Planning Commission
One Courthouse Square, Suite 130
Kenton, Ohio 43326
Phone: (419) 674-2215

Hardin

Huron County Commissioners
180 Milan Avenue
Norwalk, Ohio 44857-1195
Phone: (419) 668-3092

Huron

Knox County Regional Planning Commission
110 E. High Street
Mt. Vernon, Ohio 43050
Phone: (614) 393-6718

Knox

Agency

KYOVA Interstate Planning Commission
P.O. Box 939, 1221 6th Avenue
Huntington, West Virginia 25712-0939
Phone: (304) 523-7434

Counties Covered

Lawrence

Licking County Planning Commission
County Planning Department
20 S. Second Street
Newark, Ohio 43055
Phone: (614) 349-6555

Licking

Lima-Allen County Regional Planning Commission (L-AC)
221 N. Main Street, 2nd Floor
Lima, Ohio 45801-4432
Phone: (419) 228-1836

Allen

Logan-Union-Champaign Regional Planning Commission
9676 E. Foundry Street, P.O. Box 141
East Liberty, Ohio 43319
Phone: (937) 666-3431

Champaign, Logan, Union

Madison County Regional Planning Commission
County Courthouse Room 208
London, Ohio 43140
Phone: (614) 852-2833

Madison

Marion County Regional Planning Commission
196 W. Center Street
Marion, Ohio 43302-2706
Phone: (614) 387-6188

Marion

Maumee Valley Planning Organization (MAUMEE)
197-2B-2 Island Park Avenue
Defiance, Ohio 43512
Phone: (419) 784-3882

Defiance, Fulton
Henry, Paulding,
Williams

Mercer County Community Improvement Corporation
101 N. Main Street, Room 102
Celina, Ohio 45822
Phone: (419) 586-2963

Mercer

Miami County Council
201 W. Main Street
Troy, Ohio 45373
Phone: (937) 332-6997

Miami

Miami Valley Regional Planning Commission (MVRPC)
40 West Fourth Street
400 Miami Tower
Dayton, Ohio 45402
Phone: (937) 223-6323

Darke, Greene
Montgomery, Preble

Mid-Ohio Regional Planning Commission
295 E. Main Street
Columbus, Ohio 43215-5272
Phone: (614) 228-2663

Delaware, Franklin

Agency

Morrow County Regional Planning Commission
48 E. High Street
Mt. Gilead, Ohio 43338
Phone: (419) 947-4085

Northeast Ohio Areawide Coordinating Agency (NOACA)
1299 Superior Avenue
Cleveland, Ohio 44114-3204
Phone: (216) 241-2414, Ext. 240
Fax: (216) 621-3024

Northeast Ohio Four County Regional Planning and
Development Organization (NEFCO)
969 Copley Road
Akron, Ohio 44320-2992
Phone: (330) 836-5731
Fax: (330) 836-7703

Mark Policinski, Executive Director
Ohio-Kentucky-Indiana Regional Council of Govt. (OKI)
720 E. Pete Rose Way, Suite 420
Cincinnati, Ohio 45202
Phone: (513) 621-6300
Email: mpolicinski@oki.org

Ohio Mid-Eastern Governments Association (OMEGA)
P.O. Box 130
Cambridge, Ohio 43725
Phone: (614) 439-4471
Fax: (614) 439-7783

Ohio Valley Regional Development Commission (OVRDC)
P.O. Box 728
Waverly, Ohio 45690-0728
Phone: (614) 947-2853 or 1-800-223-7491
Fax: (614) 947-3468

Pickaway County Regional Planning Commission
County Courthouse
207 S. Court Street
Circleville, Ohio 43113
Phone: (614) 474-3360
Fax: (614) 477-1245

Portage county Regional Planning Commission
County Administration Building
449 S. Meridian Street
Ravenna, Ohio 44266
Phone: (330) 297-3613
Fax: (330) 297-3617

Counties Covered

Morrow

Cuyahoga, Geauga
Lake, Lorain,
Medina

Summit

Butler, Clermont,
Hamilton, Warren

Carroll, Coshocton,
Guernsey, Harrison,
Muskingum, Holmes,
Tuscarawas
Optional Review:
Belmont & Jefferson

Adams, Brown, Fayette,
Highland, Jackson
Pike, Ross, Scioto,
Vinton, Gallia

Pickaway

Portage

<u>Agency</u>	<u>Counties Covered</u>
Putnam County Planning Commission 245 E. Main Street Ottawa, Ohio 45875 Phone: (419) 523-3656 Fax: (419) 523-5284	Putnam
Richland County Regional Planning Commission (RCRPC) 35 N. Park Street Mansfield, Ohio 44902 Phone: (419) 774-5684 Fax: (419) 774-5685	Richland
Seneca County Board of Commissioners 81 Jefferson Street Tiffin, Ohio 44883 Phone: (419) 447-4550 Fax: (419) 447-0556	Seneca
Shelby County Regional Planning Commission County Annex 129 E. Court Street Sidney, Ohio 45365 Phone: (937) 498-7273 Fax: (937) 498-1293	Shelby
Stark County Regional Planning Commission 201 Third Street. N.E., Suite 201 Canton, Ohio 44702-1231 Phone: (330) 438-0402 or 438-0391 Fax: (330) 438-0990	Stark
Toledo Metropolitan Area Council of Governments (TMACOG) P.O. Box 9508, 300 Central Union Plaza Toledo, Ohio 43697-9508 Phone: (419) 241-9155 Fax: (419) 241-9116	Lucas, Ottawa, Sandusky, Wood
Van Wert County Regional Planning Commission 719 E. Crawford Street Van Wert, Ohio 45891 Phone: (419) 238-4544 Fax: (419) 238-4528	Van Wert
Wayne County Commissioners 418 W. Liberty Street Wooster, Ohio 44691 Phone: (330) 287-5420 Fax: (330) 287-5425	Wayne
Wyandot County Board of Commissioners 109 S. Sandusky Avenue, Room 10 Upper Sandusky, Ohio 43351-1497 Phone: (419) 294-3836 Fax:	Wyandot

MP-1 SCOPE OF WORK

This document provides guidelines for performing Mini-Phase I Environmental Site Assessments (MP-1). These guidelines were specifically designed for use in screening properties for potential environmental risks. The MP-1 is not a substitute for a Phase I Environmental Site Assessment.

Site Inspection

Personnel should visit the site and complete the MP-1 as provided in Attachment 1. It is not required that the checklist be typed prior to submittal. However, the MP-1 must be legible. All questions should be answered as completely as possible. If personnel determine that a cover letter is a suitable means to convey information, then a cover letter should be attached to the MP-1.

Interview

Personnel are required to interview a key site contact. The key site contact may be the current owner or other person knowledgeable of the site operations and site history. The realtor or borrower (unless the borrower is the current owner) do not qualify as key site contact. The information obtained from the interview should be verified to the extent practicable during the site inspection and incorporated into the MP-1.

Photographs

At a minimum, please provide the photographs listed below. Photographs of any potential environmental concerns are also required. A minimum of 16 photographs is acceptable; however, please submit additional photographs as necessary.

- Front, rear, and side views of the site,
- Interior of all the buildings on site (must photograph each room), and
- Adjacent properties, as visible from the site boundaries or other publicly accessible areas.
- Notable site observations.

Database Report

A third party environmental database report from an approved firm, such as the Environmental Data Resources, Inc. (EDR) Transaction Screen Map Report with GeoCheck (or equivalent), must be ordered and submitted with the completed with the MP-1.

Historical Source

Two sources of historical data are required. Personnel should choose the best available historical source(s) to assist in evaluating the historical uses of the site. Typical sources include aerial photographs, fire insurance maps, and city directories. Please provide a written summary of the findings in a cover letter and copies of the source material as an attachment.

Attachment 1

Mini-Phase I Questionnaire

Environmental Questionnaire

The questionnaire is to be completed at the site therefore; handwritten, yet legible, submittals are anticipated. Please attach site photographs and historical source information to this questionnaire.

Executive Summary

Based on the findings of this MP-1, concerns were identified at this site based on

Site Contact Interview Information

☐ Yes ☐ No

Site Reconnaissance and Observations

☐ Yes ☐ No

Historical Information

☐ Yes ☐ No

Database Report

☐ Yes ☐ No

Additional investigation is warranted for this site

☐ Yes ☐ No

If yes, please explain in a cover letter.

Sponsor's Information

Sponsor's Name: _____

Sponsor Phone Number: _____

Project Information

Site Name: _____

Site Location: _____

Project Number: _____

Inspection Date: _____

To be completed by August Mack Environmental, Inc.

☐ **No additional actions are required prior to loan closing.**

☐ **Additional actions are required prior to loan closing.**

Authorized August Mack Signature

Date

The following section should be completed based on your interview with the site contact. If your site observations indicate something different than the site contact's answer(s), please describe the difference.

Site Contact Interview	
What is the name of the person interviewed? What is their relationship to the property (owner, tenant, purchaser, employee)? Number of years familiar with the property?	Explain:
Name of the current site owner (if different than above)?	Explain:
What is the name and operations of the current site occupant?	Explain:
How many buildings are onsite and what are the approximate sizes?	Explain:
What is the date(s) of construction for the site building(s)? What are the dates of any substantial additions or renovations?	Explain:
Who previously owned the site?	Explain:
What were the previous uses of the site?	Explain:
Does the site contact have knowledge of spills or leaks at the site (including releases from ASTs, USTs, or drums)?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.
Has a septic system or water well ever been used at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.
Have the site operations ever generated regulated or hazardous waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.
Has any public agency ever investigated or cited operators of the site for violation or possible violation of any environmental law?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.
Have any environmental investigations (soil, sediment, groundwater, etc.) ever been performed at the site	<input type="checkbox"/> Yes <input type="checkbox"/> No;

Has an environmental cleanup or remediation ever occurred at the site or on any adjacent properties? ,	<input type="checkbox"/> Yes <input type="checkbox"/> No;
Has the site ever suffered damage from a fire or flood?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, describe the date and nature of the damage.
What are the current uses of the adjacent properties?	North: South: East: West:
Please describe any known prior uses of the adjacent properties.	North: South: East: West:
Have any landfilling or dumping activities occurred on the site or on any adjacent properties?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.

The following questions should be answered based on the visual observations of the inspector.

Site Observations	
Describe the current site operations.	
Are floor drains and/or sumps present in any of the buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No;
What is the discharge point of the floor drain/sump (if present)?	Explain:
What utilities currently service the site? When were they originally connected?	Electric: Gas: Heating Oil: Sanitary Sewer: Storm Sewer:
Are any large "wet" electrical transformers located on the site? Who owns the transformers?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, please note location on Site Plan and explain
Is there any physical evidence of a septic system or well at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain. .
Are there any industrial discharges to the septic system, if present?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.

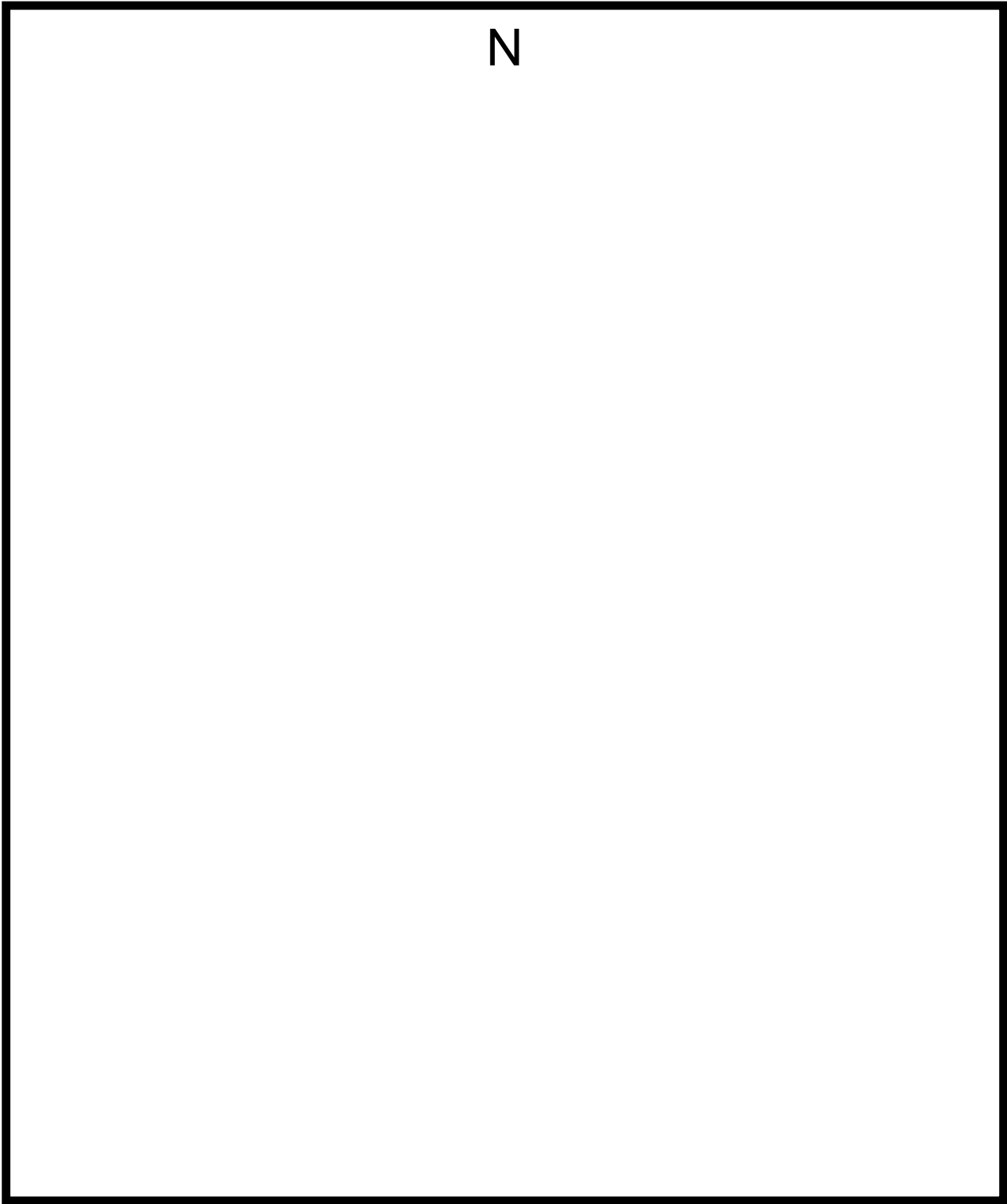
Are any oil/water separators, wastewater treatment plants or sub-grade features present at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, please note location on Site Plan and explain.
Are any surface impoundments or detention ponds located onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, please note location on Site Plan and explain.
Storage Tanks and Drums	
Are there any aboveground or underground tanks, present at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, please note the location of the tanks on the Site Plan and complete table below.
Are there currently any regulated or non-regulated chemicals or substances store on the site in drums, containers, or otherwise?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.

#	Type UST, AST, drum	Size (gallons)	Contents	Location Note on the Site Plan	Status Active (upgraded?), Abandoned, Removed	Comments Secondary containment? Tightness testing results? Inventory Records?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Please provide August Mack with a copy of the most recent test results, if available.	
Did you notice any physical evidence of leaks or spills, such as signs of stressed vegetation or surface stains not explained by the site contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.
Asbestos, Waste Disposal, Mold	
For buildings constructed prior to 1980, are any of the following building materials present? Acoustic (popcorn) spray applied texture, spray-applied fireproofing or insulation, and pipe insulation.	<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, please note location, approximate quantity and condition.
If asbestos-containing materials have been identified at the site, is an Asbestos Operations and Maintenance Program (O&M) in place? Please verify the O&M plan is in place.	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain. None identified
Is the site a generator of special or regulated wastes?	Explain: No
Is there any visual evidence of potential mold impacts to the building interior?	<input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, then explain.

Site Plan

Sketch or attach a map of the site, which includes the adjacent properties. Please identify the site boundary, layout of the site, bordering streets, any areas of concern, and level the adjacent sites by occupant or use.



Attachment L

Attachment M
Development Agreement for HDGF.pdf

Permanent Supportive Housing reviews

Applicants for projects to be awarded in the Permanent Supportive Housing (PSH) pool will adhere to all application deadlines and requirements as stated in the QAP. However, OHFA will ask each PSH development team to meet with OHFA staff, representatives from local Continuum's of Care where appropriate, other invited project representatives and subject matter experts after the application submission date. The purpose of this meeting will be for OHFA staff to discuss the following issues with project representatives:

- a. The population being served by the proposal.
- b. How the supportive service plan will address the needs of the specific population.
- c. How do you plan to evaluate the success of your supportive services plan? What formal and informal methods will be used to evaluate the success of the development in meeting the individual needs of the residents as well as addressing overall issues of homelessness? How will you convey this information to OHFA and other organizations?
- d. How the physical design of the building(s), the project site and location will enhance the lives of residents specific to their particular needs.
- e. How residents will be linked to services not directly offered by the on-site service provider.
- f. How the project plans to sustain supportive service provision over the life of the compliance period.

OHFA staff will provide a minimum of two weeks notice prior to setting any meeting date. Project representatives are asked to submit any materials necessary to enhance the discussion one week prior to the date set by OHFA staff.

OHFA staff respect the subject matter expertise of our stakeholders and applicants. It is a goal of these discussions to help create better understanding between OHFA and our partners as to how best to serve the needs of our customers. OHFA will evaluate the responses to these issues, in addition to the site evaluation, in order to make a final determination of ranking.

OHFA Development Features Agreement for HDGF

Development Name _____

Tracking Number _____

Unit Features

General Design:

- ☐ Garage
- ☐ Basement
- ☐ Covered Parking
- ☐ Extra Storage (in addition to closets)
 - ☐ Describe _____

Location _____

- ☐ Hardwood Floors
- ☐ Doorbells
- ☐ Vaulted or Cathedral Ceilings
- ☐ Skylights
- ☐ Crown Molding
- ☐ High Speed Internet/ Wi Fi (list all rooms)
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Lighted closets throughout
- ☐ Multilevel closet shelving or closet organization system
- ☐ Washer & Dryer Hookups
- ☐ Paneled interior doors
- ☐ Overhead bedroom lights
- ☐ Window Treatments
 - ☐ Type: _____
- ☐ Programmable Thermostat
- ☐ Balcony/Deck (6x8 or larger and unobstructed)
- ☐ Separate Dining Room
- ☐ Ceramic or Natural Stone Tiles (Note: all flooring must be NON SLIP)
 - ☐ Entry
 - ☐ Kitchen
 - ☐ Restroom
- ☐ Windows
 - ☐ Grid
 - ☐ Double Hung
- ☐ Other (List)
 - ☐ _____
 - ☐ _____

Security:

- ☐ In Unit Security system
- ☐ Intercom/E Call Buttons
- ☐ Other (List)
 - ☐ _____
 - ☐ _____

Bathrooms:

- ☐ Lighting in shower and bath stall(s)
- ☐ Garden Tub
- ☐ Other (List)
 - ☐ _____
 - ☐ _____

Kitchen:

- ☐ Seamless Countertops
- ☐ Molded Seamless Backsplash
- ☐ Sink Sprayer
- ☐ 8" or greater sink depth (Accessible Units must meet accessibility guidelines)
- ☐ Other (List)
 - ☐ _____
 - ☐ _____

Appliances Energy Star

- ☐ Ceiling Fans (list rooms) Yes ☐ No ☐
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Washer & Dryer Included Yes ☐ No ☐
- ☐ Built in Microwaves Yes ☐ No ☐
- ☐ Electric Garage Opener Yes ☐ No ☐
- ☐ Remote
 - ☐ Touchpad
 - ☐ Keyless Entry
- ☐ Refrigerator w/ ice and water dispenser Yes ☐ No ☐
- ☐ Garbage Disposal Yes ☐ No ☐
- ☐ Dishwasher Yes ☐ No ☐
- ☐ Self Cleaning Oven Yes ☐ No ☐
- ☐ Other (List)
 - ☐ _____ Yes ☐ No ☐
 - ☐ _____ Yes ☐ No ☐

On Site Features

Community Space:

- ☐ Full Kitchen (if *you want OHFA to recognize the amenity as a full kitchen, it must include*)
 - ♦ Sink with sprayer
 - ♦ Built in microwave
 - ♦ Self cleaning oven
 - ♦ Garbage disposal
 - ♦ Dishwasher
 - ♦ Refrigerator
 - ♦ Cabinets and Storage
- ☐ Kitchenette (list included amenities)
 - ♦ _____
 - ♦ _____
 - ♦ _____
 - ♦ _____
 - ♦ _____
 - ♦ _____
 - ♦ _____
- ☐ Fireplace
- ☐ Residents Cinema
- ☐ Meeting Areas/ Party Room
- ☐ Health Facilities/Gym/Fitness Center
- ☐ Media Center
 - ☐ Video Games and Systems
 - ☐ Library
 - ☐ Billiards
 - ☐ Table Tennis

OHFA Development Features Agreement for HDGF

Development Name _____

Tracking Number _____

- ☐ Computer Center with Computer(s) and printer
- ☐ Laundry Room
- ☐ Beauty Salon
- ☐ On Site Management
- ☐ Gazebo
- ☐ Swimming Pool
- ☐ Charcoal or gas grill and picnic area
- ☐ Putting Green
- ☐ Weekly Curbside Trash Service

- ☐ Playground/Tot Lot (list equipment)

- ☐ Gated Access
- ☐ Biking/Walking/Running Trails
- ☐ Residents Garden
- ☐ Car Wash Area with hose and drain
- ☐ Interior Courtyard
- ☐ Sports Court/ Sports Field (explain in detail)

- ☐ Mailboxes that are:

- ☐ Covered
- ☐ Indoors

- ☐ Community Pole Lighting on timer or photo cell

- ☐ Other (List)

- ☐ _____
- ☐ _____

Project Amenities

1. Appliances

Please complete the following table:

Appliance	Provided (yes or no)	Number of Units
Refrigerator	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Stove	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

2. Bedroom Sizes

Is each bedroom in every unit is at least eight feet by ten feet?

_____ Yes (required)

_____ Applicant is requesting a waiver (attach explanation and letter of approval) (tax exempt bond financed projects only)

3. Number of Bathrooms

For projects with units containing more than two bedrooms, is there a minimum of one full and one-half bathroom?

_____ Yes (required)

_____ N.A.

_____ Applicant is requesting a waiver (attach explanation and letter of approval)

4. Sliding Glass Doors

Is the project providing security on sliding glass doors?

_____ Yes (required). Please describe: _____

_____ N.A.

_____ Applicant is requesting a waiver (attach explanation and letter of approval)

5. Universal Design

Please confirm all items below that apply to all units and/or buildings as applicable in the project. Some items are required to be included in specific types of housing and are indicated as follows:

(1) Required of ALL PROPERTIES.

(2) Required in multifamily properties.

(3) Required in newly constructed properties.

(4) Required in senior properties.

(5) Required of all properties except rehabilitation of single-family homes.

S= Structural

In addition to the required items, applicants must provide five (5) structural and five (5) non-structural features. Please mark the additional items that will be completed for each unit in the development with an X.

NOTE: Features with two numbers are only required if the project meets both project descriptions.

Entrances

- ☐ Covered entryway (exterior entrances only) (3) (S)

- ☐ 5 x 5 foot minimum maneuvering space (2) (3) (S)

- ☐ Exterior Threshold maximum of 1/2 inch beveled (S)

- ☐ 36-inch exterior doors (S)

- ☐ Accessible route from vehicle drop off or parking (5)

- ☐ Maximum slope of 1:20 to entry door (2)

- ☐ Package shelf or bench to hold parcels, groceries, etc.

- ☐ Movement sensor light controls (exterior entrances only) focusing on the front-door lock

- ☐ Ambient and focused lighting at keyhole

- ☐ Non-slip flooring in foyer

- ☐ Doorbell accessible to a seated person

General Interior

- ☐ 32-inch minimum clear door opening width (3) (S)

- ☐ Flush threshold (maximum of 1/4 inch rise) (S)

- ☐ Hallways at least 36" wide throughout (3) (4) (S)

- ☐ Light switches, thermostats and other environmental controls at 42-inch maximum height – Thermostats must be easy to read (large numbers) (S)

- ☐ Electrical outlets, phone jacks, and data ports are installed at least 18" from floor (3) (4) (S)

- ☐ View windows at 36-inch maximum sill height (S)

OHFA Development Features Agreement for HDGF

Development Name _____

Tracking Number _____

- ☐ Crank operated (casement) windows (S)
- ☐ 5 x 5 foot maneuvering spaces in all rooms (S)
- ☐ 5 lb. maximum force to open doors
- ☐ Lever door handles (1)
- ☐ Adjustable height closet rods and shelves
- ☐ Loop handle pulls on drawers and cabinets
- ☐ Smooth, non-glare, slip-resistant surface flooring OR low-pile (less than 1/2-inch high pile) density carpet with firm pad

Bathrooms

- ☐ At least one wheelchair maneuverable full bathroom on an accessible level with 60-inch turning radius or acceptable T-turn space and 36-inch by 36-inch or 30-inch by 48-inch clear space. (S)
- ☐ 32-inch minimum lavatory counter height (S)
- ☐ Knee space under lavatory (S)
- ☐ 18-inch maneuvering spaces at both ends of tub or shower (S)
- ☐ Offset controls in tub or shower (S)
- ☐ Integral transfer seat in tub or shower
- ☐ Toilet 2 1/2 inches higher than standard (17 – 19 inches) or height adjustable
- ☐ Adjustable height showerhead
- ☐ Lever-type faucets (4)
- ☐ Mirror to backsplash at lavatory
- ☐ Either an ADA compliant tub/shower combination or a roll in, curbless (no threshold) ADA compliant shower, minimum 36-inches wide. Installation of these units must also comply with ADA standards.
- ☐ Blocking in walls around toilet and in bath/shower for future installation of grab bars to support 250 – 300 pounds (2)

Kitchens

- ☐ Full-extension pullout drawers
- ☐ Multi-level counters to accommodate people sitting and standing (S)
- ☐ Full height pantry cabinets for up and down storage (S)
- ☐ 30 x 48 inch area of approach in front of all appliances or 60-inch diameter clear space for turns (S)
- ☐ Range with front controls and a smooth surface cook top or a wall oven with a separate in-counter smooth surface cook top that can be used by a person who is seated. The area under the cook top is designed with a base cabinet with retractable doors, no center stile, and removable floor. (S)
- ☐ Sink area is designed with a base cabinet with retractable doors, no center stile and removable floor. (S)
- ☐ Pull-out spray faucet and lever type faucets (4)
- ☐ Contrasting border treatment on countertops
- ☐ Pullout shelves in base cabinets
- ☐ Adjustable height shelves in wall cabinets (1)
- ☐ Glare-free task lighting

6. Central Air Conditioning

All units are provided with energy efficient central air conditioning systems that comply with the EPA Energy Star Program requirements.

____ Yes ____ Applicant is requesting a waiver (attach explanation and approval letter)

7. Single Family Home Standards

a.) All homes include washer and dryer hookups on the first floor or in the basement

____ Yes ____ Applicant has an approved waiver request (attach explanation)

b.) Will all homes provide either a two car garage OR a one car garage and a full basement?

____ Yes ____ No, applicant has an approved waiver request (attach explanation)

8. Energy Efficiency OPTI ONAL

For New Construction and Adaptive Reuse projects please complete Part A. For Existing Residential Building(s), please complete Part B.

A DETAILED COST ESTIMATE FROM THE PROJECT CONTRACTOR FOR THE TOTAL COST OF THE ENERGY EFFICIENCY ITEMS MAY BE ATTACHED TO THIS FORM.

PART A

Newly constructed (or adaptive reuse) building(s) and units(s) in the project listed will be deemed to comply with the energy efficiency requirements if they have been tested and certified to meet the EPA Energy Star program.

Number of units: _____

Rater Name and Company _____

PART B

The existing residential building(s) included in the project will be rehabilitated to meet or exceed the following energy efficiency standards: (Indicate the method of compliance by checking the appropriate blank and supplying the requested information.)

____ For single family and multi-family three stories or less:

Show that the units will achieve a minimum score of 82 points on a Home Energy Ratings System (HERS) scoring system as certified by a RESNET accredited rating organization:

Number of units: _____

Rater Name and Company _____

____ For multi-family four stories or more:

Meet the building shell requirements of ASHRAE 90.1-1999 using the COMcheck

<http://energycode.pnl.gov/COMcheckPkgGen/PkgGen.html> and installing Energy Star qualified heating and cooling equipment.

Number of units: _____

OHFA Development Features Agreement for HDGF

Development Name _____

Tracking Number _____

Residential Rehabilitation Standards

All HDGF rehabilitation developments must use either the State of Ohio Residential Rehabilitation Standards or Local Code, whichever is stricter.

Which standard is being used?

Who is the responsible and knowledgeable party on the development team that will ensure that the standards are followed?

Name

Title

Accessibility Certification

We certify that the following does apply to the project listed above:

The project will be designed and constructed to comply with the Fair Housing Accessibility Guidelines (FHAG), the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and any other local, state, or federal accessibility guidelines. Additionally, the cost of the construction to these guidelines has been included in the development Proforma and estimate of costs of construction. I understand this includes parking, outside route to dwellings, dwelling units, common facilities (rental office, laundry room, community room, etc.), etc.

The project will be designed and constructed in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, as implemented in 24 CFR Part 8; Subpart C Program Accessibility. Please note this includes homeownership projects with five or more units, including single-family detached dwellings on various sites.

1. To be completed by the design professional for the project:

I certify that I have reviewed the plans and scope of work for the project and that all information included on this form is true and correct.

Printed Name

Title

Signature

Date

Company/Firm Name:

Company/Firm Address:

Phone Number

Email

2. To be completed by the contractor for the project:

I certify that I have reviewed the plans and scope of work for the project and that all information included on this form is true and correct.

Printed Name

Title

Signature

Date

Company/Firm Name:

Company/Firm Address:

Phone Number

Email

OHFA Development Features Agreement for HDGF

Development Name _____

Tracking Number _____

3. To be completed by the owner of the project:

I certify that I have reviewed the plans and scope of work for the project and that all information included on this form is true and correct. I understand that incorporating some of these design features will likely result in higher project costs. The increased costs have been accurately estimated and are listed in the Affordable Housing Funding Application. If, for any reason, the design features listed on this form are not included in the final project, I understand that the Agency may revoke the project's allocation of housing credits and/or limit or prohibit the future participation of the general partners and parent organizations in the Ohio Department of Development's and Ohio Housing Finance Agency's housing programs.

Owner Name

Title

Signature

Date

Phone Number

Email

Reviewed and Approved by:

OHFA Staff

Date
