



Development  
Services Agency

# Program Year 2018 Ohio Consolidated Plan Annual Action Plan

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**June 2018**

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- C – Public Comments Received with Responses**
- D – Other Resources**
- E – Executive Summary**
- F – National Housing Trust Fund Allocation Plan**

## **Introduction**

The state of Ohio is required annually to prepare and submit an Annual Action Plan as part of the Five-Year Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD), pursuant to regulations at 24 CFR 91.320, to access certain types of HUD funds. The purpose of the Annual Action Plan is to describe the programs and activities that the Development Services Agency's (ODSA) Office of Community Development (OCD) will administer with Federal Program Year 2018 HUD and State Fiscal Year 2019 awarded funds. The program year for Program Year (PY) 2018 funded activities begins on July 1, 2018 and ends June 30, 2019. The Annual Action Plan must cover five HUD programs that includes the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships Program, The National Housing Trust Fund (NHTF), the Emergency Solutions Grant (ESG) Program and the Housing Opportunities for Persons with AIDS (HOPWA) Program. Funding from these programs is awarded to the state by HUD, and distributed by the OCD. OCD has established a variety of programs for distributing the HUD funds, along with state funds. Each of the programs and activities that are proposed for PY 2018 are described in detail in the Consolidated Plan, along with the proposed funding amounts.

## **PY 2018 Citizen Participation and Consultation Process**

OCD completed several activities designed to obtain comments, perspectives, and citizen opinions to prepare the PY 2018 Ohio Consolidated Plan Annual Action Plan. Notification of all public hearings and meetings was made at least 10 days in advance of the meetings through newsletters, direct mail and posting on OCD's website at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm). Records of these actions and documentation are available for review at the OCD office between 8 a.m. and 5 p.m. at 77 South High Street, 26<sup>th</sup> floor in Columbus, Ohio. All facilities and meeting times selected as part of the citizen participation process were chosen to accommodate persons with disabilities. The specific citizen participation activities are described as follows.

### **1. Consolidated Plan Advisory Committee Meeting**

The PY 2018 Ohio Consolidated Plan Advisory Committee met on September 7, 2017, to provide input prior to drafting the Draft PY 2018 Ohio Consolidated Plan Annual Action Plan and the Public Hearing on Needs. The Ohio Consolidated Plan Annual Action Plan Advisory Committee is comprised of statewide stakeholders who represent a variety of organizations that are involved with programs and issues related to affordable housing, community and economic development and homelessness and supportive housing.

### **2. Public Hearing on Needs**

OCD held a public hearing on needs issues on September 14, 2017, in Room 1924 at 77 South High Street, 19<sup>th</sup> floor in Columbus. OCD mailed Notification of the Public Hearing on Needs information to local communities, organizations and agencies throughout the state at least 30 days in advance. ODSA also published the notification on its website. The notification summarized the state's planning process for the Ohio Consolidated Plan Annual Action Plan, and solicited participation in OCD's Program Advisory Committee meetings. OCD accepted written comments on needs issues for 15 days prior to the meeting (from September 1, 2017 to September 16, 2017). Comments made at the Public Hearing on Needs, or received by OCD prior to the hearing's conclusion, were distributed to the advisory committee members for consideration during the planning process.

### **3. Program Advisory Committees**

OCD held seven Program Advisory Committees on October 30 and 31, 2017. At least 10 members comprised each Program Advisory Committees, including local officials, program administrators, nonprofit organizations, and other agencies, organizations and individuals familiar with OCD's programs and/or the Housing Development Assistance Program administered by the Ohio Housing Finance Agency (OHFA). OCD solicited participation on the Program Advisory Committees by directly mailing information to all local communities, organizations and persons on the OCD mailing list, which includes communities and organizations. The mailing also provided notification about the Public Hearing on Needs. The following Program Advisory Committee meetings were held:



- Community Development Program / Residential Public Infrastructure Program Advisory Committee
- Fair Housing/New Horizons Program Advisory Committee
- Economic Development Program Advisory Committee
- Community Housing Impact and Preservation (CHIP) Program Advisory Committee
- Housing Development Assistance Program (HDAP) Advisory Committee
- Homeless Crisis Response Program / Housing Assistance Grant Program Advisory Committee
- Housing Opportunities for Persons with AIDS Program Advisory Committee

#### **4. Notification of Public Comment Period and Distribution of Plan**

On March 1, 2018, OCD will send notification to local communities, agencies and organizations, informing them that the Draft PY 2018 Ohio Consolidated Plan Annual Action Plan, Executive Summary and National Housing Trust Fund Allocation Plan will be made available on ODSA's website at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm) for review and comment. This notification will announce the beginning of the mandatory 30-day public comment period on the draft plan, including a public hearing on March 8, 2018, at 10:30 a.m. at 77 South High Street, Room 1932 in Columbus, Ohio. All comments received will be included, along with responses, in the final PY 2018 Ohio Annual Action Plan and National Housing Trust Fund Allocation Plan submitted to HUD.

#### **Submission to HUD**

The final Ohio Consolidated Plan Annual Action Plan document will be submitted via Integrated Disbursement Information and Information Systems (IDIS) to HUD for a 45-day review period once the federal allocations have been released. Posting notification and availability of the final PY 2018 Ohio Consolidated Plan Annual Action Plan will be sent to local communities, agencies and organizations throughout the state.

## Expected Resources

The estimated federal resources allocated to the state from HUD are listed below. OCD and OHFA have established a variety of programs through which these funds will be distributed. Table 1 displays how these federal funding sources will be distributed among the various OCD and OHFA programs. Following Table 1, the guidelines for each of the programs are described in detail.

\$ 44880,743	Community Development Block Grant (CDBG) Program
\$ 24,793,348	HOME Investment Partnerships Program
\$ 6,971,712	National Housing Trust Fund (NHTF)
\$ 5,744,253	Emergency Solutions Grant (ESG) Program
<u>\$ 1,666,895</u>	<u>Housing Opportunities for Persons With AIDS (HOPWA) Program</u>
\$ 84,056,951	Total Estimated Federal PY 2018 Funds

OCD and OHFA have established several policies on how these funds can be used. These policies are listed below for each of the five respective HUD funding sources.

### **CDBG Program:**

The following policies will apply to PY 2018 CDBG funds:

- 1) The amount of administrative funds may be slightly higher, if the base for the state's administrative cap includes program income. Also, the amount for administration shown on Table 1 covers only OCD general administration. Grantees may be awarded additional administrative funds for local administrative costs associated with CDBG programs. Also, pursuant to guidelines issued by HUD, CDBG administrative funds will be used for HOME Program administrative costs incurred by local HOME grantees. OCD and local CDBG program administration cannot exceed 20 percent of the total CDBG allocation.
- 2) The funds budgeted for the Training and Technical Assistance Program are from the 3 percent allowance for administrative costs and technical assistance. CDBG funds will be available for the Training and Technical Assistance Program and other OCD-initiated grantee training and technical assistance efforts.
- 3) The state will distribute recaptured funds for the same type of program activities from which the recaptured funds are derived and for which they were originally programmed.
- 4) PY 2018 CDBG funds that are not committed by March 31, 2019 may be transferred to another CDBG program at the discretion of OCD in order to meet CDBG timeliness requirements.

If the total PY 2018 CDBG allocation to the state will be either less or more than the amount the state expects to receive, OCD will allocate available state funds proportionately, based on the PY 2018 proposed budget amounts as shown on Table 1.

### **HOME Program:**

The following policies will apply to the PY 2018 HOME funds:

- 1) The 10 percent HOME administrative funds will be used for both the ODSA and HOME Program administrative costs incurred by state-funded HOME grantees. (OCD will distribute approximately 60 percent of these administrative funds to state recipients and other local grantees.)
- 2) If the total PY 2018 HOME allocation to the state will be either less or more than the amount that the state expects to receive, OCD will allocate funds proportionately, based on the PY 2018 proposed budget amounts, as follows:

• Community Housing Impact and Preservation Program	60.5 percent
• Housing Development Assistance Program	29 percent
• CHDO Competitive Operating Grant Program	.6 percent
• Administration	10 percent

### **NHTF:**

- 1) The NHTF Program allocations are based on the assumption that the state will receive approximately \$5.5 million in PY 2018 NHTF Program funds from HUD.
- 2) Up to 10 percent of federal NHTF funds will be used for administrative costs.

#### **ESG Program:**

The following policies will apply to PY 2018 ESG funds:

- 1) The ESG Program allocations are based on the assumption that the state will receive approximately \$5.7 million in PY 2018 McKinney-Vento Emergency Solutions Grant Program funds from HUD.
- 2) Up to 7.5 percent of federal ESG funds will be used for administrative costs, of that, 60 percent goes to grant recipients and 40 percent stays with OCD.

#### **HOPWA Program:**

The following policies will apply to the PY 2018 HOPWA funds:

Of the amount allocated for the HOPWA Program, about \$4,000 will be used for OCD general administration; local grantees may use additional funds for local HOPWA Program general administration.

#### **Federal Low-Income Housing Tax Credits**

The state of Ohio expects to receive \$24 million in tax credits through the Low-Income Housing Tax Credit Program in the upcoming year. The tax credits can be used to generate equity that must be used to partially or fully finance developing affordable rental housing projects. The Ohio Housing Credits are administered through OHFA, and often used in conjunction with federal HOME or Ohio Housing Trust Fund (OHTF) gap funding and private dollars to finance affordable rental housing projects.

#### **Other Resources**

Several OCD programs will combine federal funds with OHTF, as indicated on Table 1. Final OHTF allocations must be approved by the OHTF Advisory Committee and grant awards are contingent on approval by the state Controlling Board. Additionally, OCD expects several federal, state and private resources to be made available during PY 2018 that local communities and nonprofit organizations used in the past to fund housing- and community development-related activities. It would be extremely difficult to state the exact funding amounts from these sources. Instead, a series of tables are included that indicate the sources of other funds expected to be made available for the three major program areas covered in the Consolidated Plan. Specifically, Attachment D shows the sources of other funds expected to be made available for housing activities, as well as resources for economic development and community development programs, respectively.

#### **Matching Funds**

Of the four programs covered in the Annual Action Plan, three require matching funds. The HOME Program requires a 25 percent match. For every dollar of HOME funds expended, the state must provide \$0.25 of matching funds. HOME match in PY 2018 will be covered by OHTF dollars that are used in conjunction with projects funded through the HDAP.

Another program that requires matching funds is the ESG Program. For every dollar of ESG funds expended, the state must provide \$1 of matching funds. This matching requirement will be met in PY 2018 by requiring ESG Program applicants to commit matching funds in their applications for funding. No application will be approved that does not contain sufficient matching funds.

Finally, OCD CDBG administration funds expended in excess of \$100,000 must be matched on a one-to-one basis using state funds.

**Table 1: PY 2018 Estimated Resources by Program**

Programs	Federal And State Funds Total	Pct. of Total	Consolidated Plan Total <sup>(1)</sup>	Pct. of Total	Funding Sources					
					1	2	3	4	5	6
					Federal	Federal	Federal	Federal	Federal	State
					CDBG	HOME	NHTF	ESG	HOPWA	OHTF <sup>(2)</sup>
Community Housing Impact and Preservation Program	\$ 23,500,000	28.0%	\$ 23,500,000	28.0%	\$ 8,500,000	\$ 15,000,000				
Housing Development Assistance Program <sup>(2)</sup>	\$ 13,500,000	16.1%	\$ 13,500,000	16.1%		\$ 7,200,000	\$ 6,300,000			
CHDO Competitive Operating Grant Program	\$ 150,000	0.2%	\$ 150,000	0.2%		\$ 150,000				
<b>Affordable Housing Subtotal</b>	<b>\$ 37,150,000</b>	<b>44.2%</b>	<b>\$ 37,150,000</b>	<b>44.2%</b>	<b>\$ 8,500,000</b>	<b>\$ 22,350,000</b>	<b>\$ 6,300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Homeless Crisis Response Grant Program <sup>(3)</sup>	\$ 5,320,000	6.3%	\$ 5,320,000	6.3%				\$ 5,320,000		
Supportive Housing Grant Program	\$ -	0.0%	\$ -	0.0%						
Housing Assistance Grant Program	\$ -	0.0%	\$ -	0.0%						
Housing Opportunities for Persons With AIDS	\$ 1,666,895	2.0%	\$ 1,666,895	2.0%					\$ 1,666,895	
<b>Homelessness &amp; Supportive Housing Subtotal</b>	<b>\$ 6,986,895</b>	<b>8.3%</b>	<b>\$ 6,986,895</b>	<b>8.3%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,320,000</b>	<b>\$ 1,666,895</b>	<b>\$ -</b>
Community Development Program <sup>(4)</sup>	\$ 23,000,000	27.4%	\$ 23,000,000	27.4%	\$ 23,000,000					
Economic Dev. & Public Infrastructure Program <sup>(5)</sup>	\$ 10,000,000	11.9%	\$ 10,000,000	11.9%	\$ 10,000,000					
Microbusiness Development Program	\$ -	0.0%	\$ -	0.0%	\$ -					
<b>Community &amp; Economic Development Subtotal</b>	<b>\$ 33,000,000</b>	<b>39.3%</b>	<b>\$ 33,000,000</b>	<b>39.3%</b>	<b>\$ 33,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Target of Opportunity Grant Program	\$ 2,000,000	2.4%	\$ 2,000,000	2.4%	\$ 2,000,000	\$ -		\$ -		
Training and Technical Assistance Funds	\$ 385,000	0.5%	\$ 385,000	0.5%	\$ 385,000					
Community Development Finance Fund	\$ -	0.0%	\$ -	0.0%						
Resident Services Coordinator Program	\$ -	0.0%	\$ -	0.0%						
Office Administration	\$ 4,535,056	5.4%	\$ 4,535,056	5.4%	\$ 995,743	\$ 2,443,348	\$ 671,712	\$ 424,253	\$ -	
<b>Totals =</b>	<b>\$ 84,056,951</b>	<b>100%</b>	<b>\$ 84,056,951</b>	<b>100%</b>	<b>\$ 44,880,743</b>	<b>\$ 24,793,348</b>	<b>\$ 6,971,712</b>	<b>\$ 5,744,253</b>	<b>\$ 1,666,895</b>	<b>\$ -</b>

(1) The "Consolidated Plan Total" column includes the CDBG, HOME, ESG and HOPWA funds awarded to the State of Ohio.

(2) OHTF allocations are contingent upon approval by the OHTF Advisory Committee and the Director of the Development Services Agency. Further, OHTF grant awards are contingent upon Controlling Board approval. OHFA administers the HDAP, ODA will administer the Resident Services Coordinator Program, and Ohio CDC will administer the Microenterprise Business Development Program. Therefore, in addition to program funds, OHFA will receive HOME and OHTF administrative dollars and ODA will receive OHTF administrative dollars.

(3) The Homeless Crisis Response Grant Program includes the OHTF funding set asides required by ORC Section 174.02 and unrestricted OHTF dollars.

(4) The Community Development Program includes the funding allocation for the Formula Allocation and three set asides; Neighborhood Revitalization Grants, Downtown Revitalization Grants, and Critical Infrastructure grants (Approximately 50% of the Community Development Program will be allocated for these awards).

(6) Approximately 60% of the HOME and 70% of the ESG administration allocation will be awarded to grant recipients.

## Ohio Consolidated Plan Annual Action Plan Allocation Priorities

Table 2 below includes the estimated budget allocations for PY 2018. This chart is provided pursuant to HUD's requirement that the Consolidated Plan contain a statement of the state's allocation priorities and the reasons for such priorities. The program goals indicate how a particular need will be addressed and the basis for allocation references a section in the Consolidated Plan where the particular need is identified and discussed. Because these needs were examined in the 2015-2019 Consolidated Plan Strategy, references to that document are cited rather than restated. The 2015-2019 Consolidated Plan Needs Statement can be obtained from OCD and is also available online at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm).

**Table 2: State of Ohio PY 2018 Estimated Allocation Priorities**

Programs		Estimated 2018 Allocations		
<b>Homeless and Supportive Housing</b>		\$6,986,895	<b>Program Goals</b>	<b>Basis For Allocation</b>
	Homeless Crisis Response Program	\$5,320,000	To provide a continuum of housing/services to prevent persons from becoming homeless by providing homelessness prevention services and assistance; move persons from homelessness to permanent housing through the provision of housing placement, emergency shelter, direct housing, and transitional housing; and provide long-term permanent supportive housing to homeless persons with disabilities.	Ohio 2015-2019 Consolidated Plan Strategy. The allocation is determined by HUD ESG funds.
	Housing Opportunities for Persons With AIDS	\$1,666,895	OCD provides eligible non-profit organizations or units of local government with funds to devise long-term, comprehensive strategies for meeting the housing and supportive service needs of persons with AIDS or HIV-related diseases.	The state allocation for the HOPWA Program is the amount of funds allocated by HUD.
<b>Affordable Housing</b>		\$37,150,000	<b>Program Goals</b>	<b>Basis For Allocation</b>
	Community Housing Impact and Preservation Program	\$23,500,000	Through an efficient, flexible, and impactful approach, the Community Housing Impact and Preservation Program (CHIP) will partner with Ohio communities to preserve and improve the affordable housing stock for low- and moderate-income Ohioans and strengthen neighborhoods through community collaboration.	Ohio 2015-2019 Consolidated Plan Strategy.
	Housing Development Assistance Program (HDAP)	\$13,500,000	To support the capacity of housing development organizations and to provide financing for eligible housing projects to expand the supply of decent, safe, affordable housing for very low-income to moderate-income persons and households in the state of Ohio.	Ohio 2015-2019 Consolidated Plan Strategy.
	CHDO Competitive Operating Grant Program	\$150,000	To provide limited operating support to organizations to continue affordable housing development and to provide capacity building opportunities to new organizations.	Capacity building for implementation of HDAP Projects.

(continued on next page)

**Table 2: State of Ohio PY 2018 Estimated Allocation Priorities**

Programs		Estimated 2018 Allocations		
<b>Community and Economic Development</b>		\$33,000,000	<b>Program Goals</b>	<b>Basis For Allocation</b>
	Community Development Program	\$23,000,000	To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national objective of Low- and Moderate-Income Benefit or Elimination of Slum and Blight.	Ohio 2015-2019 Consolidated Plan Strategy.
	Economic Development & Public Infrastructure Program	\$10,000,000	To create and retain permanent, private-sector job opportunities, principally for low- and moderate-income persons, through the expansion and retention of business and industry in Ohio communities. The creation of a safe and sanitary living environment for Ohio citizens, through the provision of safe and reliable drinking water and proper disposal of sanitary waste.	Ohio 2015-2019 Consolidated Plan Strategy.
<b>Other Programs</b>		\$2,385,000	<b>Program Goals</b>	<b>Basis For Allocation</b>
	Target of Opportunity Grant Program	\$2,000,000	To provide a means to fund worthwhile "targets of opportunity" projects and activities that do not fit within the structure of existing programs, and to provide supplemental resources to resolve immediate and unforeseen needs.	Based on identified community needs and historical demand for funds.
	Training and Technical Assistance Funds	\$385,000	To provide technical assistance to local governments and nonprofit program recipients, and to provide funds to intermediary organizations to conduct training and technical assistance activities.	

# Housing, Shelter and Supportive Housing

- **Community Housing Impact and Preservation Program**
- **Housing Development Assistance Program**
- **Community Housing Development Organization Operating Grant Program**
- **Homeless Crisis Response Program**
- **Supportive Housing Program**
- **Housing Assistance Grant Program**
- **Housing Opportunities for Persons with AIDS Program**

## **Community Housing Impact and Preservation (CHIP) Program**

**Goal:** Through an efficient and impactful approach, the Community Housing Impact and Preservation (CHIP) Program will partner with Ohio communities to preserve and improve the affordable housing stock for low- and moderate-income Ohioans and strengthen neighborhoods through community collaboration.

**Total Funds:** Approximately \$23.5 million- Approximately \$8.5 million in CDBG funds will be combined with an estimated \$15 million of HOME Investment Partnerships Program funds and SFY 2018 Ohio Housing Trust Funds (to be determined). CHIP Program funds will be distributed in one competitive funding round.

**Eligible Jurisdictions:** Jurisdictions are eligible for PY 2018 CHIP Program funding if they have an approved CHIP Policy and Procedures Manual. Eligible jurisdictions include (see listing of all eligible jurisdictions in Table 3, on page 21):

Note: Under Section 703.06 of the Ohio Revised Code, the Ohio Secretary of State's office reviews the 10-year Census report and verifies the population totals of all municipalities and villages. The full listing of all city and village classifications can be viewed at <http://www.sos.state.oh.us/SOS/mediaCenter/2011/2011-04-13.aspx>.

- 1) Non-entitlement/non-participating jurisdictions (cities with a low-moderate income population at or above 25 percent and all counties) with an approved CHIP Policy and Procedures Manual (eligible to receive Community Development Block Grant (CDBG), Ohio Housing Trust Funds and HOME funds);
- 2) Non-entitlement jurisdictions (cities with a low-moderate income population at or above 25 percent and all counties) that are part of a participating jurisdiction consortium, as defined by the HOME Program regulations with an approved CHIP Policy and Procedures Manual (eligible to receive Ohio Housing Trust Fund and CDBG funds). Jurisdictions with an allocation of more than \$400,000 from HUD per year are eligible for a maximum CHIP Program award of \$250,000. The remaining jurisdictions must refer to "Grant Ceiling, *Maximum Award- Option 2*".
- 3) Entitlement/non-participating jurisdictions (cities with a low-moderate income population at or above 25 percent and all counties) with an approved CHIP Policy and Procedures Manual (eligible to receive HOME funds). Jurisdictions with an allocation of more than \$400,000 from HUD per year are eligible for a maximum CHIP Program award of \$250,000. The remaining jurisdictions must refer to "Grant Ceiling, *Maximum Award- Option 2*".

Jurisdictions awarded a 2-year grant with PY 2017 CHIP Program funding as an applicant or a partner are not eligible to apply until PY 2019.

**Grant Ceiling:** Through a competitive application process, jurisdictions may apply for a maximum award as follows:

	MAXIMUM AWARD	
	OPTION 1	OPTION 2
County	\$ 300,000	\$ 400,000
City with a population of at least 15,000	\$ 250,000	\$ 350,000
City with a population between 5,000 and 14,999	\$ 200,000	\$ 300,000

CHIP Program-eligible jurisdictions are incentivized to collaborate to form a partnership (see Partnership Composition). Partnership applicant jurisdictions may apply for maximum award as detailed in Option 2 above. Additionally, Points associated with partnership development will be awarded when scored for funding. The maximum award for each partnership cannot exceed the aggregate maximum total amount of each CHIP Program-eligible jurisdiction in the partnership as detailed in Option 2 above. Regardless of the number of communities in the partnership, the maximum grant request cannot exceed \$1.6 million.

Jurisdictions who choose to apply as a single-jurisdiction applicant, must refer to Option 1 for maximum grant award. Points associated with partnership development will not be awarded when scored for funding.



Counties without eligible cities, or Cities with an opt-out County (see Partnership Composition) or ineligible County, applicants applying as a single-jurisdiction applicant may apply for the maximum award under Option 2 in the chart below. Points associated with partnership development will be awarded when scored for funding.

**Reduction of Grant Request:** OCD reserves the right to award competitive grants at amounts lower than requested in the application. Grant awards could be lower than requested due to availability of funding, application rating, capacity and performance.

**Partnership Composition:** Parameters for developing a partnership are as follows:

- A partnership's boundaries cannot exceed two adjacent counties.
- An eligible city can only partner within its own county, either with the county or another CHIP Program-eligible city within the county. In a scenario where the city is an applicant and their county is a partner the partnership may include an adjacent county and its eligible cities. To summarize; if the city is the applicant, the partnership cannot cross the county borders without partnering with both counties.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- Jurisdictions are allowed to submit or be a part of only one application.

Counties without CHIP Program-eligible cities will automatically receive points associated with partnership development. Such counties have the option to form a partnership with an adjacent county and its eligible cities if feasible.

Any eligible jurisdiction that chooses not to be a direct participant for PY 2018, either as an applicant or a partner, may do so with no effect on the applicant's scoring or funding level by selecting one of the following options:

- **County Umbrella:** If an eligible city is not interested in being a partner for PY 2018, but is interested in CHIP Program funds being spent in their jurisdiction, the city can join their county's service area. The application for funding must contain a letter from the city's CEO electing for CHIP Program funds to be spent in their community under their county's jurisdiction to receive points associated with partnership development. When determining the applicant's ceiling amount, the county's amount must be based on amounts outlined for counties under *Maximum Award- Option 2* or Partnership Applicants depending on whether the county has another partnering jurisdiction. There are no incentive funds available for this option. The county may participate as a single applicant, a partnership applicant or a partner.
- **Jurisdiction Opt-Out:** If an eligible jurisdiction will not apply for CHIP Program funding in PY 2018 and is not interested in CHIP Program services within its jurisdiction, the application for funding must contain an opt-out letter from the jurisdiction's CEO to receive points associated with partnership development. The length of the opt-out period must be defined in the letter. Applicants that do not have other partnering options must refer to *Maximum Award- Option 2*. This option is only available to jurisdictions that are not interested in participating in the CHIP Program and do not want funds spent in their jurisdiction.

Grant funds cannot be spent in a CHIP Program eligible jurisdiction that does not apply as a single applicant or is not part of an eligible partner's funded application via partner or under the county umbrella option.

The Office of Community Development expects CHIP Program services to be delivered within the partnership's jurisdictions. Partnership agreements between the applicant and partnering communities will be submitted in the application for funding. Sub-recipient agreements are prohibited. Prior to applying, the partnership must prepare a plan for expending the awarded funds throughout each jurisdiction. The plan must be submitted in the application for OCD to evaluate.

Non-entitlement cities and counties that are part of a participating jurisdiction consortium and entitlement/non-participating jurisdictions may apply as single-community applicants and automatically receive points associated with partnership development through application scoring or join an eligible partnership with the following restrictions:

- A non-entitlement/non-participating jurisdiction (see #1, “Eligible Jurisdictions”) must be the applicant,
- When determining the partnership ceiling amount, the amount for non-entitlement jurisdictions that are part of a participating jurisdiction consortium and entitlement/non-participating jurisdictions (see #2 and #3, “Eligible Jurisdictions”) must be based on the amounts outlined in “Eligible Jurisdictions”. If the partnership is formed with another single jurisdiction, the amount for non-entitlement/non-participating jurisdictions (see #1, “Eligible Jurisdictions”) must be based on amounts outlined under *Maximum Award- Option 2*. If the partnership is formed with multiple non-entitlement/non-participating jurisdictions (see #1, “Eligible Jurisdictions”), the amount for non-entitlement/non-participating jurisdictions may be based on amounts outlined under *Maximum Award- Option 2*.
- No HOME funds can be spent in non-entitlement jurisdictions that are part of a participating jurisdiction consortium and no CDBG funds can be spent in the entitlement/non-participating jurisdictions.

### **Eligible Project Categories with Respective Activities**

All housing activities completed with CHIP Program grant funds must be single-family homes, as defined by the U.S. Department of Housing and Urban Development as 1 to 4 units. The activity descriptions listed below supersedes the descriptions in OCD’s current Housing Handbook, Part I and in the adopted PPM selected for this application. **Grantees will follow OCD’s maximum per unit limit of assistance for PY 2018 and will not institute local limits of assistance.**

Any projects funded with OHTF must comply with the following requirements:

- Projects funded with OHTF must benefit clientele at or below 50 percent of Area Median Income (AMI).
- Section 504 of the Rehabilitation Act of 1973 prohibits the provision of federal financial assistance for disability-specific housing [see 24 C.F.R. Section 8.4(a)]. Therefore, housing projects funded with HOME or CDBG funds may not restrict occupancy to people with specific disabilities. Jurisdictions may, however, request OHTF funding for projects that provide rehabilitation and repair assistance to units designated for use by disability-specific clientele.

### **REHABILITATION ASSISTANCE:**

#### **OWNER REHABILITATION**

Funding Source(s): CDBG & HOME

Eligible Activity Regulation: 24 CFR Part 570.202 or Part 92.205

OCD Maximum Per Unit Limit of Assistance: \$46,000 (including soft costs)

The purpose of the Owner Rehabilitation activity is to improve and protect the supply of sound, serviceable, and affordable owner-occupied housing stock. Through this activity, financial assistance is provided to homeowners with income levels at or below 80 percent of Area Median Income to correct substandard conditions so that the homes are safe, healthy, durable, energy efficient and affordable. Owner Rehabilitation is intended to address problems throughout the house. In most circumstances, this means that the homes’ mechanical systems (electrical, plumbing and heating systems) and exterior and interior structural components (roof, walls, floors and foundation) will be repaired or replaced to meet the required standards. Occasionally room additions, such as extra bedrooms, can be constructed to alleviate overcrowded conditions, or other rooms and modifications can be constructed to make the home more accessible for the elderly or persons with special needs. This activity can include replacing an owner-occupied dwelling that is unable to be rehabilitated, with an approved manufactured unit or a site-built unit located on the same property. When Owner Rehabilitation funds are used to replace a unit (often called “reconstruction”), the funds can only pay for construction-related expenses and eligible related soft costs. In limited instances, this activity can include refinancing of a small amount of existing debt on a home to be rehabilitated providing it is necessary to complete the project, as noted in 24 CFR Part 570.202 (b)(3). When refinancing is proposed, prior OCD approval is required. OCD encourages grantees to consider conducting an environmental assessment for the housing programs to ensure that the highest level of clearance needed can be obtained. This will permit replacing substandard homes and other activities that, for environmental review purposes are similar to “new

construction” (such as room additions, tap-ins, etc.), to be conducted. Because rehabilitation must correct all substandard conditions that adversely affect the occupant’s health and safety and the dwelling’s structural integrity, the scope of work is generally comprehensive, and the cost is usually high. However, cost limitations often require the work to be prioritized so that the most substandard conditions (i.e., problems effecting occupant health and safety and structural integrity) are corrected before less important concerns are addressed. OCD expects that all the substandard conditions be corrected before a project is considered complete. Homes that have numerous problems that cannot be corrected within the limit of financial assistance are inappropriate projects and must not be rehabilitated or considered for “reconstruction” unless sufficient funds from supplemental sources exist. The rehabilitation standard to which all projects must comply is in Part II of the OCD Housing Handbook known as the State of Ohio Residential Rehabilitation Standard (RRS).

## **RENTAL REHABILITATION**

Funding Source(s): CDBG, HOME, & OHTF

Eligible Activity Regulation: 24 CFR Part 570.202 or Part 92.205

OCD Maximum Per Unit Limit of Assistance: \$46,000 (including required landlord contribution (local or State) and soft costs) \*\*

The purpose of the Rental Rehabilitation activity is to improve and protect the affordable renter-occupied housing stock. Through this activity, financial assistance is provided to property owners to correct numerous substandard conditions so that the rental units are safe, healthy, durable, energy efficient and affordable. Rental Rehabilitation is intended to address problems throughout the unit. In most circumstances, this means the unit’s mechanical systems (electrical, plumbing and heating systems) and exterior and interior structural components (roof, walls, floors and foundation) will be repaired or replaced to meet the required standards. The rehabilitation standard to which all projects must comply is in Part II of the OCD Housing Handbook known as the State of Ohio Residential Rehabilitation Standard (RRS).

Because rehabilitation must correct all significant substandard conditions that adversely affect the occupant’s health and safety and the dwelling’s structural integrity, the scope of work is generally comprehensive, and the cost is usually high. However, cost limitations often require the work to be prioritized so that the substandard conditions (i.e., problems affecting occupant health and safety, and structural integrity) are corrected before less important concerns are addressed. OCD expects that all the substandard conditions must be corrected before a project is considered complete. Only units occupied by tenant households with income levels at or below 80 percent of Area Median Income may receive rental rehabilitation assistance. For a duplex or a building with 3 to 4 units, only units occupied by tenant households with income levels at or below 80 percent of Area Median Income and common areas may receive rental rehabilitation assistance. Generally, common areas are the structural components or mechanical systems that are shared by all the tenants (such as a common hallway, roof or single HVAC system).

\*\*Rental units that are in poor overall condition and/or that have serious problems that cannot be corrected within the limit of financial assistance are inappropriate projects and must not be rehabilitated unless sufficient funds from supplemental sources exist.

The rental units can be owned by private investors or by nonprofit organizations. To ensure that the tenant households with income levels at or below 80 percent of Area Median Income are the primary beneficiaries of the Rental Rehabilitation activity, two important requirements must be followed. First, for-profit property owners with income levels exceeding 80 percent of Area Median Income should contribute financially to the project. This requirement prevents a property owner from receiving a “windfall” of public investment in their business property. For for-profit property owners, grantees should require match funds, not to exceed 50 percent of the project hard costs, although the contribution may be less depending on the incentive level required for owners to participate. For nonprofit property owners and property owners with income levels at or below 80 percent of Area Median Income, grantees may choose to require match funds, not to exceed 50 percent of the project hard costs. OCD expects grantees to receive the contribution prior to issuing a ‘Notice to Proceed’. Second, to help ensure that the property remains in the affordable rental housing stock inventory, the property owner must agree to rent the unit to tenant households, with income levels at or below 80 percent of Area Median Income,

for the required affordability period. Also, the owner must agree to limit the rent so that it cannot exceed the appropriate Fair Market Rent for the same period of affordability.

## **REPAIR ASSISTANCE:**

### **OWNER HOME REPAIR**

Funding Sources: CDBG and OHTF

Eligible Activity Regulation: 24 CFR Part 570.202 (b, 2, 4, 6, 7 (iv), and 11)

OCD Maximum Per Unit Limit of Assistance: \$15,000 (including soft costs)

The purpose of the Owner Home Repair activity is to help preserve the affordable housing stock by providing owner-occupied households with income levels at or below 80 percent of Area Median Income with limited financial assistance to correct significant problems in the home. Unlike Owner Rehabilitation, which addresses the entire home, the Owner Home Repair activity can address one or more specific problems that adversely affect occupant health and safety and/or structural integrity.

If a home receives assistance from the Owner Home Repair activity and the Owner Rehabilitation activity, the total amount of assistance is subject to the same terms and assistance limit as if it had received Owner Rehabilitation assistance only, and cannot be considered as an Owner Home Repair project.

The types of work that are generally considered eligible for the Owner Home Repair activity include:

*Structural System Repairs:* This type of work involves repairs to eliminate hazardous conditions or serious threats to the integrity of a structural system. Examples of common structural system repairs include, patching or replacing leaking roofs, rebuilding collapsed foundations and replacing weakened or deteriorated framing components. It may also include the replacing individual non-functioning or damaged windows or entry doors.

*Mechanical System Repairs:* This type of work involves repairs to eliminate hazardous conditions with the electrical, plumbing or heating systems. Examples of common mechanical system repairs include replacing unsafe or overloaded electrical panels and circuits, repairing or replacing leaking water supply and/or sanitary drain plumbing lines, and repairing or replacing unsafe or inoperable heating equipment.

*Plumbing System Tap-ins:* This type of work involves connecting a home's plumbing system to a public water supply and/or public sewage system and paying the associated tap-in fees.

*Wells and Septic Systems:* This type of work involves repairing or replacing a home's private well and/or septic system that is malfunctioning or has been cited by local or state health departments or the Environmental Protection Agency as outdated and in need of improvement.

*Weatherization:* This type of work involves utilizing cost-effective measures to improve energy efficiency such as insulating un-insulated attics and sidewalls, and related measures to control air movement, such as sealing holes and bypasses and installing exhaust and ventilation fans.

*Accessibility:* This type of work involves utilizing measures designed to improve access and mobility for occupants who are physically disabled or infirm. Generally, these measures include exterior ramps, grab bars and specialized bathroom fixtures. In some cases, more extensive work is required to remove architectural barriers, widen doorways, lower cabinets or remodel bathrooms to meet household needs. The work completed to improve accessibility must meet or exceed the design and installation standards outlined in the Uniform Federal Accessibility Standards (UFAS).

*LBP Hazard Reduction:* This type of work involves measures to eliminate known Lead-Based Paint (LBP) hazards in homes occupied by an Elevated Blood Lead Level (EBLL) child, or in households with children under six years of age. The work must be performed in compliance with all applicable state and federal regulations and guidelines, particularly those outlined in the 'HUD Guideline for the Evaluation and Control of LBP Hazards in the Home'.

## RENTAL HOME REPAIR

Funding Source: CDBG and OHTF

Eligible Activity Regulation: 24 CFR Part 570.202 (a,1);(b, 2, 4, 6, 11) (e)

OCD Limit of Assistance: \$15,000 per housing unit (including required landlord contribution and soft costs)

The purpose of the Rental Home Repair activity is to improve and protect the affordable renter-occupied housing stock. Through this activity, financial assistance to the property owners is limited to correcting one or more specific problems that adversely affect occupant health and safety and/or the unit's structural integrity. The rental units can be owned by private investors or by nonprofit organizations. To ensure that the tenant households with income levels at or below 80 percent of Area Median Income are the primary beneficiaries of the Rental Home Repair activity, two important requirements must be followed. First, for-profit property owners with income levels exceeding 80 percent of Area Median Income **must** contribute financially to the project. This requirement also helps to prevent a property owner from receiving a "windfall" of public investment in their business property. For-profit landlord contributions **must** be 50 percent of the hard costs of the project. For nonprofit property owners and property owners with income levels at or below 80 percent of Area Median Income, grantees may choose to require match funds, not to exceed 50 percent of the project hard costs. OCD expects grantees to receive the contribution prior to issuing a 'Notice to Proceed'. Second, to help ensure that the property remains in the low-income rental housing stock inventory, the property owner must agree to rent the unit to tenant households with income levels at or below 80 percent of Area Median Income for a period of two years. Also, the owner must agree to limit the rent so that it cannot exceed the appropriate Fair Market Rent for the loan's required two-year period. The unit's affordability must be enforced through a recorded loan document. Rental Home Repair assistance shall be provided to the property owner in the form of a 0 percent interest, 100 percent deferred/declining (50 percent annually), forgivable loan, with a term of two years. The standard to which the Rental Home Repair work must comply is the State of Ohio Residential Rehabilitation Standards (RRS). However, only the work completed under the Rental Home Repair activity must meet the RRS, not the entire home (as with the Rental Rehabilitation activity).

If a home receives assistance from the Rental Home Repair activity and the Rental Rehabilitation activity, the total amount of assistance is subject to the same terms and limit of assistance as if it had received Rental Rehabilitation assistance only and cannot be considered as a Rental Home Repair project.

Because the Rental Home Repair activity addresses one or more serious health and safety issues, the scope of work is less extensive, and the costs are generally lower than the Rehabilitation activities. The scope of work must be limited to correcting only the problem(s) that qualify the home as a Rental Home Repair project, and items that are directly related to correcting the initial problem. For example, if a furnace is to be replaced, the scope of work could also include limited electrical and fuel system work to ensure that the electrical circuit and fuel line servicing the furnace are safe. Or, if a plumbing system is tapped into a public water supply, the scope of work could also include interior plumbing work to ensure that the water supply lines are adequate. However, grantees must understand that the Rental Home Repair activity is not a "mini rehab" program or a program intended to provide home maintenance services. Homes that have numerous problems requiring extensive repairs should be considered for complete rehabilitation. The Rental Home Repair activity can address emergencies if the condition meets the U.S. Department of Housing and Urban Development's definition of an emergency.

The types of work that are generally considered eligible for the Rental Home Repair activity include:

*Structural System Repairs:* This type of work involves repairs to eliminate hazardous conditions or serious threats to a structural system's integrity. Examples of common structural system repairs include, patching or replacing leaking roofs, rebuilding collapsed foundations and replacing weakened or deteriorated framing components. It may also include replacing individual non-functioning or damaged windows or entry doors.

*Mechanical System Repairs:* This type of work involves repairs to eliminate hazardous conditions with the electrical, plumbing or heating systems. Examples of common mechanical system repairs include replacing unsafe or overloaded electrical panels and circuits, repairing or replacing leaking water supply and/or sanitary drain plumbing lines, and repairing or replacing unsafe or inoperable heating equipment.

*Plumbing System Tap-ins:* This type of work involves connecting a home's plumbing system to a public water supply and/or public sewage system and paying associated tap-in fees.

*Wells and Septic Systems:* This type of work involves repairing or replacing a home's private well and/or septic system that is malfunctioning or has been cited by local or state health departments or the Environmental Protection Agency as outdated and in need of improvement.

*Weatherization:* This type of work involves utilizing cost-effective measures to improve energy efficiency such as insulating un-insulated attics and sidewalls, and related measures to control air movement, such as sealing holes and bypasses and installing exhaust and ventilation fans.

*Accessibility:* This type of work involves utilizing measures designed to improve access and mobility for occupants who are physically disabled or infirm. Generally, these measures include exterior ramps, grab bars and specialized bathroom fixtures. In some cases, more extensive work is required to remove architectural barriers, widen doorways, lower cabinets or remodel bathrooms to meet household needs. The work completed to improve accessibility must meet or exceed the design and installation standards outlined in the Uniform Federal Accessibility Standards (UFAS).

*LBP Hazard Reduction:* This type of work involves measures to eliminate known Lead-Based Paint (LBP) hazards in homes occupied by an Elevated Blood Lead Level (EBLL) child, or in households with children under six years of age. The work must be performed in compliance with all applicable state and federal regulations and guidelines, particularly those outlined in the 'HUD Guideline for the Evaluation and Control of LBP Hazards in the Home'.

## **HOMEOWNERSHIP ASSISTANCE:**

### **HOMEOWNERSHIP**

#### **(DOWN PAYMENT ASSISTANCE/REHABILITATION OR DOWN PAYMENT ASSISTANCE ONLY)**

Funding Source(s): HOME

Eligible Activity Regulation: 24 CFR Part 570.201 (n) and Part 92.205

OCD Maximum Per Unit Limit: \$47,000 (including soft costs)

The Homeownership activity is, in effect, a combination of Down Payment Assistance and the Owner Rehabilitation activity. Accordingly, the purpose of the Homeownership activity is to increase the number of owner-occupied households with income levels at or below 80 percent of Area Median Income, and to improve and protect that housing stock. The types of houses that are eligible for purchase include single-family homes, town houses, condominiums, and manufactured/modular homes. Down Payment Assistance, by itself, may be provided if the home does not require rehabilitation. This means that the home must either be a new or existing home that already meets applicable standards, or a home that the improvements have been completed by other programs or through the financing arrangement.

Through this activity, financial assistance is provided to households to purchase homes. The assistance may include providing a subsidy to lower the interest rate for the loan and/or principal amount, providing down payments, and paying reasonable closing costs. All loans from financial institutions must, at a minimum, meet the requirements outlined in OCD's Underwriting Process. Grantees must follow all Uniform Relocation Assistance and Real Property Acquisition policies and procedures to ensure that the purchases are considered voluntary.

The standard to which the acquired homes must comply is the State of Ohio Residential Rehabilitation Standards (RRS), and any locally-adopted codes. For homes that do not meet this standard at the time of purchase, the Homeownership activity also provides financial assistance to correct problems with those homes. To ensure that homes are safe, all defects that adversely affect the occupants' health and safety must be corrected immediately following the purchase closing, but prior to the buyer occupying the home. To ensure that the home meets the RRS within a reasonable timeframe, all rehabilitation work must be completed within six months of the purchase closing.

In addition, the Homeownership activity must also include homebuyer counseling to help ensure that participants are well informed about private financing and the real estate purchasing process. The required homebuyer counseling budget must not exceed \$500 per household and the counseling content must comply

with the current HOME Final Rule. Prior to the purchase, the homebuyer education program must cover the following areas:

- homebuyer decision process,
- budget and credit management,
- mortgage loans and closings,
- fair housing issues and
- home maintenance and repair practices.

Successful Homeownership activity implementation requires strong working relationships with each party involved in the process. Grantees should develop good relationships with realtors and bankers to ensure that those parties understand how the program functions. Realtors and bankers need to understand the client group and the homes and finance packages best suited for their needs. Clients also must clearly understand the program and their obligations, such as attending education sessions, obtaining financing, selecting a home and financially contributing to the transaction. A major success factor is long-term affordability. Not only must the monthly mortgage payments be affordable, but the other housing costs such as taxes and insurance must also be affordable. OCD defines affordable as payments for principal, interest, taxes and insurance (PITI) that do not exceed 30 percent of gross monthly household income.

### **NEW CONSTRUCTION-HABITAT FOR HUMANITY**

Funding Source(s): HOME

Eligible Activity Regulation: Part 24 CFR 92.205

OCD Maximum Per Unit Limit of Assistance: \$22,000 per unit (including soft costs not exceeding 10 percent of CHIP hard costs)

The purpose of the New Construction-Habitat for Humanity activity is to create new permanent housing to expand the affordable owner-occupied housing stock. Generally, successful implementation of this activity requires extensive planning and coordination with the Habitat for Humanity affiliate. A subsidy is provided to the Habitat for Humanity affiliate for a new home construction to be purchased by a partner family with a household income that does not exceed 80 percent of Area Median Income. When providing a subsidy to Habitat for Humanity projects (whether as a development subsidy to the project, or as an affordability subsidy to the buyer), all grantees shall abide by the resale affordability provisions as outlined in 24 CFR 92.254. Principal, interest, taxes and insurance, after program assistance, shall not exceed 30 percent of the household's total monthly gross income, as calculated for determining income eligibility. Grantees shall provide homebuyer counseling with a cost not to exceed \$500 per household and the counseling content must comply with the current HOME Final Rule.

Homes constructed under this activity must comply with all applicable building/construction codes. If no local codes exist, the unit must comply with the RRS.

### **TENANT-BASED RENTAL ASSISTANCE**

Funding Source(s): HOME

Eligible Activity Regulation: 24 CFR Part 92.205 and 92.209

OCD Limit of Assistance: payment based on housing payment and household income

The purpose of the Tenant-Based Rental Assistance (TBRA) activity is to provide affordable monthly rental payments for tenant households with income levels at or below 60 percent of Area Median Income. To ensure that the rental units are decent, safe and sanitary, TBRA-subsidized units must meet the U.S. Department of Housing and Urban Development's Housing Quality Standards (HQS) (see 24 C.F.R. 982.401). Through this activity, grantees provide limited financial assistance to property owners to subsidize their income-eligible tenant's monthly rental payments. Generally, the subsidy payment is an amount equal to the difference between the established Rent Standard (based on local market conditions or the Fair Market Rent (FMR) for the unit size) and 30 percent of the tenant household's adjusted monthly income. Payments can also include security and utility deposits. Utility deposits can be provided only in conjunction with rental subsidy and/or security deposit assistance. Grantees generally contract with their local Housing Authority to implement TBRA Programs, although it is not required.

TBRA programs are generally modeled on the HUD Section 8 Voucher Program. The Voucher design places a cap on the subsidy, but does not limit the rental amount that property owners can charge. Under this design, the rental assistance subsidy is determined as the difference between the rent standard for the rental unit's

size (number of bedrooms) and 30 percent of the tenant's adjusted monthly income. Tenants must pay the difference between the rent and the subsidy. Clients may choose units that rent for more than the rent standard or FMR; however, they must pay the difference even if that amount is more than 30 percent of their adjusted monthly income. [Note: the Certificate design, that places a cap on the rent and fixes the tenants rent payment at 30 percent of the household's adjusted income (or 10 percent of gross income), is no longer a program design option for TBRA programs operated by Housing Authorities].

Although TBRA programs may be modeled on the HUD Section 8 Voucher Program, grantees must ensure that their TBRA programs meet the requirements of 24 CFR Part 92.209 regarding tenant selection, portability, terms of assistance, rent reasonableness, tenant protection, maximum subsidy, housing quality standards, security deposits and program operation. For CHIP grantees, households must have income levels at or below 60 percent of the Area Medium Income. Grantees must also establish a minimum tenant contribution towards the rent and ensure that leases meet minimum requirements regarding their length and terms (see 24 CFR Part 92.253 (a) and (b)). In general, leases cannot be for less than 12 months unless mutually agreed by the tenant and the property owner, and cannot exceed 24 months without being renewed. Families or individuals provided with HOME TBRA must be selected based on one of the following:

- The Section 8 waiting list of a Public Housing Authority (PHA) operating within the jurisdiction of the CHIP grantee based on preferences established by the PHA.
- A waiting list established by the participating jurisdiction based on the established federal preferences and/or local preferences.
- Eligible families that currently reside in units that are designated for rehabilitation under the HOME program without requiring them to be placed on the PHA waiting list.

#### **ADMINISTRATION COSTS:**

Funding Source(s): CDBG & HOME

Eligible Activity Regulation: 24 CFR Part 570.206 or Part 92.207

A maximum of 12 percent of the total grant request may be budgeted for eligible general administrative activities. The HOME Program administrative budget amount is limited to 10 percent of the total HOME Program funds requested. Fair housing activities may be included in the CDBG administrative funds request. Eligible administrative costs are identified at 24 CFR 570.206 for CDBG funds and 24 CFR 92.207 for HOME Program funds.

All soft costs related to work completed on a specific unit meeting a national objective or income eligibility must be paid for in one of two ways:

- (a) these costs may be charged to the unit, or
- (b) these costs may be charged to administration.

All soft costs associated with projects that do not meet a national objective or income eligibility must be charged to administration. Eligible soft costs for the CDBG Program are defined at 24 CFR Part 570.202(b) (9) and for the HOME Program at 24 CFR 92.207(b).

#### **FAIR HOUSING**

Funding Source(s): CDBG

Eligible Activity Regulation: 24 CFR Part 570.206

Grantees must establish a Fair Housing training and outreach program specific to CHIP Program activities and participants. Fair housing information (i.e., brochures) must be distributed to each applicant and/or recipient of CHIP Program assistance. Homebuyer education programs associated with Homeownership Assistance activities must contain a fair housing component that includes information regarding potential discriminatory actions related to lending, insurance, and real estate practices, including abusive or unfair lending practices. Owners who participate in rental rehabilitation/repair projects must receive fair housing and tenant landlord training and/or information. Grantees are required to establish a system for intake and processing of fair housing complaints. Grantees must maintain records to document implementing the fair housing program.

#### **Application Timing:**



Submission: May 4, 2018  
Grant Award: September 1, 2018

**Program Income:** Any program income resulting from expending HOME and CDBG funds may be retained by the grantee but must be maintained in separate accounts. However, all CDBG housing program income must be used for an eligible CDBG housing activity, and all HOME Program income must be used for an eligible HOME Program activity. Eligible program income expenditures must follow the grantees OCD-approved CHIP Program Policy and Procedures Manual and executed Housing Revolving Loan Fund Administrative Agreement, or receive OCD's prior written approval. Use of program income must comply with the Policy Notice 15-04, Program Income Policy, at <http://bit.ly/OCD1504> and applicable federal and state laws and regulations. In accordance with 24 CFR 92.504(c)(1)(viii), committed housing program income must be disbursed prior to the grantee requesting funds from the State. Committed is defined as having an executed contract or funds officially obligated in a program. Also, OCD requires that all uncommitted Housing Program Income balances at the time of application, HOME or CDBG, be committed to projects in the CHIP Program application or designated in the implementation plan to be expended during the grant period.

**Program Grant Period:** PY 2018 CHIP Program grantees must complete their programs according to the following deadlines:

- 1) all activities (except audit and balance of administration) must be completed by the end of the 26<sup>th</sup> month, following the grant agreement date;
- 2) all drawdown requests must be submitted to OCD by the end of the 27<sup>th</sup> month; and
- 3) all funds must be committed and expended in accordance with the timeline established in the program milestones, and the final performance report must be submitted by the end of the 28<sup>th</sup> month. Grant audit(s) must be conducted in accordance with, 2 CFR 200 and Policy Notice 16-01, Grant Operations and Financial Management Policy and Procedures.

**Program Beneficiaries:** One hundred percent (100 percent) of all funds must be budgeted for activities benefiting low- or moderate-income households.

**Fair Housing Requirements:** Communities receiving CHIP Program funds must meet Fair Housing requirements as described in the Local Government Certifications to the State (see the OCD Program Policy section of this document).

**Tenant-Based Rental Assistance:** Consistent with the state's Consolidated Plan goal of providing a continuum of care in housing assistance, the state will offer Tenant-Based Rental Assistance opportunities. The state will allow communities to establish a local Tenant-Based Rental Assistance Program through the state's decentralized CHIP Program. The state will only fund applicants if:

- 1) The need for Tenant-Based Rental Assistance has been identified as a need through the local planning process, and/or is part of the jurisdiction's local housing strategy, and describes the local market conditions that support the need for this type of assistance; and
- 2) Families or individuals provided with HOME Tenant-Based Rental Assistance are below 60 percent of the area median income and selected based on either A or B, or C as follows:
  - a. The Section 8 waiting list of a Public Housing Authority (PHA) operating within the applicant's jurisdiction based on preferences established by the PHA.
  - b. A waiting list established by the participating jurisdiction based on the established federal Preferences and/or local preferences.
  - c. Eligible families that currently reside in units designated for rehabilitation under the HOME Program without requiring them to be placed on the PHA waiting list.

**Resale/Recapture Requirements:** Program Specific Resale and Recapture Requirement may be viewed on page 109. Communities receiving CHIP Program grant awards shall abide by Policy Notice 15-03, Finance Mechanisms for Office of Community Development Program-Funded Projects. This policy can be viewed at <http://bit.ly/OCD1503>.

**Rating Criteria:** All applications are reviewed, rated, and scored based on the criteria outlined below. Applications may achieve a score up to 100 points. The process is competitive and designed to rank, in order, the communities to be funded through the CHIP Program.

*Distress (10 points maximum)*

An assessment of the applicant's level of distress based upon an average of the following trends in the current census data related to low- and moderate-income household needs across the state using: (1) an average of the participating communities' percentage of low- and moderate-income populations, (2) the percentage of households paying more than 35 percent of income for housing, (3) age of housing stock, and (4) unemployment rates. Alternatively, an applicant may request to use data from a jurisdiction-wide LMI-survey the applicant conducted and OCD approved in lieu of the Census Data.

*Capacity and Performance (60 points maximum)*

Capacity will include the proposed administrative plan's adequacy; consistency with application requirements; the capacity for implementing the proposed activities, and the adequate filling of the required roles to successfully administer a grant.

CHIP Program-eligible counties and cities forming an eligible partnership shall receive points associated with partnership development. Counties containing no CHIP Program-eligible cities and such jurisdictions not eligible to form a partnership (see *Eligible Jurisdictions* 2 and 3) will automatically receive points associated for partnership development.

Performance scoring will be based upon the applicant's performance. Non-applicant partners' performance will not affect the overall application scoring, but based on each jurisdiction's performance, the portion of the grant total attributable to any partner may be reduced by up to 50 percent of the eligible amount available to that jurisdiction if serious performance issues exist. It will be incumbent on all partner jurisdictions to fully disclose negative performance issues.

Performance will include prior and current performance in administering and complying with grant agreement(s), program regulations and policies, resolving monitoring and/or audit findings, and progress in completing activities. **Any OCD-funded program may be evaluated** while determining the applicant's performance.

*Impact (30 points maximum)*

Impact will be based on the applicant's demonstrated readiness to proceed with the proposed activities, and the consistency with federal and state program requirements and the application instructions in the community's application. Impact will also take into consideration cost effectiveness, and the applicant's ability to demonstrate collaboration with other local resources and will include an assessment of the applicant's planning process for its service area.

**Program Amendments:** Because grant awards are based on the projects proposed in the application, grantees receiving CHIP Program funds are generally discouraged from changing their approved projects. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments, or grant deadlines, must submit a Grant Amendment Request in OCEAN. Please note the following CHIP Program specific amendment conditions:

- Grantees increasing or decreasing a previously approved **project category** by more than \$5,000 or 10 percent, whichever is greater, must request an amendment to an executed grant agreement. These thresholds must be applied to both the **project category** from which the funds are to be decreased and the **project category** to which the funds will be increased. Increases or decreases less than this threshold will be reconciled during the closeout process. **Grantees are prohibited from moving funds into an activity that is not included on the Attachment A of that funding source without an amendment.** The administration amount allocated in the original grant agreement **cannot** be exceeded. Activity dollars cannot be moved to administration without an amendment.

- At any time during the grant period, the first approved amendment to adjust funds between eligible project categories or reduce total grant amount, including administration dollars, will be considered with no penalty to subsequent applications.
- OCD will issue a grant deadline amendment **with penalty** if the milestones associated with the work completion and/or final drawdown dates are not met.
- After the first no-penalty amendment has been issued and a subsequent amendment is requested, the following Grant Deadline principles will apply to the TBRA activity only:

Chart 1: Unexpended Funds	
Percent of TBRA Activity Budget	Penalty on Future Funding Requests
10% or less	None
> 10% - 20%	Minor
> 20%	Major

Chart 2: Length of Time	
Number of Days Approved to Extend Grant Deadline	Penalty on Future Funding Requests
90 or less	None
91 - 180	Minor
> 180	Major

**Both** charts above will be used to determine the need for an amendment at the time of the request. A penalty will be assessed based on the most stringent of the two charts above. For example, a grantee that has 8 percent of their unexpended TBRA budget (Chart 1) that will require 180 days to complete the activity (Chart 2) will incur a Minor penalty. The principle in Chart 1 in this scenario induces no penalty; however, the principle in Chart 2 induces a minor penalty. The penalty induced by Chart 2 is the most stringent. During the extended grant period, the CDBG and HOME grants will be left open with conditions on which activities will remain active to continue administration:

- HOME – TBRA
- CDBG – Administration and Fair Housing

Any request for an amendment not outlined above will be considered on a case-by-case basis.

Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. After the first no-penalty amendment or unless otherwise specified, OCD will consider amendments in application scoring during future funding rounds.

**PY 2018 CHIP Program Eligible Communities:** The jurisdictions in Table 3 are eligible for PY 2018 CHIP Program funding if they have an approved CHIP Policy and Procedures Manual. The following communities are eligible for PY 2018 CHIP Program Funding if they did not receive a PY 2017 CHIP Program award as an applicant or partner unless awarded a one-year grant.

**Table 3: PY 2018 CHIP Program Eligibility****PY 2018 CHIP Program CDBG and OHTF Eligible Jurisdictions**

Trumbull County	Hubbard
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**PY 2018 CHIP Program HOME Eligible Communities**

Bowling Green	Kent	Sandusky
Clermont County	Lancaster	Steubenville
Elyria	Marietta	Warren County
Fairborn	Newark	

**PY 2018 CHIP Program CDBG, OHTF and HOME Eligible Counties**

Adams	Coshocton	Hancock	Logan	Muskingum	Scioto
Allen	Crawford	Hardin	Lorain	Noble	Seneca
Ashland	Darke	Harrison	Lucas	Ottawa	Shelby
Ashtabula	Defiance	Henry	Madison	Paulding	Tuscarawas
Athens	Delaware	Highland	Mahoning	Perry	Union
Auglaize	Erie	Hocking	Marion	Pickaway	Van Wert
Belmont	Fairfield	Holmes	Medina	Pike	Vinton
Brown	Fayette	Huron	Meigs	Portage	Washington
Carroll	Fulton	Jackson	Mercer	Preble	Wayne
Champaign	Gallia	Jefferson	Miami	Putnam	Williams
Clark	Geauga	Knox	Monroe	Richland	Wood
Clinton	Greene	Lawrence	Morgan	Ross	Wyandot
Columbiana	Guernsey	Licking	Morrow	Sandusky	

**PY 2018 CHIP Program CDBG, OHTF and HOME Eligible Cities with Population over 15,000 and at least 25 Percent LMI**

Ashland	Defiance	Marysville	Norwalk	Streetsboro	Xenia
Ashtabula	Delaware	Medina	Oregon	Tiffin	Zanesville
Athens	Findlay	Mount Vernon	Piqua	Troy	
Brunswick	Fremont	New Philadelphia	Portsmouth	Wadsworth	
Chillicothe	Marion	Niles	Sidney	Wooster	

**PY****2018 CHIP Program CDBG, OHTF and HOME Eligible Cities Population under 15,000 and at least 25 Percent LMI**

Bellefontaine	Columbiana	Greenville	Maumee	Rossford	Van Wert
Bellevue	Conneaut	Heath	Napoleon	Salem	Vermilion
Belpre	Coshocton	Hillsboro	Nelsonville	Sheffield Lake	Wapakoneta
Bryan	Delphos	Huron	Northwood	St. Marys	Wauseon
Bucyrus	Dover	Ironton	Oberlin	Struthers	Wellston
Cambridge	East Liverpool	Jackson	Orrville	Tipp City	Willard
Campbell	Eaton	Kenton	Pataskala	Toronto	Wilmington
Celina	Fostoria	Logan	Port Clinton	Uhrichsville	
Chardon	Galion	London	Ravenna	Upper Sandusky	
Circleville	Geneva	Martins Ferry	Rittman	Urbana	
Clyde	Girard	New Carlisle	Shelby	Washington C.H.	

## **Housing Development Assistance Program**

**Goal:** The goal of the Ohio Housing Finance Agency's (OHFA) Housing Development Assistance Program (HDAP) is to support the capacity of housing development organizations and provide financing for eligible housing developments to expand the decent, safe, affordable housing supply for very low- to moderate-income persons and households in the state of Ohio.

**Total Funds:** The HDAP will use the following resources for providing financial assistance to eligible developments. Funds will be awarded in the form of a loan or grant.

**HOME Investment Partnerships Funds:** Approximately \$7.2 million. Federal regulations relating to environmental review, federal wage rates, federal accessibility, federal acquisition and relocation laws (URA and Section 104(d)), long-term affordability, etc. apply.

**Ohio Housing Trust Fund (OHTF):** (Amount to be determined). The Ohio Housing Trust Fund dollars, pending Controlling Board approval, will be awarded to provide gap financing to developments predominantly serving low-income households with incomes at or below 50 percent of the area median income. The Ohio Housing Trust Fund gives preference to those developments that benefit households with incomes at or below 35 percent of the area median income for the county where the development is located, as established by HUD.

Ohio Housing Trust Fund resources may also be used for homeownership developments and developing or rehabilitating housing serving people with mental health issues and developmental disabilities. All households served will have incomes at or below 80 percent of the area median income. At least 50 percent of all OHTF funds are to be allocated to rural areas and small cities that would not be eligible to participate as a participating jurisdiction under the HOME Investment Partnerships Program. State prevailing wages and associated laws are applicable.

The resources described above will be allocated for preserving at-risk affordable housing, creating new affordable rental housing and developing affordable homeownership opportunities through the following programs administered by OHFA: housing financing, Bond Gap Financing (BGF), and Housing Development Gap Financing (HDGF).

**National Housing Trust Fund:** Approximately \$6.3 million. The National Housing Trust Fund (NHTF) dollars, pending allocation, will be awarded to provide gap financing to developments serving extremely low-income households with incomes at or below 30 percent of the area median income. NHTF gives preference to those developments in accordance with an annual Allocation Plan and includes priority for geographic diversity, ability to obligate and undertake activities in a timely manner, affordability and project-based rental assistance, affordability period duration, merits in meeting state housing need, and leveraging non-federal funding sources

### **Funding Requirements for All Gap Financing Awards:**

- 1) **Reporting and Record Keeping:** The applicant will be responsible for compliance with applicable implementation, reporting and record keeping requirements associated with the HOME Investment Partnerships Program, NHTF, OHFA and state regulations.
- 2) **Environmental Review Requirements:** Developments may be funded with OHTF, NHTF, and/or HOME Investment Partnerships dollars at OHFA's discretion. Best efforts will be made to fund scattered site developments (10 or more non-contiguous parcels), if any, with OHTF dollars. OHTF-funded developments are not subject to the environmental review requirements as outlined at 24 CFR Part 58; however, the recipient must provide the following information to OHFA:
  - A Phase I environmental site assessment that meets American Society of Testing and Materials (ASTM) standards (E1527-00 or most current at application). In addition, the Phase I shall address any environmental conditions (onsite or off) which, while not meeting the ASTM definition of a recognized environmental condition, could pose a threat to the residents'

health or safety at the site. Such potential environmental conditions include, but are not limited to, asbestos, lead paint, mines, air quality, and explosion hazards (above ground storage tanks, overhead pipelines, and oil/gas wells). The ASTM minimum search distances for government records must be met for each site and the Phase I shall draw justified conclusions on the potential impact on the project sites. The Phase I firm shall provide recommendations regarding all identified environmental conditions. At its discretion, OHFA may make exemptions to requiring the Phase I Environmental review for small or scattered site developments.

Each development could be subject to a 24 CFR Part 58 Environmental Review, regardless of the source of funds committed to the project. All developments may be subject to an environmental review, regardless of source of funds committed to the project.

OHFA will allocate \$1,000 per development funded with HOME funds for publishing the environmental review Public Notice.

- 3) **Determination and Requirements for Assisted Units:** The amount of HOME/HDAP funds will be used to determine the number of units that are HOME assisted and must comply with HUD's High- and Low-HOME rent requirements.

The total amount of HOME and HOME-match dollars includes HDAP funding, regardless of the source, plus local dollars. The number of units that receive HOME assistance will be rounded up to determine the number of assisted units that must comply with HOME rent restrictions. OHFA may have to increase the number of HOME assisted units if: (1) the total subsidy per assisted unit exceeds the 2012 221(d)(3) limits, and/or (2) the total subsidy per assisted unit exceeds the total development cost per unit.

If there are five or more units assisted by HOME dollars (state and local) in the development, 20 percent of the assisted units will be restricted to the Low-HOME rents. Assisted units will also be distributed evenly among various unit sizes in the development. OHFA reserves the right to require that units assisted through the HDAP be distributed evenly between newly constructed units and rehabilitated units. The applicant can elect for those units to be fixed units or floating units. For homeownership developments, all units will be considered assisted.

- 4) **Rehabilitation Standards:** Developments that involve rehabilitating structures must adhere to the OCD Residential Rehabilitation Standards (RRS). Refer to OCD's RRS Handbook, or other standards agreed upon by OHFA and OCD.
- 5) **Lead-Based Paint Standards:** All housing developments designed to rehabilitate pre-1978 structures must adhere to the Ohio Development Services Agency's Lead-Based Paint Guidelines.
- 6) **Relocation Standards:** All developments, regardless of funding source, that involve rehabilitating existing occupied units must submit a Relocation Plan or rehabilitation strategy that outlines the plan to work with the tenants in place. If the development receives federal funds, the plan must meet the requirements set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. If the development involves acquisition, the applicant must supply the *Real Property Acquisition and Relocation Certifications and Voluntary Acquisition Forms* for the project.
- 7) **Timeline:** The HDAP recipient will confirm that all financing is committed and submit a Closing Request to OHFA which must be received at the OHFA offices at 57 East Main Street, Columbus, OH 43215, by the date(s) set forth in the Housing Development Assistance Program Consolidated Guidelines (Consolidated Guidelines).
- 8) **Changes to Approved Applications:** The HDAP recipient must notify OHFA, in writing, of all changes, financial or otherwise, relating to an application for financial assistance of an approved development. Failure to notify OHFA may jeopardize the applicant's ability to receive assistance in the

future. If there are any substantive changes to the development prior to executing the Funding Agreement, OHFA may require the applicant to resubmit the application.

- 9) **Eligible/Ineligible Applicants:** Applicants can be private for-profit, not-for-profit developers/owners, or public housing authorities. NHTF funds may only be used for public housing in limited circumstances. For developments owned by partnerships (limited liability corporations, etc.), to qualify for financing terms available to not-for-profit organizations, the majority/controlling general partner interest must be held by a not-for-profit (for-profit affiliates of not-for-profit parent corporations qualify as a not-for-profit in a partnership situation). To request financing terms available to not-for-profit organizations, the applicant must provide evidence of IRS 501(c)(3) or 501(c)(4) status. To be eligible for funding, religious organizations must meet the provisions in 24 CFR Part 92.257.

OHFA reserves the right to evaluate developments that received other forms of federal subsidy (such as Capital Advance Grants through HUD 202 or 811; HOPE VI; Public Housing Authority funds or Rural Development 515 financing with new construction; or FAF funds) and determine what amount, if any, the development needs to be financially feasible.

Developments that have previously received an award through the Housing Development Assistance Program may not be eligible to receive additional funds. OHFA reserves the right to evaluate such developments in an appeal process to determine the facts and circumstances that necessitate the need for additional funds and to ensure projects are not over subsidized.

OHFA would prefer that HDAP resources be used to provide new opportunities for affordable housing or to preserve affordable housing for the residents of Ohio. Therefore, OHFA reserves the right to determine if rehabilitating existing affordable renter-occupied housing without project-based subsidy is eligible. For this purpose, 'affordable' is defined as housing which, because of one of the funding sources, the population being served or the area in which the project is located, is required to maintain below market-rate rents on any of its units. Applicants requesting funds for this purpose must be prepared to present compelling reasons why HDAP funds should be used to rehabilitate an existing affordable development.

- 10) **Projects per Developer:** Developers may submit more than one proposed development per year based on the organization's capacity to implement multiple and/or simultaneous projects. OHFA reserves the right to require further information and to decide on an organization's capacity to carry out multiple developments, which will include status and progress on projects using any resources provided by OHFA. OHFA may also limit the amount of HDAP awarded to any single developer.

OHFA reserves the right to combine the costs for developments located near each other and share similar attributes such as project type, construction style and development team.

- 11) **Cost Certification:** After construction is completed, each development will be required to obtain and submit a cost certification prepared by an independent certified public accountant or other comparable documentation approved by OHFA.
- 12) **Fee Limits:** Developer's fee for applications submitted in connection with gap financing awards must be consistent with the limits established in the Qualified Allocation Plan (QAP), Consolidated Guidelines or other funding guidelines.
- 13) **Public Notification:** Applicants intending to develop rental housing (including lease-purchase) must comply with the Ohio Revised Code §175.07 pertaining to public notification.
- 14) **Loans:**
- Interest rate of 2 percent, or a negotiated rate agreed upon by OHFA and the project ownership based on the project's cash flow.
  - Loan will mature at the end of the affordability period. The affordability period is defined as the minimum term required in CFR 92 and any extended affordability period imposed by OHFA.

- OHFA prefers a second or shared second position if collateral will be a subordinate mortgage position. If a lower position is necessary, the applicant should indicate so in the application along with an explanation and supporting documentation.
- Collateral for Section 8 projects participating in the Mark-to-Market program: OHFA will require collateral in the portion of the owner's position to the extent that the HDAP assistance is used to fund the owner's 20 percent upfront rehabilitation contribution required by the Mark-to-Market program.
- Payments will be based on a percentage of the project's cash flow as defined by OHFA. During the entire term of the loan, repayments to the HDAP recipient for the HDAP loan to the project are also excluded from the definition of cash flow (except to the extent that the payment ultimately flows to OHFA). Any remaining balance on the HDAP loan is due as a balloon payment at the end of the term or upon sale, whichever is first. OHFA may agree to subordinate to other government investors (USDA Rural Development + or HUD) and accept payments consistent with their terms. However, this will be evaluated on a case-by-case basis.
- Loan interest will accrue, and repayment obligations will start following the project close-out, regardless of the Placed-in-Service date. Closed-out means the HDAP recipient leased the "Assisted" units, and provided the appropriate documentation to OHFA and OHFA approved the documentation.
- For HOME-funded developments, loans will be made to the development's ownership entity. OHTF loans will be made to the HDAP recipient as the project's general partner, managing member or equivalent that may then lend the funds to the project at a commercially reasonable rate. OHFA reserves the right to designate which general partner/managing member/owner, if more than one, will be the recipient.

**15) Grants:** Grants must be requested and are available only when all the following conditions are met:

- The eligible applicant is the controlling general partner and is a 501(c)(3) or 501(c)(4) not-for-profit (for-profit affiliates of not-for-profit parent corporations qualify as a not-for-profit in a partnership situation).
- At least 20 percent of the units in the development will be occupied by and affordable to households at or below 35 percent of the Area Median Income.
- The recipient must treat the funds as a grant for tax purposes. If the recipient is the project, it will receive an IRS Form 1099.
- The recipient cannot loan the funds to the development, but must treat it as a grant or capital contribution.

Developments that meet both the requirements established by OHFA for Permanent Supportive Housing and the above-noted conditions are also eligible to request a grant.

For HTC developments that request a direct grant, the HDAP funds may be included in eligible tax credit basis if the funds are a general partner's capital contribution **and** provided that the development can provide a tax opinion certifying the funds as part of eligible basis. The development must still meet all the above-noted requirements to be eligible for a grant. However, when considering grant eligibility, OHFA will apply the regulations governing the funds awarded (HOME, NHTF or OHTF) when considering how the recipient passes the award on to the development.

**16) Transitional Housing:** Transitional housing is eligible for funding if the service population receives the appropriate supportive services and the applicant designates a minimum occupancy period for residents.

**17) Affordability Requirements:** Developments located in Participating Jurisdiction (PJ) areas must show that at least **40 percent** of the development's affordable units must be occupied by and affordable to families at or below 50 percent Area Median Income (AMI) for the entire affordability period. Developments located in **Non-PJ** areas must show that at least **35 percent** of the development's affordable units must be occupied by and affordable to 50 percent AMI households for



the entire affordability period. Affordable units are defined as units affordable to households at or below 60 percent of the Area Median Gross Income.

Rents established by project-based contracts may increase, as allowed, by that project-based assistance. Existing tenants may not be displaced to achieve the minimum occupancy percentage by very low-income households. Occupancy in up to 60 percent of the development by households with higher incomes is to occur over time; at turnover, units may be leased to higher income households.

**HCGF:** Projects located in PJ areas must show that at least 10 percent of units will be affordable to and occupied by households at or below 35 percent of area median income. Projects not located in PJ areas must show that at least 5 percent of units will be affordable to and occupied by households at or below 35 percent of the area median income.

**NOTE:** Existing occupancy and/or affordability restrictions imposed because of the project-based federal assistance may take precedence over OHFA requirements.

## 18) **Programs:**

### Housing Development Gap Financing (HDGF)

Housing Development Gap Financing (HDGF) provides gap financing to developers creating housing without using HTCs or multifamily tax-exempt (private activity) bonds. Applicants may apply for gap financing for rental development or preservation of existing affordable housing.

#### *Eligible Applicants:*

Ohio-based nonprofit and for-profit developers and public housing authorities proposing to develop rental developments financed with source(s) other than equity generated by combining Low-Income Housing Tax Credits (HTC). Developments must have a minimum of four units.

#### *Eligible Activities:*

HDGF resources in the development budget may only be applied toward non-related, third-party acquisition costs, hard costs associated with new construction or rehabilitation, developer fees, and eligible soft costs associated with developing renter-occupied projects that create housing opportunities.

On a case-by-case basis, the cost of previously purchased land may be considered as a portion of the total costs and therefore may be eligible for reimbursement.

HDGF resources may be utilized in mixed-use buildings; however, the HDGF application must only represent the development's residential portion. The residential income must support the development and operating expenses of the residential portion.

The HDGF will utilize funds from the Ohio Housing Trust Fund and may utilize HOME Investment Partnerships Program allocations to fund affordable rental housing development. The development must constitute creating new affordable housing units through renovation or new construction.

#### *Funding Limit:*

Total HDGF funds in the development cannot exceed 50 percent of the project's total cost. OHFA may, on a case-by-case basis, agree to subsidize more than this based on the local resources available, the development design or the project location.

The following limits will be placed on projects in the HDGF round:

- Up to \$450,000 per development in HUD Participating Jurisdictions (PJs), based on funding availability.
- Up to \$700,000 per development in HUD Non-Participating Jurisdictions (Non-PJs), based on funding availability.
- Up to \$750,000 per development for Permanent Supportive Housing.

OHFA reserves the right to increase or reduce these limits in the Consolidated Guidelines or, on a project basis after performing a financial underwriting analysis of the project.

No local government match requirement will be imposed on these developments.

## B. HCGF & BGF

The following applies to the HCGF program for use in conjunction with Competitive HTCs and the BGF program which is used with Non-competitive HTCs.

### *Eligible Applicants:*

Private housing developers and public housing authorities seeking competitive tax credits in the current HTC program year. All applicants must be a sole general partner (if a CHDO), controlling/managing general partner, or a general partner/managing member with a material interest in the ownership structure of at least 25 percent.

### *Funding Limits:*

The following limits will be placed on projects in the Competitive HTC round:

- \$600,000 for eligible Community Housing Development Organization (CHDO) projects, or an amount approved by OHFA based on the needs of the project and/or funding availability.
- \$300,000 for non-CHDO projects, or an amount approved by OHFA based on the needs of the project and/or funding availability.

The following limit will be placed on projects in the Non-competitive HTC round:

- Up to \$2,500,000, based on the needs of the project, as determined through multifamily underwriting and/or funding availability.

OHFA reserves the right to increase or reduce these limits in its Consolidated Guidelines or on a project basis after performing a financial underwriting analysis of the project. Total HCGF or BGF funds in the development cannot exceed 50 percent of the total cost of the project.

OHFA may impose a local government match requirement. The amount of match required will depend on the amount of federal funds the Participating Jurisdiction receives as well as the nature of the proposed development. OHFA will adopt a broad definition for what constitutes match funding including, but not limited to, tax abatements, government-donated land and local HOME or OHTF dollars.

In conjunction with multifamily tax-exempt bond financing (private purpose volume cap) for preserving affordable housing (subject to the availability of funds):

private housing developers and public housing authorities must receive an award of volume cap on or after July 1, 2017, for acquiring or rehabilitating or substantially rehabilitating an existing HUD Section 8 or RD project. Developments must have also received a HTC allocation. Applicants must be a sole general partner, controlling/managing general partner, or a general partner/managing member with a material interest of at least 25 percent in the ownership structure.

The development cannot have closed on the bonds prior to application. Closing "in Escrow" will be considered by OHFA to be closed.

*Eligible Activities:*

HDAP funds may be applied in the development budget toward non-related party acquisition, hard costs associated with new construction or rehabilitation, and developer fees associated with the project.

HCGF-assisted rental units may be converted to homeownership units under the HTC lease-purchase program. OHFA may elect to forgive one-half of the original loan and accrued interest up to the point of sale if the unit has been maintained as safe, decent and sanitary housing. The balance due will be passed on to the homebuyer as affordability subsidy. The units will be subject to the minimum affordability period equal to the remaining affordability period established by HUD if the units had continued as rental housing. The recipient will be responsible for monitoring and reporting in accordance with all applicable guidelines and regulations. The recipient must require the homebuyer to provide notification if they intend to sell the property and the recipient must determine whether funds must be recaptured and returned to OHFA. OHFA reserves the right to request any documentation it deems necessary to determine the eligible amount of affordability subsidy, including, but not limited to, an appraisal demonstrating the fair market value of the property.

- 19) **Application Review Criteria:** All HDAP applications will include an application review and all required supporting documentation to ensure that the development is financially feasible and meets all HOME, NHTF, OHTF, and/or OHFA program requirements.

20) **Fees:**

**Application Fee:** OHFA may elect to impose application, document correction and funding fees as it determines necessary. Fees may be based on threshold deficiencies and designed to encourage complete and accurate application submissions with a likelihood of success.

**Amendment/Extensions or Reinstatement to Funding Agreements:** OHFA may elect to impose a \$500 fee for each amendment or extension made to the funding agreement. OHFA may also elect to impose a \$1,000 fee to reinstate an expired funding agreement. These fees are implemented to encourage applicants to complete developments in a timely manner and as proposed in the application.

- 21) **Waivers:** OHFA reserves the right to waive State-imposed requirements if the applicant demonstrates compelling reason. OHFA will review such requests on a case-by-case basis.

- 22) **Application Review Process:** The application will be assigned to a Housing Grant Analyst (HGA) who will be responsible for the application review, funding agreement processing and resolving post-award implementation issues.

OHFA reserves the right to determine cost reasonableness and fees associated with the development.

Threshold Review - The threshold criteria assure that all selected developments comply with program requirements. Applications that do not meet the threshold requirements will not be considered for funding. The only exception to this will be the HCGF developments, which will follow the Threshold Review process established in the OHFA Qualified Allocation Plan.

Award Process - The HCGF developments will follow the allocation system established in the OHFA Qualified Allocation Plan. OHFA reserves the right to prioritize permanent supportive housing developments; developments located in HUD Non-Participating Jurisdictions; projects that have not previously received an award of HDAP funds; developments seeking Section 811 PRA assistance,

Ohio Department of Medicaid Subsidy Demonstration or additional extremely low-income units at or below 30 percent AMI; developments in which at least 25 percent of the total affordable units are three- or more bedroom units; or developments meeting other strategic priorities as OHFA deems necessary.

Applications submitted in the HDGF round will be evaluated based on the following criteria: 1) experience and capacity of the applicant and development team; 2) financial feasibility of the development; 3) site selection; 4) development design; 5) demonstrated market for the development and 6) policies as stated in the Consolidated Guidelines.

Pro Forma or Affordability Analysis - A financial review will include an evaluation to determine the amount of funds necessary to complete the actual development of the development, considering all other committed sources.

The financial review for rental housing developments includes the analysis of a 15 or 30-year pro forma, assuming a 2 percent annual revenue increase, a 3 percent annual operating expense increase, and a 7 percent stabilized vacancy rate. If the proforma forecasts different assumptions, justification must be provided. The affordability analysis for rental developments requires the resident's rent and utility payments not to exceed 30 percent of an income-qualified household's income at the projected affordability level. Utility allowance information must be obtained from the local public housing authority, local utility provider, or other approved source (e.g. actual usage history on rehabilitation developments).

Pre-Award Site Visit - OHFA may conduct a site visit prior to submitting a funding recommendation. The purpose of the visit is 1) to allow OHFA to evaluate the proposed development site for suitability and impact on the surrounding community, 2) to allow OHFA to confirm the status of previously funded developments, and 3) to develop the relationship between the applicant and OHFA. Both parties can discuss any issues or concerns regarding the proposed development and the organization has an opportunity to familiarize OHFA staff with their overall programs and operations.

Formal Recommendation for Funding - OHFA will present the development and submit a funding recommendation, either for approval or rejection, to the OHFA Board's Multifamily Committee. This Committee will submit a formal recommendation to the Ohio Housing Finance Agency's Board.

Upon approval by the OHFA Board, OHFA staff may notify the community's state legislators and issue a press release.

## **23) Application Submission:**

Proposals must be submitted on a Compact Disc, with all required documents clearly labeled as detailed in the Consolidated Guidelines.

Applications must be submitted to the Office of Planning, Preservation and Development, Ohio Housing Finance Agency (OHFA), 57 East Main Street, Columbus, Ohio 43215-5135.

The HCGF and HTC application submission dates will be the same. The OHFA Board will determine the applications deadline for the HDGF funding round(s).

**Incomplete Applications:** OHFA will perform a preliminary review of all developments to determine whether a complete application has been submitted. If it is determined that OHFA cannot evaluate the proposal based on the information provided, the application will be returned to the applicant along with a written listing of the application's deficiencies.

## **Community Housing Development Organization (CHDO) Competitive Operating Grant Program**

**Goal:** To provide operating support to organizations to continue developing affordable housing.

**Total Funds Available:** The budget for this competitive program will be set at \$150,000. The maximum grant award is \$50,000 per organization, and the grant award, along with any other local HOME operating grants, must not exceed 50 percent of the organization's total operating budget.

If any portion of this allocation remains uncommitted after the application deadline, those funds may be reallocated to the PY 2018 Housing Development Assistance Program. In its sole discretion, OHFA reserves the right to reallocate funds to developments that received HDAP awards in prior fiscal years that have not yet completed construction or placed into service.

**Grant Terms:** Grants will be written for a 12-month period starting on or after July 1, 2018.

**Eligible Applicants:** The organization must be a state-designated Community Housing Development Organization (CHDO) for a development that is partially funded by the State of Ohio's 15 percent HOME funds set-aside and has not yet met the "project completion" definition. Project completion means that the organization completed all the necessary title transfer requirements and construction work; the project complies with the requirements of this part (including the property standards under §92.251); the organization received its final drawdown of HOME funds for the project; and the project completion information has been entered into the disbursement and information system established by HUD, except that with respect to rental housing project completion, for the purposes of §92.502(d) of this part, project completion occurs upon construction completion and before occupancy.

**Eligible HOME CHDO Operating Activities:** Activities including, but not limited to, the following are eligible HOME CHDO Operating Grant activities:

- Administrative and support staff costs, including fringe benefits, for staff directly involved in housing development activities.
- Non-staff administrative costs such as supplies, travel, equipment, space and maintenance, telephone equipment and service, postage, printing and duplicating and staff and board training.

**Ineligible HOME CHDO Operating Activities:**

- Operating costs incurred by a CHDO operating as a sub-recipient or contractor under the HOME program for a specific development.
- Pre-development costs such as engineering, architecture, options, marketing, market studies, etc.
- All activities related to administering the Community Housing Impact and Preservation Program, Community Development Block Grant, Community Service Block Grant, or other local, state, or federal programs in which the CHDO acts as a sub-recipient.

OHFA will evaluate the necessity and efficiency of this program during PY 2018 and reserves the right to redirect CHDO Operating Grant resources to the Housing Development Assistance Program as needed.

## **Homeless Crisis Response Program**

**Goal:** To prevent individuals and families from entering homelessness, provide for emergency shelter operations and rapidly move persons from homelessness to permanent housing.

The Homeless Crisis Response Program is divided into two components: 1) emergency shelter operations; and 2) homelessness prevention and rapid re-housing activities. This program has been designed to be consistent with the federal Emergency Solutions Grants (ESG) program.

Housing stability funds are expected to be used only for rapid re-housing activities in the state's entitlement areas unless a waiver is requested and approved. While the rural areas (balance of state) may use funds for homelessness prevention and rapid re-housing, rapid re-housing is the priority of these funds and should be allocated throughout the homeless planning region based on the need for rapid re-housing assistance. Homelessness prevention funds should be limited for use by persons who are in a doubled-up situation, being forced to leave and facing imminent homelessness.

**Eligible Applicants:** Funding is available to eligible nonprofit organizations and units of local government for emergency shelter activities, and to state-selected nonprofit organizations and local units of government for homelessness prevention and rapid re-housing activities.

Only one state-appointed organization per Homeless Planning Region is eligible to apply for homelessness prevention and rapid re-housing funds on behalf of the region. To apply for homelessness prevention and rapid re-housing funds, each region must have a collaborative, Regional Homeless Service Coordination Plan (regional plan). Regional plans should include agreed upon participant screening criteria, common assessment tools and referral processes, and each participant in the region implementing the program must use the same forms.

*Note: All agencies applying for emergency shelter funding must participate in this planning process and be listed in the Regional Homeless Service Coordination Plan to be eligible for emergency shelter funds.*

**Total Funds Available:** SFY 2019 Ohio Housing Trust Funds (amount to be determined); approximately \$5.3 million in PY 2018 federal Emergency Solutions Grant funds.

### **Funding Method:**

**Emergency Shelter Activities:** Shelter programs must meet all [Basic Standards of an Emergency Shelter](#) as well as the requirements listed in the current Annual Action Plan to receive and continue to receive HCRP funding.

Shelter programs currently funded by OCD and in good standing are eligible to apply for funding based on their previous funding level. Those programs are eligible for renewal of 85 percent of their previous grant amount. The remaining 15 percent of the previous grant amount will be made available through a competitive evaluation based on the rating criteria below.

For currently funded shelter programs, applicants may request more than their current funding level provided a waiver is received by OCD on or before May 24, 2018 at 5 p.m., and OCD subsequently approves the request. Waiver requests must be based on program expansion or other significant factors. OCD does not anticipate approving many, if any, waiver requests for additional funding above the previous grant award because of the limited amount of shelter funds available.

Programs that received a cut in their last funding cycle may apply for their funding level prior to the cut.

Emergency shelters not currently funded by OCD may apply competitively through the PY 2018 Homeless Crisis Response Program application process. Agencies interested in applying for a new shelter program should contact OCD for technical assistance regarding need for the program and potential request amount.

However, OCD advises that with homelessness prevention and rapid re-housing funds available through this program, OCD does not anticipate funding many, if any, new emergency shelters.

**Homelessness Prevention and Rapid Re-Housing Activities:** Funding for homelessness prevention and rapid re-housing activities will be available via an allocation methodology through state-selected regional applicants. This formula allocation will assure at least minimum crisis response funding levels are available for persons at imminent risk of homelessness or persons who are homeless in all areas of the state. Applicants will also be able to compete for an additional amount above their allocation based on a program design evaluation, HMIS data quality and outcomes, coordination and program capacity.

**Eligible Activities:**

**Emergency Shelter\*:**

- 1) **Shelter Operations** - Funds to operate and staff an Emergency Shelter program and supportive service costs to provide limited case management, goal planning and permanent housing placement.
- 2) **Data Collection and Evaluation** - Costs associated with data collection/evaluation, including HMIS related activities.
- 3) **General Administration** - General Administration funds limited to administration costs of the portion of the Homeless Crisis Response Program grant for Emergency Shelter activities.

\* For the purposes of this program, emergency shelters that restrict admission to domestic violence victims are not eligible for funding.

**Equal Access:**

Homeless projects must ensure they comply with the Equal Access to Housing Final Rule. Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are a family and must be served together as such. Family members, regardless of age, gender, or other factors, cannot be separated from other family members during their program stay. Projects may NOT limit housing and services to certain types of family compositions (e.g. women with children or married couples with children). In addition, emergency shelters and other segregated facilities must make their resources available to individuals and families without regard to actual or perceived sex, sexual orientation or gender identity.

**Housing First:**

The Housing First model is a universal best practice standard with the goal of reducing barriers to accept persons experiencing homelessness for placement into shelter/permanent housing first and then provide supportive services to resolve barriers to resolving homelessness/maintaining housing. The approach is designed to serve the basic needs of the person before addressing or working to resolve complex barriers to housing stability. Core elements include, but are not limited to, no sobriety and minimum income requirements, and participation in services is voluntary and tenant-driven with service goals that emphasize engagement and problem-solving to retain housing or discharge from shelter.

**Homelessness Prevention and Rapid Re-housing:**

- 1) **Homelessness Prevention** – Financial assistance including rental assistance; rental application fees; rental arrears; security and utility deposits; utility payments; moving cost assistance and, in certain circumstances, motel and hotel vouchers. Housing Relocation and Stabilization Services, which includes case management; outreach and engagement; housing search and placement services; legal services and credit repair, are also eligible.
- 2) **Rapid Re-housing** - Financial assistance including rental assistance; rental application fees; rental arrears; security and utility deposits; utility payments; moving cost assistance and, in certain

circumstances, motel and hotel vouchers. Housing Relocation and Stabilization Services, which includes case management; outreach and engagement; housing search and placement services; legal services and credit repair, are also eligible.

- 3) **Data Collection and Evaluation** - Costs associated with data collection/evaluation, including HMIS-related activities.
- 4) **Administrative Costs** – Funds may be used for grant fund accounting, preparing reports, obtaining program audits, similar costs related to administering the grant during the grant's work completion period and staff salaries associated with these administrative costs. Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, if this training is directly related to learning about HCRP. Please note that requests for this line item cannot exceed 5 percent of the total grant request.

**Matching Requirements:** Emergency shelter applicants must provide at least \$1 in local public or private resources for every \$2 in Homeless Crisis Response Program funds (a ratio of 1:2 other funds to grant funds). Grants or loans from the Ohio Development Services Agency cannot be used as match. No match is required for the housing stability category.

**Threshold Requirements:**

- Proposals for emergency shelter activity funds must be included in the Regional Homeless Service Coordination Plan to be considered for funding.
- Applicants must be participating in the appropriate Homeless Management Information System (HMIS) and meet minimum data quality standards. If not a current OCD grantee, applicants must agree to participate if awarded funding.
- Proposals must include documentation verifying the commitment of sufficient matching funds to meet the match requirements.
- Emergency shelter and rapid re-housing activities must be targeted to households who are literally homeless and homelessness prevention activities must be targeted to households at risk of homelessness with the priority being persons who are in a doubled-up situation. Homelessness prevention and rapid re-housing programs must be targeted to households below 30 percent of area median income. Income verification and documentation is required at intake; however, income is not an eligibility factor for rapid re-housing assistance until 90 days after initial intake unless the region has a waiver from OCD in which case it is one year.
- Projects must include the following Housing First elements: low-barrier entrance requirements for income, sobriety, criminal history and other unnecessary conditions. No drug/alcohol testing as a condition of eligibility.
- For youth shelters, the parent organization must be accredited by a recognized accreditation organization such as Council on Accreditation (COA), Commission on Accreditation of Rehabilitation Facilities (CARF), or The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or be licensed by the Ohio Department of Job and Family Services (ODJFS) to provide emergency shelter for youth.

**Rating Criteria (Emergency Shelter):** OCD will rate emergency shelter applications based on the following criteria:

- 1) **Proposal Design (20 points):** The proposal narrative must clearly identify the problem to be addressed, population group(s) to be served and the activities to be undertaken. The proposal should demonstrate involvement in coordinated entry, effective diversion, programming and services designed move persons to permanent housing as quickly as possible, and rapid re-housing funds utilization. The proposal should also demonstrate consistency with program requirements and best practices.
- 2) **HMIS/Outcomes (35 points):** Based on data entered in HMIS, applicants must demonstrate acceptable performance. At a minimum specific performance measures will include the following:
  - Occupancy rates
  - Average length of stay
  - Percentage of leavers exiting to a permanent destination or transitional housing



In addition, OCD will evaluate the HMIS data quality including, but not limited to null and missing values. OCD will consider the extent to which the Continuum of Care (CoC) participates in the Ohio Human Services Data Warehouse developed and administered by the Ohio Housing Finance Agency.

- 3) Collaboration (5 points): Applicants must demonstrate appropriate involvement in the planning work of their local Homeless Planning Region.
- 4) Need (10 points): Extent to which the proposal demonstrates a demand for the services provided by the program based on needs surveys, point in time counts, waiting lists, program utilization and other data. For all programs, applicants must demonstrate the methods used to determine current demand for services in their community.
- 5) Capacity (10 points): Projects will be evaluated based on the extent to which the applicant demonstrates the organization's ability to implement proposed activities. Items taken into consideration include the organization's history and descriptions of key staff involved in the project.
- 6) Effectiveness (10 points): Applicants should demonstrate how the program is cost effective based on request amount and cost per service provided.
- 7) Budget Reasonableness/Application Completeness (10 points): Extent to which the application meets all program thresholds, contains all required exhibits and budget figures are accurate, consistent and reasonable.

**Program Period:** Awards will be granted for 12-month or 24-month periods, as determined by OCD. Grantees must complete their program according to the following deadlines: (1) All activities must be completed by the end of the 12<sup>th</sup> or 24<sup>th</sup> month, as determined by the work completion date identified in the grant agreement; (2) All drawdown requests must be submitted to OCD within one month of the work completion deadline; (3) All funds must be disbursed and expended, and a final performance report must be submitted to OCD within two months of the work completion deadline.

**Reduction of Grant Request:** OCD reserves the right to award grants at amounts lower than requested in the application or less than the amount listed in the allocation amounts provided with the application materials.

**Program Amendments:** Because grant awards are based on the projects proposed in the application, grantees receiving Homeless Crisis Response funds are discouraged from changing their approved projects. OCD will consider, on a case-by-case basis, only those changes that do not negatively affect the scoring of the original competitively awarded grant. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant deadlines, must submit a Grant Amendment Request in OCEAN. The following exemptions exist for program budgets:

Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in OCD Policy Notice 17-01, Grant Operations and Financial Management Policy. OCD will consider amendment requests in application scoring during future funding rounds.

A formal budget amendment is only necessary when a grantee wishes to transfer funds into a restricted budget category (administration). Non-restricted activities are exempted from the standard 10 percent or \$5,000 threshold in determining the need for a budget amendment. While a budget amendment is not needed to move funds between homelessness prevention and rapid re-housing activities, increasing the amount of funds expended on homelessness prevention will negatively impact scoring in future rounds of funding.

**Application Submission:** Applicants must submit applications for the Homeless Crisis Response Program by 11:59 p.m. on June 25, 2018.

**Grant Award:** Approximately four months after submission, immediately after Controlling Board approval.

## **Supportive Housing Program**

**Goal:** To facilitate moving homeless persons to permanent housing by providing transitional housing as well as provide long-term permanent supportive housing to homeless persons with disabilities.

**Total Funds Available:** SFY 2019 Ohio Housing Trust Funds (amount to be determined).

**Funding Method:** Supportive Housing Program (SHP) funds will be awarded to eligible transitional housing and permanent supportive housing to projects that score highest when reviewed by OCD using the rating criteria outlined below.

**Eligible Applicants:** Eligible nonprofit organizations, units of local government, public housing authorities and consortia of any eligible applicants are eligible to apply for funding. The priority for transitional housing is projects that either serve special homeless populations (i.e. transition age youth, domestic violence victims, persons with mental illness or persons in recovery from substance abuse and young families) that comply with a national best practice and research-supported design. The priority for permanent supportive housing is projects that meet the housing needs of homeless families and individuals with disabilities using a Housing First methodology.

### **Eligible Activities:**

#### **Transitional Housing:**

Facility-based or sponsor-based program models, either single-site or scattered-site.

- Rental payments to support operating transitional housing projects designed to place clients in permanent housing within four to 24 months. The preference is for programs with an average length of stay less than 12 months.
- Supportive services linked to transitional housing programs that are designed to help program participants attain permanent housing and housing stability in a four- to 12-month period. Because a Housing First philosophy is required, the supportive services component must also follow this methodology.

Note: No more than 20 percent of Ohio Housing Trust Fund dollars may be spent on supportive services; therefore, please keep supportive services requests to an absolute minimum.

- Operating expenses to support the recurring costs of operating a transitional housing program. This includes both staff and non-staff costs associated with operating the program, such as front door staff.
- Administrative expenses such as accounting for grant funds, preparing reports, obtaining program audits, similar costs related to administering the grant after the award and staff salaries associated with these administrative costs. Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, if this training is directly related to learning about the Supportive Housing Program.
- Data collection and evaluation including costs associated with data collection and reporting using Homeless Management Information Systems (HMIS) or a comparable client-level database. Eligible costs include purchasing HMIS software and/or user licenses; leasing or purchasing needed computer equipment for providers and the central server; costs associated with data collection, entry, and analysis and staffing associated with operating the HMIS, including training.
- Activities are limited to households that are homeless according to the HUD definition, excluding category 3, with incomes at or below 35 percent Area Median Income (AMI) at the time of program entry.

#### **Permanent Supportive Housing:**

- Operating expenses linked to permanent supportive housing programs for homeless persons with disabilities targeted primarily to homeless individuals with mental illness, chemical dependency, AIDS/HIV or other permanent disabilities. Permanent Supportive Housing programs currently funded with SHP funds by OCD may apply for funding for currently funded activities.
- Administrative expenses such as for grant funds, preparing reports, obtaining program audits, similar costs related to administering the grant after the award and staff salaries associated with these administrative costs. Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, if this training is directly related to learning about the Supportive Housing Program.

Note: Administrative expenses are now a standalone budget item and should not be rolled into other line items as in years past.

- Data Collection and Evaluation including costs associated with data collection and reporting using Homeless Management Information Systems (HMIS) or a comparable client-level database. Eligible costs include purchasing HMIS software and/or user licenses; leasing or purchasing needed computer equipment for providers and the central server; costs associated with data collection, entry, and analysis; and staffing associated with operating the HMIS, including training.
- Activities are limited to households that are homeless according to the HUD definition, excluding category 3, have a HUD-defined disability, and have a household income at or below 35 percent Area Median Income (AMI) at time of program entry.

**Equal Access:** Transitional Housing and Permanent Supportive Housing projects must ensure they comply with the Equal Access to Housing Final Rule. Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are a family and must be served together as such. Family members, regardless of age, gender, or other factors, cannot be separated from other family members during their program stay. Projects may NOT limit housing and services to certain types of family compositions (e.g. women with children or married couples with children). In addition, segregated facilities must make their resources available to individuals and families without regard to actual or perceived sex, sexual orientation, or gender identity.

**Matching Requirements:** Applicants must provide at least \$1 in local public or private resources for every \$2 in Supportive Housing Program funds for transitional housing and permanent supportive housing (a ratio of 1:2 other funds to SHP funds). Grants or loans from the Ohio Development Services Agency cannot be used as match.

**Threshold Requirements:**

- Proposals must include documentation that the program(s) is supported by the Homeless Planning Region.
- Applicants must be participating in the appropriate Homeless Management Information System (HMIS) or, if not a current OCD grantee, agree to participate if awarded funding.
- Proposals must include documentation verifying sufficient matching funds commitment to meet the match requirements for transitional housing and permanent supportive housing programs.
- All program activities must be targeted at people who are homeless according to the HUD definition, excluding category 3.

**Rating Criteria:** OCD will rate competitive applications on the following criteria.

- 1) **Administrative Capacity (10 points):** Extent to which the applicant demonstrates the ability to successfully implement the proposed activities. Items to be considered include the organization's history and descriptions of key staff involved in the project. Past monitoring visits may be considered.

- 2) Program Design (15 points): Extent to which proposal is well-designed and is likely to accomplish the stated objectives and proposed outcomes. The proposal demonstrates consistency with program requirements including, but not limited to, Housing First.
- 3) Targeting (10 points): The extent to which the project provides income eligibility requirements restricting participation to households up to 35 percent of Area Median Income and the agency will document that persons served by the program are homeless. Facility-based transitional housing programs should be able to demonstrate that they are targeting harder-to-serve populations including; victims of domestic violence, persons with severe and persistent mental illness, persons re-entering a community from an institution or in recovery from substance abuse or that comply with a national best practice or research-supported design.
- 4) Need (10 points): Extent to which the project demonstrates through local CoC data or other statistics that a significant gap would exist in the continuum if the program does not receive funding.
- 5) HMIS/Outcomes (30 points): Based on data entered in HMIS, applicants must demonstrate acceptable performance based on performance standards. At a minimum, specific performance measures will include the following:
  - Number of persons and households served
  - Occupancy rates
  - Average length of stay
  - Percentage of leavers exiting to a permanent destination (Transitional Housing)
  - Percentage of persons maintaining housing or exiting to a permanent destination (Permanent Supportive Housing)

In addition, OCD will evaluate the HMIS data quality including, but not limited to, null and missing. OCD will consider the extent to which the CoC participates in the Ohio Human Services Data Warehouse developed and administered by the Ohio Housing Finance Agency.

- 6) Program Feasibility (15 points): Extent to which the proposal is reasonable and cost effective based on request amount, need, proposed outcomes, historic funding levels and amount requested.
- 7) Budget Accuracy/Reasonableness (10 points): Extent to which the application meets all program thresholds and contains all required exhibits and budget figures are accurate, consistent and reasonable.

**Program Period:** Grantees must complete their program according to the following deadlines: (1) All activities must be completed by the end of the 24<sup>th</sup> month, as determined by the work completion date identified in the grant agreement; (2) All drawdown requests must be submitted to OCD within one month of the work completion deadline; (3) All funds must be disbursed and expended, and a final performance report must be submitted to OCD within two months of the work completion deadline.

**Reduction of Grant Request:** OCD reserves the right to award grants at amounts lower than requested in the application.

**Application Submission:** The Supportive Housing Program application submission deadline is 11:59 p.m. on June 25, 2018.

**Grant Award:** Approximately four months after submission, immediately after Controlling Board approval.

## **Housing Assistance Grant Program**

**Goal:** To promote affordable housing opportunities and improve housing conditions for low-income families and individuals.

**Total Funds Available:** SFY 2019 Ohio Housing Trust Funds (amount to be determined).

**Eligible Applicants:** Private, nonprofit organizations incorporated with Ohio's Secretary of State and granted 501(c)(3) status by the Internal Revenue Service.

### **Maximum Award Amounts:**

Maximum two-year awards are \$500,000 for Emergency Home Repair/Handicapped Accessibility Modifications; and \$150,000 for Down Payment Assistance/Homebuyer Education. Maximum amounts may be changed based on total funds available. Requests in excess of \$500,000 for Emergency Home Repair/Handicapped Accessibility may be made if a waiver is submitted to OCD by the date stated in the application and for the reasons stated in the PY 2018 Housing Assistance Grant Program application instructions.

### **Recommended Request Amounts:**

Funding requests must be cost effective and reasonable based on community need, historic funding levels from OCD, cost per household served, cost per outcome, etc. OCD will provide guidance on recommended request amounts in the PY 2018 Housing Assistance Grant Program application. OCD reserves the right to make awards at levels less than requested.

### **Eligible Activities:**

- Emergency home repair/accessibility modifications that, if not corrected, could pose a threat to the occupants' health or safety. Assistance is limited to \$7,500 per unit. Income targeting to households at or below 50 percent Area Median Income (AMI).
- Down Payment Assistance – Investment of up to \$3,000 per unit for down payment assistance and associated out-of-pocket expense to persons with incomes at or below 65 percent AMI.
- Homebuyer Education – pre- and post-purchase counseling must be tied to Down Payment Assistance activity. Targeted to households at or below 65 percent AMI.

### **Equal Access:**

Supportive housing projects must ensure they comply with the Equal Access to Housing Final Rule. Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are a family and must be served together as such. Projects may NOT limit housing and services to certain types of family compositions (e.g. women with children or married couples with children).

**Matching Requirements:** Each \$2 in Housing Assistance Grant Program funds must be matched with \$1 in cash and/or in-kind resources. Grants or loans from the Ohio Development Services Agency cannot be used as match.

### **Threshold Requirements:**

- Proposals must include documentation verifying sufficient matching funds commitment to meet the match requirements.

- Proposals must be for eligible activities consistent with Housing Assistance Grant Program definitions and guidelines.
- Applications must be complete and include essential information and exhibits.

**Rating Criteria:** OCD will rate applications based on the following criteria.

- 1) **Program Impact (10 points):** Projects will be evaluated based on the extent to which proposal has a direct relationship to eligible categories in the Housing Assistance Grant Program.
- 2) **Need (15 points):** Extent to which the project fills a gap in available housing activities that cannot be provided through other means and, for Emergency Home Repair/Accessibility Modifications projects, evidence that CDBG funds are not available.
- 3) **Income targeting (10 points):** Extent to which the project serves low-income persons with household income at or below 50 percent AMI for Emergency Home Repair/Accessibility Modifications and/or 65 percent AMI (with a preference of 50 percent AMI) for Down Payment Assistance/Homebuyer Counseling.
- 4) **Organization History (10 points):** Extent to which the applicant demonstrates the ability to successfully implement the proposed activities.
- 5) **Staff Background/Experience (10 points):** Projects will be evaluated based on the degree to which resumes or position descriptions are provided for key staff involved in the project and demonstrate sufficient background and experience to successfully implement the project.
- 6) **Program Feasibility (15 points):** The extent to which the project is reasonable and cost-effective based on the request amount, cost per housing unit, etc.
- 7) **Program Coordination (10 points):** Projects will be evaluated based on the extent to which documentation demonstrating coordination and support for the project or activity is provided by organizations involved in the project.
- 8) **Project Design/Outcomes (15 points):** The extent to which projects are well-designed, clearly presented, and are likely to produce or retain housing stock and accomplish the stated objectives and proposed outcomes
- 9) **Budget/Reasonableness (5 points):** Extent to which budget figures are accurate, consistent and reasonable.

**Program Period:** The program year will begin March 1, 2019, provided sufficient Ohio Housing Trust Fund dollars are available. Grantees must complete their program according to the following deadlines for two-year grants: (1) All activities must be completed by the end of the 24<sup>th</sup> month, as determined by the work completion date identified in the grant agreement; (2) All drawdown requests must be submitted to OCD within one month of the work completion deadline; (3) All funds must be disbursed and expended, and a final performance report must be submitted to OCD within two months of the work completion deadline.

**Reduction of Grant Request:** OCD reserves the right to award competitive grants at amounts lower than requested in the application.

**Application Submission:** The Housing Assistance Grant Program application submission deadline is 11:59 p.m. on November 16, 2018.

**Grant Award:** Approximately eight weeks after submission and following Controlling Board Approval.

## **Housing Opportunities for Persons With AIDS (HOPWA) Program**

**Goal:** Through the federal Housing Opportunities for Persons with AIDS (HOPWA) Program, OCD provides eligible nonprofit organizations or units of local government with funds to devise long-term, comprehensive strategies to meet the housing and supportive service needs of persons with AIDS or HIV-related diseases.

**Total Funds:** Approximately \$1.6 million of federal HOPWA Program funds will be available.

**Eligible Applicants:** Private, nonprofit organizations incorporated with Ohio's Secretary of State and granted 501(c)(3) status by the Internal Revenue Service; and units of local government.

**Grant Ceiling:** The maximum grant request is based on the percentage of cases of Persons Living with HIV/AIDS within the project's service area when compared to the balance of state (areas outside the Columbus, Cincinnati, and Cleveland service areas). Figures promulgated by the Ohio Department of Health are used for this calculation. An adjustment factor of 1.10 is used to account for increased need. OCD may consider requests for amounts that exceed the maximum amount; however, written approval from OCD must be obtained by the dates listed in the application.

### **Eligible Activities:**

- Short-term rental, mortgage and/or utility assistance
- Acquiring, rehabilitating or constructing permanent housing
- Tenant-based rental assistance
- Operating a community residence
- Permanent housing placement
- Referral to drug and alcohol abuse treatment and counseling
- Limited case management
- Respite care
- Food/nutritional services
- Activities of daily living
- Day care
- Transportation
- General administration
- Housing information services
- HMIS

**Equal Access:** Homeless projects must ensure they comply with the Equal Access to Housing Final Rule. Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are a family and must be served together as such. Family members, regardless of age, gender, or other factors, cannot be separated from other family members during their program stay. Projects may NOT limit housing and services to certain types of family compositions (e.g. women with children or married couples with children).

**Matching Requirements:** The applicant must match the requested amount of HOPWA funds at a minimum ratio of 1:1.

### **Rating System Principles:**

- 1) Degree to which the proposal meets the needs of the target population
- 2) Evidence of local resource coordination and need for grant resources
- 3) Evidence of local support
- 4) Financial stability/management and applicant/administering agency stability
- 5) Applicant's ability to administer the program/administrative capacity

**Rating Criteria:** OCD will rate the applications based on the following selected criteria:

- 1) Need (15 points): Projects will be evaluated based on the degree to which they meet the unmet needs of the community to be served by the program; need of the area's population for HOPWA-eligible programming and services as described in the Consolidated Plan; and extent to which the proposal is consistent with local needs and fits into a community-wide strategy addressing those needs.
- 2) Program Design (30 points): Projects will be evaluated based on the type and quality of proposed activities: emphasis on housing and housing-related activities, especially operating a community residence providing long-term housing; outreach and referral systems; criteria for selecting residents for housing and services; method for verifying client eligibility and ensuring that client needs cannot be met through other programs; case management plan and how that plan will help meet the client's needs; measures ensuring that clients receive the appropriate type, delivery and level of service; and rational for discontinuing or limiting services. HMIS data will be based on data entered in HMIS; applicants must demonstrate acceptable performance. At a minimum specific performance measures will include the following:
  - Occupancy rates
  - Average length of stay
  - Percentage of leavers exiting to a permanent destination

In addition, OCD will evaluate the HMIS data quality including, but not limited to, null and missing values.
- 3) Coordination (20 points): Projects will be evaluated on the degree to which they coordinate with other mainstream organizations in the community to meet the housing and service needs of persons with AIDS; and extent of coordination with units of local governments, local health departments or other organizations serving persons with AIDS or related diseases.
- 4) Financial Management (25 points): Projects will be evaluated based on their financial management practices; internal control procedures; proposed budget reasonableness; and amount and diversity of other funds committed.
- 5) Administrative Capacity (10 points): Projects will be evaluated on the organization's staff capability to implement the proposed project: organization's history, including its experience in implementing the proposed activities; key staff's relevant educational background, professional certifications, licenses and work experience and performance on current grant, if applicable.

**Program Period:** Grantees must complete their program according to the following deadlines: (1) All activities must be completed by the end of the 12th month; (2) All drawdown requests must be submitted to OCD by the end of the 13th month; (3) All funds must be disbursed and expended, and a final performance report must be submitted by the end of the 14th month.

**Reduction of Grant Request:** OCD reserves the right to award competitive grants at amounts lower than requested in the application.

**Application Submission:** The HOPWA application submission deadline is 11:59 p.m. on November 2, 2018.

**Grant Award:** Approximately seven weeks after submission.



# Community and Economic Development

- **Community Development Program:**
  - *Allocation Grants*
  - *Neighborhood Revitalization Grants*
  - *Downtown Revitalization Grants*
  - *Critical Infrastructure Grants*
- **Economic Development Loan and Public Infrastructure Grant Program**
  - *Economic Development Loan Program*
  - *Economic Development Public Infrastructure Grant Program*
  - *Residential Public Infrastructure Grant Program*

## **Community Development Program**

**Goal:** To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible Community Development Block Grant (CDBG) activities and qualify under the national objective of Low- and Moderate-Income (LMI) Benefit or Elimination of Slum and Blight.

The program will include funds for the Neighborhood Revitalization and Downtown Revitalization competitive set-aside programs as well as the open cycle Critical Infrastructure program.

Neighborhood Revitalization projects are designed to improve the quality of life, livability and functionality of distressed areas and neighborhoods to carry out a comprehensive revitalization strategy. This includes, but is not limited to, projects designed to stabilize and enhance residential neighborhoods or activities that support redeveloping Brownfield sites (within low-moderate residential neighborhoods).

Downtown Revitalization projects are designed primarily to improve the quality of privately owned buildings in the Central Business District. Projects are designed to aid in eliminating slums or blight and/or create and retain permanent, private-sector job opportunities for LMI households. This includes, but is not limited to, projects designed to rehabilitate deteriorated building facades, address code violations, and improve blighted streetscapes.

Critical Infrastructure projects are designed to assist applicant communities with high-priority, single-purpose infrastructure improvements. This includes roads, storm drainage, fire protection facilities and other public facilities projects. Water and sanitary sewer projects not eligible for the Residential Public Infrastructure Grant (RPIG) may also be considered for Critical Infrastructure program funding.

**Total Funds:** Federal PY 2018 Community Development Block Grant (CDBG) funds \$23 million. Fifty (50) percent of Ohio's total CDBG allocation will be committed to the Community Development Programs. Of that amount, \$10.2 million will be allocated to the Allocation Program with the remaining funds allocated to the PY 2018 competitive and open-cycle programs, including the Neighborhood Revitalization, Downtown Revitalization and Critical Infrastructure Programs. Funding selections will be based on a comprehensive application review submitted for all Community Development Programs. OCD will be flexible with the number of competitive set-aside and open cycle awards an applicant has open as it transitions to the new biennial structure. Administrative capacity will be a primary consideration in allowing communities to exceed program caps.

**Application Guidelines:** Communities may apply for the Allocation Program biennially. Communities may have two competitive set-aside program awards open at a time.

Communities with no open awards may apply for up to two competitive set-asides biennially. A community's eligibility to receive PY 2018 competitive set-aside programs is reduced, based upon its existing open competitive set-aside programs. Critical Infrastructure awards no longer count toward a community's competitive set-aside total.

Communities may apply for multiple combinations of competitive set-asides. Please note, applicants are limited to a maximum of two total competitive applications. Communities may no longer apply for more competitive set-asides than they are eligible to receive. See table below for maximum annual competitive applications, based upon set-aside program and applicant type:

<b>Competitive Set-Aside Program</b>	<b>County</b>	<b>Direct City</b>
Neighborhood Revitalization Program	2	1
Downtown Revitalization Program	2	1

Counties may apply for up to two of the Neighborhood Revitalization or Downtown Revitalization competitive set-asides on behalf of different local jurisdictions (cities, villages or townships) biennially.

Direct cities may apply for up to one Neighborhood Revitalization and one Downtown Revitalization competitive set-aside biennially. Neighborhood Revitalization and Downtown Revitalization target areas and budgets may not overlap. Jurisdictions awarded prior Downtown Revitalization or Neighborhood Revitalization competitive set-aside program funds may not reapply for PY 2018 Downtown Revitalization or Neighborhood Revitalization funds unless the previous grant has been monitored and significant monitoring issues resolved. Unsuccessful Downtown Revitalization and Neighborhood Revitalization Program applicants may reapply, and successful communities may apply for alternative set-aside programs.

A project cannot be included in multiple competitive set-aside program applications, and funds from one competitive set-aside program cannot be used as leverage for another competitive application. Similarly, Allocation and/or competitive program funds from previous fiscal years cannot be used as leverage for a community's PY 2018 application.

Administrative capacity will be considered for multiple grant awards for a single applicant.

**Competitive Set-Aside Close-Out Process:** Communities can request that OCD monitor and close a competitive set-aside project if the project is complete with all funds drawn and expended by April 30, 2018. The community must submit a written request to OCD by April 30, 2018.

## **Allocation Grants**

**Total Funds:** \$10.2 million

**Allocation Calculation Principles:** Funding allocations for communities are determined by the following formula:

Number of LMI Individuals in the Community/Total Number of LMI Individuals in Non-Entitlement Areas X  
Amount of CDBG Program Funds allocated for Community Development

A biennial grant floor of \$150,000 will be set to ensure adequate funding for eligible applications. The U.S. Department of Housing and Urban Development (HUD) provides the number of LMI persons and uses the 2006 - 2010 American Community Survey Low/Moderate Income Summary Data (updated in 2014) as the basis for estimating LMI figures. The funding allocation calculation will be completed for all non-entitlement cities and counties. *Direct cities* are cities with a total population of 15,000 or greater and a LMI population of at least 30 percent. Total population was determined based upon the 2010 Census.

The funding allocation for cities that do not meet the direct city criteria will be awarded to the county of jurisdiction. All communities within the county are encouraged to collaborate with the county for project funding consideration.

OCD reevaluated direct city status in PY 2016. Counties that include a city that received a direct allocation for PYs 2013, 2014 and 2015 will be required to undertake at least one project in that city in PYs 2016, 2017 and 2018. The county will be encouraged to apply for competitive funding on the city's behalf.

Direct city status will be re-evaluated with the next release of American Community Survey Low/Moderate-Income Summary Data and/or the 2020 Census.

**Waiver or Surrender of Funds:** A county or city may choose to surrender all or part of its funding allocation to the state. Appropriate legislative action must be taken in this regard by the local government, and a copy of this action must be submitted to OCD on or before the Community Development Programs application deadlines. **In the event funds are not committed to eligible activities in the Allocation Program application by the submission date, those funds will be forfeited.**

A city or county may opt to use its Allocation Program funds as local match for CDBG competitive or open-cycle programs. This can be accomplished through the respective competitive application process. The project or activity must be identified as an activity in the Allocation application, even if the competitive program funds

have not yet been awarded. Competitive applications must be submitted by the Allocation Program deadline to ensure simultaneous review. **Communities must select alternate projects for Allocation program funds in the event the community does not receive a competitive award. Funds are not guaranteed, and delays due to failure to select alternate projects can result in forfeiting Allocation Program funds.**

**State Agency Coordination:** Projects including funding from the Ohio Department of Transportation (ODOT) must be bid, contracted, and administered by the local government awarded CDBG funds. OCD will not consider CDBG funding as match for an ODOT-administered project, unless the CDBG activity functions as a stand-alone project with independent bidding, contracting, and completion timelines.

**Eligible Jurisdictions:** Under the PY 2018 Ohio State CDBG Program, the non-entitlement counties and small cities listed in Table 9 below (identified as cities by the Secretary of State as of January 1, 2015) will be able to apply for funds based entirely on the number of low- and moderate-income persons residing in the eligible community. Approximately 50 percent of the eligible communities applied for funding in PY 2017. The remaining 50 percent will apply for funding in PY 2018.

The following categories of communities will not receive funding under the Allocation Program:

- 1) HUD Entitlement Cities (35);
- 2) HUD Urban Counties (10); and
- 3) Units of general local government with more than 50 percent of their population in an urban county.

Adjacent cities and/or counties may pool Allocation Program funds for a common project(s), and may designate one unit of government or a recognized regional organization to administer the program on behalf of the participating units of government. All parties involved must execute a legal agreement and receive approval from OCD.

**Eligible Activities:** Eligible activities are outlined in Title I of the Housing and Community Development Act of 1974, as amended. To meet its community development needs, an Allocation Program grantee can select among those eligible activities.

Allocation Program funds cannot be used for housing activities, except for Home Repair. OCD has funds set aside for these purposes through its Community Housing Impact and Preservation (CHIP) Program. In the event a community applies, but is not funded for a CDBG-eligible housing activity through the CHIP Program in the current or previous year's application cycle, OCD will consider a community's request to waive this requirement and use Allocation Program funds for other CDBG-eligible housing activities. Waiver consideration will be based on the community's CHIP Program application competitiveness along with demonstrated administrative capacity to administer a housing program. Communities must select alternate projects for Allocation Program funds in the event OCD does not approve a waiver request. Waivers are not guaranteed, and delays due to failure to select alternative projects can result in forfeiting Allocation Program funds.

Allocation Program grantees are not allowed to use their program funds to capitalize or re-capitalize local Revolving Loan Funds or acquire property for land banking for future new housing development construction.

Economic Development activities that are qualified under the LMI Direct Benefit Job Creation national objective are not eligible for Allocation, competitive set-aside or open cycle program funding. Communities should consider the Economic Development or Revolving Loan Fund Programs for projects that will create or retain permanent, private sector job opportunities.

**Application Timing:**

Application Submission:	June 15, 2018
Grant Award:	September 1, 2018

**Holdover Option:** Communities will not be permitted to holdover PY 2018 funds for combination with future program years.

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with, or prior to, submitting a funding application for a specific community development project. OCD may also require jurisdictions benefitting from Allocation Program projects to commit Revolving Loan Funds as leverage.

**Community Development Implementation Strategy:** Communities receiving funds from OCD are required to conduct long-term planning. Prior to PY 2013, OCD required Community Development Program applicants to conduct a Community Assessment Strategy (CAS) to qualify projects for CDBG funding. The CAS required applicants to evaluate public facilities' condition in low- and moderate-income (LMI) areas to assist in selecting and prioritizing projects. OCD redesigned the Community Development Program in PY 2013 to encourage collaboration within eligible applicant communities, and include funding for Neighborhood Revitalization, Downtown Revitalization, and Critical Infrastructure projects. The Community Development Implementation Strategy (CDIS) replaced the CAS as a tool to facilitate communication with stakeholders in eligible applicant communities. The CDIS will supplement the required Citizen Participation process, providing a format for disseminating information about the Community Development, Economic Development, and Residential Public Infrastructure Grant Programs, and assist with identifying and prioritizing potential funding opportunities. The CDIS is required for application to the PY 2018 Community Development, Economic Development, and Residential Public Infrastructure Grant Programs. OCD recommends applicants to the PY 2019 Allocation Program conduct the CDIS in 2018 to allow adequate time for project identification and development; however, PY 2019 communities are not required to submit the CDIS until Allocation applications are due.

#### **Programmatic Funding Guidelines:**

**Administrative Costs:** Grantees may use up to 20 percent of the total grant for general administration, implementation and fair housing costs. General administration costs include citizen participation, application preparation, grant agreement, environmental review, drawing down funds and overall recordkeeping, reporting, audit(s) and closeout, program compliance and performance.

Engineering, architectural and legal service costs, which are related to activities undertaken with CDBG funds, can be charged to the specific activity line item budget.

**Low- and Moderate-Income (LMI) benefit:** Regardless of which national objective a local grantee intends to meet, the program's overall benefit to LMI persons shall be at least 51 percent, excluding general administration, planning and fair housing. The 51 percent overall benefit requirement applies to all jurisdictions that receive an Allocation Program, regardless of the administering entity.

In determining whether an activity will benefit LMI persons, OCD will consider a completed activity's net effect. Thus, an activity located in a LMI area, while generally a primary consideration, does not conclusively demonstrate that the activity benefits LMI persons. An activity that serves an area delineated and justified by the grantee, where most of the residents are LMI persons, will meet the LMI standard. (OCD Policy Notice 17-02, Qualifying Community Development and Residential Public Infrastructure Projects using Community Development Block Grant National Objectives, provides guidance on meeting the LMI National Objective.)

Communities may request a waiver to use more than 49 percent of the funds for activities that qualify under the slum and blight national objective. Waiver requests must be submitted to OCD as an application attachment.

**Public Service Activities:** Allocation funds can be used for public service activities if the proposed activity is a new service, or a quantifiable increase in the existing service level. Communities may use no more than 15 percent of the total grant funds, including general administration, fair housing and planning, for eligible public service activities. Communities may request a waiver to exceed the 15 percent cap. Waiver requests must be submitted to OCD as an application attachment, and will be considered on a case-by-case basis.

**Planning Activities:** Allocation Program funds can be used for planning activities related to eligible CDBG projects. Planning activities will not count towards the grantee's maximum project cap. Planning activities also do not count towards the 20 percent cap on general administration and fair housing. To qualify for funding, planning activities must meet the following requirements:

- 1) The planning being undertaken must be for an eligible CDBG activity;
- 2) The planning activity must specifically identify the community's low- and moderate-income or slum and blight needs;
- 3) The planning activity must produce a tangible product (e.g., report or historical inventory) for OCD to review;
- 4) The planning activity can be undertaken only for activities that, upon implementation, meet either the low- and moderate-income or slum and blight national objectives;
- 5) The planning activity must further the State of Ohio's investment objectives; and
- 6) The planning activity's product should be used to further develop and design future applications to meet local community and economic development needs.

Communities may use no more than \$15,000 for eligible planning activities. Communities with RLF accounts will be required to use RLF funds to undertake proposed planning activities. If a community's RLF account balance is insufficient to cover the proposed planning activity cost, the community may apply for Allocation funds to cover the shortfall. Communities may also request a waiver to exceed the \$15,000 limit. Waiver requests must be submitted to OCD as an application attachment, and will be considered on a case-by-case basis.

**Home Repair Activities:** All program delivery and other soft costs related to work on a specific unit meeting a national objective must be paid for in one of two ways: (a) these costs may be charged to the activity budget (unit), or (b) these costs may be charged to administration. All program delivery or soft costs associated with projects that do not meet a national objective must be charged to administration. Eligible soft costs for the CDBG Program are defined at 24 CFR Part 570.202(b)(9).

Home Repair activities must be implemented in accordance with Ohio's Housing Rehabilitation Handbook. Grantees must develop and adopt a local Policies and Procedures Manual. Policy Notice OCD 15-03, Finance Mechanisms, provides guidelines for finance mechanisms for all OCD funds. The policy notice is available on OCD's Technical Assistance website at <http://bit.ly/OCD1503>.

**Fair Housing:** Communities are required to include a fair housing activity as part of the PY 2018 Community Development Programs application. The proposed program should cover the period from January 1, 2019 through December 31, 2020. A fair housing activity can be treated as part of the general administrative budget, but fair housing, planning (except planning as an activity outlined above) and administrative costs cannot exceed 20 percent of the total grant amount. **If a community chooses not to fund a fair housing activity with CDBG funds, the application must identify alternative funding sources that will be used and include a standard fair housing program outcome.** These funds must be committed at the time of application. Fair housing can also be funded as a public service activity, although the community will be required to track beneficiaries to assure that at least 51 percent of the beneficiaries are low- or moderate-income. Public service activities cannot exceed 15 percent of the total grant amount, unless the community is granted a waiver.

Any fair housing activity must include a specific program design with quantifiable, measurable services, and identified beneficiaries. Fair housing does not count toward the number of allowable projects an applicant may undertake as outlined below. The state's fair housing requirements are described in the section entitled *Local Government Certifications to the State*.

PY 2019 Allocation communities are not required to submit a Standard Fair Housing Program plan for PY 2018, but should continue to administer the Standard Fair Housing program identified in their PY 2017 application.

Both PY 2018 and PY 2019 Allocation communities will be required to submit an Analysis of Impediments to Fair Housing Choice (AI) in PY 2019. PY 2018 communities may use administration or request planning funds to complete the AI. PY 2019 communities may use administration or planning funds, on a reimbursement basis, to recoup actual costs incurred.

**Committing Allocation Program Funds:** Grantees committing PY 2018 Allocation Program grant funds to Residential Public Infrastructure Grant (RPIG), Critical Infrastructure (CI) or Appalachian Development (AD) program projects must reprogram the Allocation funds to other CDBG- eligible activities if the RPIG, CI or AD application is not approved by September 1, 2018. Allocation projects that entail major water or sanitary sewer improvements will be evaluated in a similar fashion to RPIG projects even if RPIG is not an identified funding source. Applicants must submit Ohio EPA Permit to Install or Plan Approval, if applicable and account for new household connections at the time of application.

All project dollars identified at the time of application must be firmly committed by the September 1, 2018 grant award. OCD will not consider an application for a subsequent grant request for another OCD-administered program (e.g. RPIG, Target of Opportunity, CI, Appalachian Development) after Allocation Program funding has been approved.

**Number of Projects:** The table below identifies the number of projects an Allocation Program applicant may undertake with CDBG funds based on the community's funding level. Communities will be allowed one additional project for every successful Neighborhood Revitalization, Downtown Revitalization or Critical Infrastructure program award.

Allocation Funding Level	Projects Available
\$150,000 - \$224,999	4
\$225,000 - \$299,999	5
\$300,000 or more	6

The maximum number of projects for counties includes projects undertaken on a countywide basis in one or more sub-units of government. A project is further defined as national objective and location-specific. A project may include one or more activities with the same service area, beneficiaries and national objective. Administration, planning and fair housing will not count toward the allowable number of projects. **Demolition and clearance activities for eliminating slum and blight will each count as one project regardless of the number of units or activity locations.** Activities undertaken in one service area will count as one project. This may include targeted street, water and sewer improvements. Activities undertaken in a well-defined area or neighborhood, which may span over one or more Census areas, will count as one project if the physical improvement is contiguous. The same type of activity (e.g., street improvements) undertaken in various sub-units of government will count for as many projects as the number of service areas in which the activity will be located, regardless of the number of contracts to be let by the grantee.

**Benefit Area Income Surveys:** The grantee may qualify a project based on an income survey of the project's benefit (or service) area, (completed according to the OCD Survey Methodology) which shows that at least 51 percent of the project beneficiaries will be low- or moderate-income. The OCD Survey Methodology is posted on OCD's Technical Assistance website. Policy Notice 17-02, Qualifying Community Development and Residential Public Infrastructure Projects using Community Development Block Grant National Objectives, provides guidance on meeting the LMI National Objective. The grantee is required to submit appropriate survey information to the state.

**OCD may require an applicant to conduct an income survey to qualify a project for program funding if ACS data does not appear to adequately represent the LMI proportion of the service area.**

**Applicants are not permitted to combine ACS data and data from an income survey to qualify a service area.**

Projects determined to be ineligible due to an incorrect survey methodology will result in forfeiting Allocation funds unless the survey can be corrected during the application review period. Communities are advised to seek technical assistance from OCD prior to the application submission deadline.

**Urgent Need:** Urgent Need is not an eligible national objective for the Allocation Program. OCD sets funds aside for this purpose through its Target of Opportunity Program.

**Integrated Effort:** Allocation Program grantees are encouraged to integrate any portion of their Allocation Program funds into any PY 2018 CDBG competitive set-aside programs or the open cycle Critical Infrastructure program. Allocation Program funds can only be committed to competitive set-aside or Critical Infrastructure projects with applications submitted by the June 15, 2018 deadline.

**Program Amendments:** Because grant awards are based on the projects proposed in the application, Community Development Programs grantees are discouraged from changing approved projects. OCD will consider, on a case-by-case basis, only those changes that would not negatively affect the approved application's scoring if the project was awarded competitively. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant agreement deadline must notify OCD in writing of the proposed changes. OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required prior to proceeding with the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. **In general, amendments will not be allowed for competitively awarded activities.**

**Amending Grant Deadlines:** Although changing the grant deadline is discouraged, OCD will allow an amended grant deadline under certain circumstances. OCD may approve, deny or request additional information regarding the amended deadline request. OCD must review and approve an amendment to the grant deadline before implementation by the grantee. Amendments to the grant deadline may negatively impact a community's Administrative Capacity rating on future applications.

An amendment to an executed grant agreement deadline is required if all work identified in the grant agreement cannot be completed by the Work Completion Deadline in the executed grant agreement.

**Consideration when requesting an Amended Grant Deadline:**

- 1) The grantee must submit a written Grant Amendment Request at least two months before the work completion deadline in the executed grant agreement. The request must contain a detailed explanation of why the amended grant deadline is necessary and a revised timeline for project completion.
- 2) OCD will consider approving an amended grant deadline on a case-by-case basis. Communities requesting an amended grant deadline must demonstrate they attained grant milestones; Environmental Review Release of Funds submission by February 15, 2019, and procuring and executing the project's contract(s) by September 30, 2019. Generally, extensions will be approved for no more than six months after the original Work Completion Deadline.
- 3) Grantees will be notified to enter Grant Amendment Requests in OCEAN for execution.

**Local Program Period:** The Grant Agreement must be executed and returned to OCD within 10 business days of the date in the cover letter. Failure to do so will result in forfeiting the grantee's allocation. Allocation Program grantees will be allowed up to 26 months to have their PY 2018 programs ready for closeout, beginning with the general date set for all Allocation Program grant agreements. Within this allowable program period, the following deadlines must be met:

- 1) All work must be completed by the end of the 24th month.



- 2) All funds must be drawn down by the end of the 25th month. This means that all Requests for Payment and Status of Funds Report (Form DS5) must be submitted to OCD before the end of the last business day of the 25th month. OCD will not honor any draw down requests after this date, unless the grantee requested, and OCD approved an extension.
- 3) Grantees must request and expend all funds and submit a final performance report to OCD by the end of the 26th month.
- 4) Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Management Policy.

**NOTE:** PY 2018 Neighborhood Revitalization or Downtown Revitalization award recipients will follow the same closeout timeline as the Allocation Program.

**Application Submission:** Applicants must submit applications to OCD by 11:59 p.m. on June 15, 2018. OCD may refuse any incomplete or late applications. **Communities that fail to meet the 11:59 p.m. deadline will forfeit their PY 2018 funding allocation.**

**Application Revisions:** During the application review process, OCD may require a community to revise its application or supply additional materials before it can be approved. If necessary, communities will be allowed up to 30 days from OCD's initial contact to adequately address the application deficiencies. Allocation Program funding is not guaranteed; the applicant's administrative capacity, as demonstrated by the timely, complete and accurate program application submission as well as past program performance will be considered when making funding determinations. Failure to demonstrate appropriate administrative capacity is grounds for forfeiting the community's PY 2018 Allocation Program funding. Likewise, submitting an ineligible activity is grounds for forfeiting a community's Allocation Program funding.

Forfeited Allocation Program funds will be appropriated to the competitive set-aside and open-cycle programs.

**Population Redistribution:** Under the Allocation Program, cities or villages whose boundaries lie in more than one county shall be considered part of the county with the largest portion of the city's or village's population.

- 1) For cities or villages split by one or more non-entitlement county boundaries, allocations to the counties will reflect the above-mentioned population redistribution. Cities and villages may only apply for funding to the county that contains the largest portion of their population.
- 2) Direct cities split between an urban (CDBG Entitlement) county and one or more non-entitlement counties will be eligible for Allocation Program funding only if the following criteria are met:
  - a. Most of their population resides within the CDBG non-entitlement county;
  - b. Prior to April 30 of any program year, the city must submit in writing to OCD its intention to participate in the subsequent year's Ohio State CDBG Program; and
  - c. Prior to April 30 of any program year, the city must submit to OCD written certification from the urban county that the city will not be a participant in the urban county's entitlement program during the upcoming year.
- 3) Cities or villages split between an urban county and one or more State Administred Program counties will be eligible to participate in the county Allocation Program only if the following requirements are met:
  - a. The majority of the city's or village's population resides within the CDBG non-entitlement county;
  - b. Prior to April 30 of any program year, the city or village must submit to the non-entitlement county and to OCD written certification from the urban county that the city or village will not participate in the urban county's entitlement program during the upcoming year; and,

- c. Prior to April 30 of any program year, the city or village must submit a written statement to the Allocation county and to OCD, indicating that the city or village intends to be eligible for funding through the county's Allocation Program.

**Table 4: PY 2018 Allocation Program Counties and Cities**

**County Program Grantees**

Allen County	Fairfield County	Lucas County	Morrow County	Preble County
Athens County	Guernsey County	Madison County	Muskingum County	Scioto County
Belmont County	Henry County	Mahoning County	Ottawa County	Shelby County
Clark County	Highland County	Marion County	Noble County	Union County
Columbiana County	Holmes County	Medina County	Paulding County	Van Wert County
Darke County	Huron County	Meigs County	Pickaway County	Wood County
Delaware County	Jefferson County	Monroe County	Portage County	Wyandot County
Erie County	Knox County			

**City Program Grantees**

Ashtabula	Delaware	Mount Vernon	Tiffin	Wooster
Athens	Findlay	Niles	Troy	Xenia
Defiance	Marysville	Norwalk		

**Table 4: PY 2019 Allocation Program Counties and Cities**

**County Program Grantees**

Adams County	Crawford County	Hardin County	Mercer County	Sandusky County
Ashland County	Defiance County	Harrison County	Miami County	Seneca County
Ashtabula County	Fayette County	Hocking County	Morgan County	Trumbull County
Auglaize County	Fulton County	Jackson County	Perry County	Tuscarawas County
Brown County	Gallia County	Lawrence County	Pike County	Vinton County
Carroll County	Geauga County	Licking County	Putnam County	Washington County
Champaign County	Greene County	Logan County	Richland County	Wayne County
Clinton County	Hancock County	Lorain County	Ross County	Williams County
Coshocton County				

**City Program Grantees**

Ashland	Fremont	Medina	Piqua	Sidney
Chillicothe	Marion	New Philadelphia	Portsmouth	Zanesville

## Neighborhood Revitalization Grants

**Grant Ceiling:** \$500,000

**Eligible Applicants:** PY 2018 Allocation counties and direct cities. Communities not receiving PY 2018 Allocation funds may not apply for PY 2018 Neighborhood Revitalization Grant funds.

**Eligible Activities:** Eligible activities include public facilities improvements such as constructing, reconstructing, and/or rehabilitating infrastructure in targeted areas of distress that do not fit within the criteria of other Ohio State CDBG competitive programs. At a minimum, Neighborhood Revitalization program applications must include three activities, excluding administration. Demolition/Clearance activities are capped at \$100,000 or 25 percent of the project request, excluding administration.

**Ineligible Activities:**

- Downtown revitalization activities (i.e., the program cannot be used for improvements to an area that would be considered part of the Central Business District).
- Public service or direct benefit activities;
- Housing activities (i.e., the program cannot be used for direct housing assistance such as, but not limited to, private rehabilitation, home repair and down payment assistance;
- Economic development activities (i.e., activities that would involve a loan to a private business or would require creating or retaining LMI jobs to meet CDBG eligibility requirements or infrastructure to benefit a private business. Such activities are more appropriately funded through the CDBG Economic Development Program);
- Large-scale, single-purpose infrastructure projects that are better suited for the CDBG Residential Public Infrastructure Grant (RPIG) or Critical Infrastructure Grant; and
- Planning activities

Communities funding public service direct benefit and/or housing projects with other sources of funds during the grant period will receive leverage or coordination points for dollars committed to the target area.

**State Agency Coordination:** Projects including funding from the Ohio Department of Transportation (ODOT) must be bid, contracted, and administered by the local government awarded CDBG funds. OCD will not consider CDBG funding as match for an ODOT-administered project, unless the CDBG activity functions as a stand-alone project with independent bidding, contracting, and completion timelines.

**Local Program Benefit:** The program is targeted to distressed communities or areas in Ohio that have a low- and moderate-income (LMI) population of at least 51 percent. An area-wide activity may use ACS data or income surveys to document 51 percent LMI population. Applicants may submit projects under the area-wide or spot slum and blight categories, in accordance with the OCD Community Development Programs policies and requirements. However, the improvements must still be shown to have at least 51 percent LMI benefit, and the application will be rated on the same distress factors (LMI beneficiaries). Applicants are required to identify a clearly defined target area that qualifies as at least 51 percent LMI. Neighborhood Revitalization applicants can only address one target area per application submission.

**Administrative Cost:** A maximum of \$50,000 or 15 percent of the total CDBG project cost, whichever is less, may be used for general administration, environmental review, audit and close-out.

**Benefit Area Income Surveys:** The grantee may qualify a project based on an income survey of the project benefit (or service) area (completed according to the OCD Survey Methodology) which shows that at least 51 percent of the project beneficiaries will be low- or moderate-income. The OCD Survey Methodology is posted

on OCD's Technical Assistance website at <http://bit.ly/OCD1702> (Policy Notice 17-02, Qualifying Community Development and Residential Public Infrastructure Projects using Community Development Block Grant National Objectives, provides guidance on meeting the LMI National Objective.) **The grantee is required to submit appropriate survey information to the state, including the income surveys collected to support the LMI data.**

OCD may require an applicant to conduct an income survey to qualify a project for program funding if ACS data does not appear to adequately represent the **LMI proportion** of the service area. **Applicants are not permitted to combine ACS data and data from an income survey to qualify a service area.**

**Communities are advised to seek technical assistance from OCD prior to the application submission deadline.**

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with or prior to submitting a funding application to the state for a specific community development project. OCD reserves the right to reduce the grant award for successful applicants with high and/or stagnant Revolving Loan Fund balances.

**Program Amendments/Extensions:** Because of the competitive nature of the Neighborhood Revitalization awards, grantees receiving Neighborhood Revitalization funds are discouraged from amending their programs. OCD will consider on a case-by-case basis only those minor changes that do not affect approved project's competitiveness. If the grantee is considering a change in program scope, location or design, number and type of beneficiaries or anticipated accomplishments, it must notify OCD of the proposed changes in writing. Formal written OCD approval is required. Amendments will be considered in application scoring during future funding rounds. The OCD Amendment Policy is stated on page 115 and outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Redistributing funds between activities within a Neighborhood Revitalization project does not require an amendment if there is no change to the beneficiaries, national objective or scope of work.**

**Local Program Period:** Allocation award recipients receiving Neighborhood Revitalization funds must complete their programs according to the following deadlines:

- 1) all activities (except audit and balance of administration) must be completed by the end of the 24<sup>th</sup> month;
- 2) all drawdown requests must be submitted to OCD by the end of the 25<sup>th</sup> month; and
- 3) all funds must be disbursed and expended, and a final performance report must be submitted by the end of the 26<sup>th</sup> month.

Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Application Timing:**

Submission: June 15, 2018  
Grant Award: September 1, 2018

OCD will not issue a separate grant agreement to communities receiving Neighborhood Revitalization funds. Awards will be included in the community's Allocation grant agreement.

**Neighborhood Facility Inventory:** Communities will be required to complete a Neighborhood Facility Inventory to catalog the existing condition of the public facilities (e.g. streets, sidewalks, community centers, etc.) in the target area and the degree to which the proposed Neighborhood Revitalization program will improve the identified conditions.

**Rating System Principles:** All applications will be rated according to the following criteria:

- 1) Distress (15 points): Distress points will be calculated based on the percent and number of LMI persons who will benefit from the proposed program.
- 2) Leverage (15 Points): The extent to which the community will leverage other resources. Leverage will be based on the amount of other resources compared to the total grant request and the extent to which the community will coordinate efforts and implement other programs with the proposed activities. Leverage points will be awarded to applicants using all or part of their Economic Development Revolving Loan Funds as matching dollars for Neighborhood Revitalization activities.
- 3) Program Design (50 points): Program impact will be based on the extent to which the activities are based on a comprehensive approach to address needs within the targeted area; the extent to which the activities are consistent with the needs and strategies described in the applicant's Neighborhood Facility Inventory and Community Development Implementation Strategy; the extent to which implementing the program will result in an improved living environment and quality of life for persons residing in the area. Program impact will also take into consideration the applicant community's and identified administrator's capacity to carry out federal, state and programmatic requirements. Administrative capacity will include experience in administering the following aspects of OCD-administered programs; complying with the grant agreement(s); adhering to program regulations and policies; resolving monitoring and/or audit findings; and progress in completing activities. Program impact will also take into consideration historical performance and the progress of other projects currently funded with OCD-administered funds.
- 4) Community Participation (20 points): The extent to which the local citizens and community organizations support selecting the proposed activities; the community's effectiveness in involving local citizens in program planning through the citizen participation process. The planning process should include details regarding information dissemination, project selection and prioritization strategies.

## **Downtown Revitalization Grants**

**Grant Ceiling:** \$300,000

**Eligible Applicants:** PY 2018 Allocation counties and direct cities. Communities not receiving PY 2018 Allocation funds may not apply for PY 2018 Downtown Revitalization Grant funds.

**Eligible Activities:** Eligible activities include, but are not limited to, uniform façade improvements; interior and exterior building code violation corrections; ancillary streetscape activities; administrative costs directly related to the downtown program; and architectural and engineering work related to specific revitalization activities.

The Downtown Revitalization program is designed primarily to improve the quality of privately owned buildings in the Central Business District (CBD). A maximum of 30 percent of CDBG grant funds, excluding administration, will be eligible for infrastructure activities. **These activities must be stand-alone projects bid and contracted by the local government applicant, and separate of projects overseen by other public entities such as the Ohio Department of Transportation (ODOT), Ohio Public Works Commission (OPWC), etc.**

Residential development, non-building-related private improvements (e.g. parking facilities, landscaping), and other investments undertaken in the downtown area during the CDBG project period can be counted as leverage or coordination. However, CDBG funds cannot be used to pay for these activities, unless OCD grants a waiver during the grant period.

**Ineligible Activities:**

- Neighborhood revitalization activities (i.e., the program cannot be used for improvements to an area that would be considered primarily residential);

- Projects that are designed primarily for future residential, commercial or industrial development.
- Funding to restructure or refinance existing debt, working capital, purchase or refinance equipment, training costs, or inventory costs;
- Activities related to specific downtown promotional events (e.g. festivals or parades);
- Costs associated with preparing plans and studies related to implementing downtown revitalization activities; and
- Large scale, single-purpose infrastructure projects that are better suited for the Residential Public Infrastructure Grant (RPIG) or Critical Infrastructure Grant.

**Program Investment Area:** Downtown Revitalization applicants can only address conditions in the Central Business District. Applicants must submit a building map of the downtown area indicating the target area boundaries and the location of proposed revitalization activities. Communities must have adopted design review standards that include the Secretary of the Interior's Standards for Rehabilitation verbatim for the program investment area.

**Local Program Benefit/National Objective:** Communities must qualify projects under the HUD Ohio State Administered CDBG program National Objective of Prevention/Elimination of Slum or Blight.

To qualify under the HUD National Objective of Prevention/Elimination of Slum or Blight, the designated geographic area must meet the state or local legal definition of a slum, blighted or deteriorated or deteriorating area in which there is a substantial number of deteriorated or dilapidated buildings/building elements and/or deteriorated public infrastructure elements. For the purposes of this definition, substantial is defined as at least 51 percent of the buildings within the defined downtown target area. All activities funded under the slum or blight national objective must address one or more of the conditions that qualified the area as slum or blighted, i.e., interior building code violation corrections, exterior facade and building code violation corrections, and structural improvements. **In addition, slum or blight activities involving building rehabilitation are limited to building facade improvements, structural improvements, and/or interior/exterior building code violation corrections.**

Applicants proposing to complete ancillary streetscape improvements must also demonstrate that at least 51 percent of the target area's infrastructure elements are sub-standard.

Communities qualifying a project under the "elimination of slums or blight" national objective are required to submit either a statement signed by the applicant community's Chief Executive Officer (CEO) or a resolution passed by the governing legislative body, which declares the area slum or blighted and/or deteriorated or deteriorating, based upon state or local law. This statement or resolution must detail the program target area's condition at the time of its designation (i.e., downtown building inventories must have been conducted or updated within the 12-month period immediately prior to applying to OCD and have been completed by a building or code enforcement official or architect to document the appropriate designation). Also, a map identifying the boundaries of both the target area identified in the local designation defined as slum or blighted and the proposed program target area, must be provided to OCD with the statement or resolution.

**Downtown Inventory:** Applicants must survey the downtown program target area (which may include either the entire CBD or a portion of the downtown) and provide information about the condition, age and use of private and public buildings, as part of the application process. This information is must be submitted by all Downtown Revitalization Program applicants. All specific survey information relative to the identified target area must be maintained by the applicant, as well as be submitted in summary form to OCD as part of the application process.

Applicants proposing to complete incidental streetscape improvements will also be required to submit a **Neighborhood Facility Inventory** to catalog the existing condition of the public facilities in the identified target area.

**Administrative Cost:** A maximum of \$30,000 or 15 percent of the total CDBG project cost, whichever is less, may be used for general administration costs. **Communities may also use up to 10 percent of the CDBG hard cost per unit for soft costs.** Soft costs may be charged to each rehabilitation project and not counted against the administration cap. Eligible soft costs include program implementation and oversight, preparing environmental review, audit and closeout activities. Engineering, architectural and legal service costs related to activities undertaken with CDBG funds can be charged to the relative specific line item budget activity. Eligible soft costs for the CDBG Program are outlined at 24 CFR Part 570.202(b)(9).

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with, or prior to, submitting a funding application to the state for a specific community development project. OCD reserves the right to reduce the grant award for successful applicants with high and/or stagnant Revolving Loan Fund balances.

**Program Amendments/Extensions:** Because grant awards are based on the projects proposed in the application, grantees receiving Downtown Revitalization funds are discouraged from changing their approved projects. OCD will consider, on a case-by-case basis, only those changes that do not negatively affect the scoring of the original competitively awarded grant. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant deadlines, must notify OCD in writing of the proposed changes. Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. OCD will consider amendment requests in application scoring during future funding rounds.

**Local Program Period:** Allocation Program award recipients receiving Downtown Revitalization funds must complete their programs according to the following deadlines:

- 1) all activities (except audit and grant administration) must be completed by the end of the 24<sup>th</sup> month;
- 2) all drawdown requests must be submitted to OCD by the end of the 25<sup>th</sup> month; and
- 3) all funds must be disbursed and expended, and a final performance report must be submitted by the end of the 26<sup>th</sup> month.

Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Application Timing:**

Submission: June 15, 2018  
Grant Award: September 1, 2018

OCD will not issue a separate grant agreement to communities receiving Downtown Revitalization funds. Awards will be included in the community's Allocation grant agreement.

**Design Standards:** The local legislative body must adopt and enforce (i.e., a design review process is in place and active) architectural design standards applicable to the downtown target area, incorporating verbatim the Secretary of Interior's Standards for Rehabilitation.

**Business/Building Owner Program Participation:** Applicants using Downtown Revitalization funds for private rehabilitation projects will not be required to include firm commitments from participating business/building owners with the application. However, committed program participants will be considered during scoring. OCD will not grant time amendments to allow communities to expend all funds dedicated to private improvements. OCD will not allow for amendments to shift unexpended funds to downtown infrastructure activities until proposed building rehabilitation projects are completed and demand has been satisfied.

**Program Rating System Principles:** All applications will be rated according to the following criteria:

- 1) Distress (10 points): Distress will be calculated based on the target community's economic condition (e.g. percent and number of LMI persons, unemployment rate, per capita income).
- 2) Leverage (10 points): Leverage will be calculated based on the extent to which the community will leverage other public and private funds; leverage will be based upon the amount of other resources as compared to the total grant request. Also, it will be based on the extent to which the community will coordinate efforts and implement other programs in addition to the proposed activities.
- 3) Program Design (60 points): Program Design will be based on the impact physical improvements will have on the downtown buildings; the proposed finance mechanism and total project costs reasonableness; proposed private rehabilitation activities feasibility; the community's comprehensive strategy and the extent to which the activities are consistent with the needs and strategies described in the applicant's most recent Downtown Inventory and Community Development Implementation Strategy; using CDBG funding effectively; and overall program design and process. Program impact will also take into consideration the applicant community's and identified administrator's capacity to carry out federal, state, and programmatic requirements. Administrative capacity will include experience in administering the following aspects of OCD-administered programs; complying with the grant agreement(s); adhering to program regulations and policies; resolving monitoring and/or audit findings; and progress in completing activities. Program impact will also take into consideration historical performance and the progress of other projects currently funded with OCD-administered funds.
- 4) Organization Participation/Capacity (20 points): Community should have an active downtown management or business association that promotes or coordinates downtown revitalization activities including economic development, promotional events, sound design and blight prevention. This organization should have participation from business and building owners in the Central Business District. The organization should demonstrate the anticipated degree of the downtown's increased long-term sustainability and marketability and the extent to which the program can feasibly incorporate the Main Street Four Point Approach. Points will also be assigned based upon the level to which the local business organization supports selecting the proposed activities; how effective the community's process is in involving the business organization in the application planning process; and the applicant's local government commitment to downtown revitalization. The planning process should include details regarding informational, project selection and priority selection strategies.

## **Critical Infrastructure Grants**

**Grant Ceiling:** \$500,000

**Eligible Applicants:** PY 2017 and PY 2018 Allocation Program counties and direct cities. Counties may apply on behalf of non-direct cities, villages, and unincorporated areas.

**Critical Infrastructure Program Principles:** The Critical Infrastructure Program was created to assist communities with funding for **high priority, single-purpose** projects, such as roads, flood and drainage and other public facilities projects with high community-wide impact and that benefit primarily residential areas.

**Eligible Activities:** Eligible activities include constructing, reconstructing or rehabilitating infrastructure components. Eligible infrastructure components include streets and bridges; sidewalks; flood and drainage; water and sanitary sewer and fire protection or community facilities.

**Ineligible Activities:**

- Public service or direct benefit activities
- Planning Activities



- Economic development activities (i.e., activities that would involve a loan to a private business or would require creating or retaining LMI jobs to meet CDBG eligibility requirements or infrastructure to benefit a private business.) Such activities are more appropriately funded through the CDBG Economic Development Program
- Projects in residential areas addressing deficiencies with multiple infrastructure or public facility-components in multiple locations are better suited for the Neighborhood Revitalization Program
- Projects in central business districts or commercial areas addressing deficiencies with multiple infrastructure-components are better suited for the Downtown Revitalization Program
- Projects which include road resurfacing, chip seal or other maintenance activities
- Projects that are designed primarily for future residential, commercial or industrial development
- Large scale, single-purpose water and sanitary sewer projects with a total project cost in excess of \$600,000, or that require on-site improvements, and that are better suited for the CDBG Residential Public Infrastructure Program

**State Agency Coordination:** Projects including funding from the Ohio Department of Transportation (ODOT) must be bid, contracted, and administered by the local government awarded CDBG funds. OCD will not consider CDBG funding as match for an ODOT-administered project, unless the CDBG activity functions as a stand-alone project with independent bidding, contracting and completion timelines.

**Program Investment Area:** Applicants must submit a map of the proposed service area indicating the proposed infrastructure project's location and geographic area in which the primary residents reside. Applicants are expected to explain how the service area and project beneficiaries were determined. Communities will be required to complete a Critical Infrastructure Condition Certification to catalog the targeted infrastructure's existing condition, the impact the current infrastructure condition has on residents of the service area, and the degree to which the proposed Critical Infrastructure program will improve the identified conditions.

**Local Program Benefit/National Objective:** Communities must qualify activities under the HUD Ohio State Administered CDBG program national objectives of low- and moderate-income (LMI) area-wide benefit or the prevention/elimination of slum or blight.

To qualify under the HUD National Objective of LMI area-wide benefit, residents in the designated geographic area must be at least 51 percent LMI. Applicants may use ACS data to document 51 percent LMI population.

The grantee may also qualify a project based on an income survey of the project's benefit (or service) area (completed according to the OCD Survey Methodology) which shows that at least 51 percent of the activity beneficiaries will be low- or moderate-income. The OCD Survey Methodology is posted on OCD's website at Policy Notice 17-02, Qualifying Community Development and Residential Public Infrastructure Projects using Community Development Block Grant National Objectives, provides guidance on meeting the LMI National Objective. **The grantee is required to submit appropriate survey information to the state at the time of application, including the income surveys collected to support the LMI data.**

OCD may require an applicant to conduct an income survey to qualify a project for program funding if ACS data does not appear to adequately represent the **LMI proportion** of the service area. Applicants are **not** permitted to combine ACS data and data from an income survey to qualify a service area.

To qualify under the HUD National Objective of prevention/elimination of slum or blight, the designated geographic area must meet the state or local legal definition of substantial blighted or deteriorated public infrastructure elements. For the purposes of this definition, substantial is defined as at least 51 percent of the infrastructure within the defined service area is deteriorated.

**Note:** Reconstructing or improving public infrastructure that does not qualify as area benefit is not eligible under slum and blight unless located in a designated Central Business District.

Communities qualifying a project under the “elimination of slum or blight” national objective are required to submit either a statement signed by the applicant community’s Chief Executive Officer (CEO) or a resolution passed by the governing legislative body that declares the area slum or blighted and/or deteriorated or deteriorating, based upon state or local law. This statement or resolution must detail the program target area’s infrastructure conditions at the time of its designation (i.e., infrastructure surveys must have been conducted or updated within the 12-month period immediately prior to application submission to OCD to document the appropriate designation). Also, a map, identifying the boundaries of both the target area identified in the local designation defined as slum or blighted and the proposed program target area, must be provided to OCD with the statement or resolution. All survey information relative to the identified area(s) must be maintained by the program applicant and submitted as part of the program application process.

**Communities are advised to seek technical assistance from OCD prior to the application submission deadline.**

**Administration:** A maximum of \$30,000 or 10 percent of the total CDBG project cost, whichever is less, may be used for general administration, environmental review, audit and close-out.

**Expenditure of CDBG funds:** The CDBG grant funds must be expended on a pro-rata basis with the other public and private funds committed at the time of application and described in Attachment A of the grant agreement. Any Allocation funds committed to the Critical Infrastructure project may be expended in full and are not subject to the pro-rata requirement. The grantee must keep appropriate documentation of these expenditures on file to demonstrate compliance.

**Program Amendments:** Because of the project-specific nature of the application and grant award, Critical Infrastructure Program grantees are discouraged from changing their programs. OCD will consider on a case-by-case basis only those minor changes that do not affect the approved application’s competitiveness. Grantees considering a change in program scope, location or design, number and type of beneficiaries or anticipated accomplishments, must notify OCD in writing of the proposed changes. Formal written OCD approval is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Local Program Period:** Allocation Program award recipients receiving Critical Infrastructure funds must complete their programs according to the following deadlines:

- 1) all activities (except audit and balance of administration) must be completed by the end of the 24<sup>th</sup> month;
- 2) all drawdown requests must be submitted to OCD by the end of the 25<sup>th</sup> month; and
- 3) all funds must be disbursed and expended, and a final performance report must be submitted by the end of the 26<sup>th</sup> month.

Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Application Timing:** Potential applicants will be required to submit a letter of interest for OCD to review prior to moving forward with a full application. OCD will start accepting letters of interest May 1, 2018. The letter of interest form is available on OCD’s Technical Assistance website. OCD will initiate the full application in OCEAN and notify the community of its availability when a letter of interest is accepted. Full applications will be accepted on an open-cycle basis from June 1, 2018 until April 1, 2019, or until such time OCD expends available funding. OCD will review applications in rounds designated by funding availability.

**For projects to be considered during the first review period, applications must be submitted by June 15, 2018. Communities committing PY 2018 Allocation Program funds to a Critical Infrastructure project must submit both applications by the June 15, 2018 deadline.**

**Round One Program Period:**

Submission: June 15, 2018

Grant Award: September 1, 2018

Grantees committing PY 2018 Allocation Program grant funds to a Round One Critical Infrastructure project must reprogram the Allocation funds to other CDBG- eligible activities if the Critical Infrastructure application is not approved by September 1, 2018.

**Round Two Program Period:**

Submission: To Be Determined

Grant Award: Approximately January 1, 2019

**Round Three Program Period:**

Submission: To Be Determined

Grant Award: Approximately May 1, 2019

Communities may not commit PY 2018 or PY 2019 Allocation Program grant funds to a Round Two or Round Three Critical Infrastructure project.

**Local Program Period:** Community Development Program award recipients receiving Critical Infrastructure funds must complete their programs according to the following deadlines:

- 1) all activities (except audit and balance of administration) must be completed by the end of the 24th month;
- 2) all drawdown requests must be submitted to OCD by the end of the 25th month; and
- 3) all funds must be disbursed and expended, and a final performance report must be submitted by the end of the 26th month.

Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Application Review:** Applications must be submitted through OCEAN, OCD's web-based grants management system. OCD will conduct at least three funding rounds annually, funding permitting, and notify the community of funding decisions. Communities are required to hold two public hearings before submitting a complete application to the state. The general public hearing may count as the first public hearing if the hearing includes information on the CDBG Critical Infrastructure Program.

Critical Infrastructure applications not approved for funding will either be denied or returned for revision. Applicants will be informed of OCD's decision in writing. Communities with applications returned for revision are strongly encouraged to consult OCD for technical assistance prior to resubmission. If an application is returned for revision more than once, the community will be required to conduct an in-person technical assistance meeting with OCD prior to resubmission.

Applications that meet threshold requirements, but are not funded, may also be carried over to the next evaluation period.

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with or prior to submitting a funding application to the state for assistance with local match. OCD reserves the right to reduce the grant award for successful applicants with high and/or stagnant Revolving Loan Fund balances.

**Rating System Principles:**

A Critical Infrastructure Program application must meet minimum program thresholds and eligibility criteria. The Critical Infrastructure Program pre-application will allow OCD to determine the proposed project's feasibility and fundability. **Meeting minimum threshold requirements does not guarantee project funding.**

Program thresholds include the following:

- 1) **Leverage:** A minimum equal to 10 percent of the CDBG request must be leveraged from other public (e.g. Allocation, Revolving Loan Fund, local funds) and/or private sources.
- 2) **Program Impact:** The application must identify the critical need of the project as well as provide documentation regarding the system's failure and the impact on residents of the service area. OCD will only consider projects for infrastructure that is in critical or poor condition in accordance with the following scale:

**Critical:** Infrastructure has failed or there is an imminent threat of failure, and/or infrastructure has a documented health hazard. A state agency has issued one or more findings, recommendations or standards for continued operation.

**Poor:** Condition of infrastructure's remaining useful life is under 5 years of service and/or a state agency has requirements for continued operation. A health hazard could arise should current conditions not be addressed.

**Fair:** Condition of infrastructure's remaining useful life is estimated between 5 and 10 years of service. There is no documented health hazard.

**Good:** Condition of infrastructure's remaining useful life is more than 10 years of service. There is no documented health hazard.

Projects that meet the minimum threshold will be rated additional points based on criteria further identifying the critical nature of the application (e.g. failure level of the infrastructure system, readiness to proceed), impact (e.g. impact on identified beneficiaries, whether proposed solution meets the identified need, useful life of proposed improvements), and distress (e.g. LMI percent of the service area, LMI percent of the infrastructure owner) in accordance with the following point distribution:

- 1) **Distress (30 points):** Distress points will be calculated based on the LMI percent of the service area and the LMI percent of the community responsible for maintaining the project infrastructure.
- 2) **Leverage (10 Points):** Leverage points will be calculated based on the extent to which the community will leverage other resources; leverage will be based upon the amount of other resources as compared to the total grant request. Also, it will be based on the extent to which the community will coordinate efforts with other proposed funding partners. Leverage points will be awarded to applicants using all or part of their Economic Development Revolving Loan Funds as matching funds for Critical Infrastructure activities.
- 3) **Program Design (60 points):** Program design points will be calculated based on the project's criticality as demonstrated by the application narrative, photographs, Critical Infrastructure Condition Certification and additional supporting documentation. Points will also be awarded based on the impact the infrastructure's current condition has on the identified beneficiaries and the number of individuals expected to benefit from the project. Also, included are readiness to proceed, useful life, and appropriateness of the proposed project to meet the critical need identified. Program impact will also take into consideration the applicant community's and identified administrator's capacity to carry out federal, state, and programmatic requirements. Administrative capacity will include experience in administering the following aspects of OCD administered programs; complying with the grant agreement(s); adhering to program regulations and policies; resolving monitoring and/or audit findings; and progress in completing activities. Program impact will also take into consideration historical performance and the progress of other projects currently funded with OCD-administered funds.

## **Economic Development Loan and Public Infrastructure Grant Program**

**Total Funds:** Federal Community Development Block Grant (CDBG) funds \$10 million.

**Program Categories:** Eligible applicants may submit applications for one or more of the following categories of funding: Economic Development Public Infrastructure Program, Economic Development Loan Program and/or Residential Public Infrastructure Program.

**Local Program Benefit/National Objective:** Communities **must** qualify activities under the HUD Ohio State CDBG program national objective of low- and moderate-income benefit.

**Application Submission:** Applicants are required to submit a pre-application to OCD for review to apply for funds. OCD will evaluate the proposed project's pre-application on consistency with programmatic thresholds and public benefit before determining whether to invite applicants to submit a full application.

Pre-application instructions will be available on OCD's technical assistance website. Applications will be accepted on an open-cycle basis starting July 1, 2018, until all PY 2018 funds are awarded.

Applicants must select either the Economic Development Loan Program or the Economic Development Public Infrastructure Grant Program. Applications may not request program funds for both activities. Applicants may include leveraged funds, including CDBG Economic Development Revolving Loan Funds, to fund both activities.

### **Economic Development Loan Program**

**Goal:** To create and retain permanent, private-sector job opportunities, principally for low- and moderate-income persons, through expanding and retaining business and industry in Ohio communities.

**Grant Ceiling.** Maximum of \$500,000 for direct loans; maximum grant ceiling includes project and program administration costs. OCD will evaluate the community's request during application review and reserves the right to reduce the award.

**Eligible Jurisdictions:** Non-entitlement cities and counties. Counties must apply on behalf of villages and townships; counties may also apply on behalf of cities within their jurisdiction. To limit creating new Revolving Loan Funds or in considering an applicant's administrative capacity, OCD maintains the right to require counties to apply on behalf of cities when appropriate.

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with or prior to submitting a funding application to the state for a specific economic development project.

**Eligible Activities:** Eligible activities include providing financial assistance to private for-profit entities (through eligible units of general local government) to carry out economic development projects directly and primarily related to creating, expanding or retaining a business. Financing under the state CDBG Economic Development Program may cover fixed assets, including land, building, machinery and equipment and site preparation directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and the public benefit to be derived. Financing for fixed assets must be provided in the form of a non-forgivable loan.

In addition, job training is an eligible CDBG Economic Development Program activity. The state may provide applicants up to an additional \$50,000 in Economic Development Program funds to provide training for low- and moderate-income individuals whose positions were created or retained by the recipient business.

#### **Ineligible Activities:**

- Financing existing debt, working capital, non-capital equipment and inventory.

- Financing a project that involves relocating an industry or business from one area of Ohio to another. Exceptions will be made by the state on a case-by-case basis, but only if the relocation will create additional jobs, and the industry or business furnishes information to the state which demonstrates that the industry or business could not continue to operate in the existing location. Also, the applicant community must send a letter (by certified mail) to the community from which the business is relocating, explaining the reasons for relocation. The letter must include OCD's address and identify the OCD Economic Development Coordinator as the contact person.
- Financing speculative projects or buildings. Speculative buildings include those that do not have tenant commitments for at least 50 percent of the floor space or where project resources may not be sufficient to cover expenses.

**Prohibition on Assistance for Job-Pirating Activities:** CDBG regulations prohibit providing assistance that will result in relocating a plant, facility or operation from one Labor Market Area to another, as defined by the OCD, within three years of the assistance date, if such relocation will likely result in a significant job loss in the labor market area from which the relocation occurs. A significant loss is defined as losing 500 or more jobs, or 1/10th of one percent of the total labor force in the labor market area through job relocation; but in all circumstances, 25 or fewer jobs will not be considered a significant loss. Federal Register/Vol. 71, No. 100/May 24, 2006/Rules and Regulations/24 CFR Part 570/Prohibition on Use of Community Development Block Grant Assistance for Job-Pirating Activities. (Map 1 on page 75 shows the OCD-defined labor market areas.)

**Application Timing:** Project applications will be accepted on a continuous basis, beginning July 1, 2018.

**Application Review:** Applications must be submitted through OCEAN, OCD's web-based grants management system. OCD will provide access to the applicant community in OCEAN after the pre-application is submitted and reviewed. OCD will review the application and provide a written response to the applicant community within 30 days of submission. A funding decision will be made within 45 days of receiving a complete application. **Communities are required to hold two public hearings before submitting a complete application to the state. The CDBG general public hearing may count as the first public hearing if the hearing includes information on the Economic Development Program.** Communities are also required to include a discussion of the Economic Development Program and identify economic development needs as a component of the biennial Community Development Implementation Strategy.

**Administrative Costs:** Units of general local government receiving grants for economic development projects shall be allowed a maximum of \$20,000, not to exceed 10 percent of the project request, for general administration and implementation. Counties applying on behalf of other jurisdictions are limited to the same ceiling on administrative costs. For projects in which the \$500,000 maximum is requested, administration funds must be subtracted from the total project award. Applicants requesting substantially less than the full amount allowed will receive special consideration.

**Repayment/Program Income:** Under the PY 2018 Ohio State-Administered CDBG Program, funds awarded to units of general local government for economic development projects, and any subsequent program income generated, may not need to be repaid to the state of Ohio, if all funds are expended by the grantee in the same manner as the activity (economic development) that generated the program income, provided that the local grantee has an existing and satisfactorily performing economic development Revolving Loan Fund. Funds that will be expended in a different manner must receive prior approval from the state. The state reserves the right to recapture local program income from communities that fail to adequately meet statutory and regulatory requirements. Any program income derived by the grantee through administering economic development funds must also be expended according to applicable federal and state statutory and regulatory requirements. Smaller units of government that do not have an ongoing grant relationship with OCD, or an existing Revolving Loan Fund, will be required to arrange Revolving Loan Fund agreements with their county.

OCD will evaluate the grantee's ability to effectively administer a local Revolving Loan Fund upon application approval. If it is determined that the local Revolving Loan Fund is not being satisfactorily administered,

collateral effectuation, promissory notes and loan repayments must be provided to the State. A determination on what constitutes a "satisfactorily administered" economic development Revolving Loan Fund is the sole discretion of the state.

**Closing Binder:** An executed Closing Binder, comprised of all documents showing that the project is ready to move forward, must be received and acknowledged by OCD before drawing or expending CDBG funds.

**Drawdown Procedure:** All public and/or private funds must be expended on a pro-rated basis with the CDBG funds. Waivers to this policy will be granted for exceptional cases and only upon OCD's prior written approval.

**Number of Grant Awards:** A project (site specific) may receive one award up to a maximum of \$500,000 in a program year. No business may receive additional CDBG assistance until it completes its open CDBG project, in compliance with all requirements, and created/retained all the jobs to which the business committed. In addition, the prior grant must have been monitored and closed prior to considering an additional request.

**Local Program Benefit:** At least 51 percent of the jobs created and/or retained must be made available to low- or moderate-income persons, as defined by the CDBG program. Job creation attributable to the CDBG-supported project must take place within 24 months of the work completion date specified in the Grant Agreement.

**Job Documentation:** The business may utilize the Ohio Department of Job and Family Services (ODJFS) and obtain a certification from that agency that a minimum of 51 percent of the jobs created were for persons of low- and moderate-income households. If ODJFS is not utilized, the business must maintain the following data on each employee hired or retained and each individual interviewed for a job:

- 1) Person's name
- 2) Number of individuals in person's family
- 3) Total family income of the person being interviewed (this should be done as an over/below answer relating to the median family income for each family size)

If an employee resides or is employed in a census tract where 70 percent or more residents have incomes at or below 80 percent of the Area Median Income, the employee is presumed to be a low- and moderate-income person. Such a presumption can also be made if an employee lives in a census tract or block group where 20 percent or more of the residents are below the poverty level, or if the assisted business and the job under consideration are in a census tract or block group where 20 percent or more of the residents are below the poverty level. The same census tract criteria would apply to employees living in or employed in a federal empowerment zone or enterprise community.

This information, in either form, must be available in the community's program file as proof that the CDBG national objective was met.

**Program Amendments:** Because grant awards are based on the project proposed in the application, Economic Development Program grantees are discouraged from changing their approved programs. OCD will consider, on a case-by-case basis, only those changes that do not negatively impact the approved application's original scoring. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant agreement deadline, must notify OCD in writing of the proposed changes. Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. OCD will consider amendment requests in application scoring during future funding rounds.

**Local Program Period:** Economic Development grantees will be allowed up to 14 months to have their PY 2018 grant(s) ready for closeout, beginning with grant agreement execution date. Within this allowable program period, the following deadlines must be met:

- 1) all activities must be completed by the end of the 12th month;
- 2) all funds must be drawn down by the end of the 13th month; and

- 3) all funds must be expended, the final performance report must be submitted, and the local program must be ready to be closed out by the end of the 14th month.

Grant audit(s) must be conducted in accordance with 2CFR200, as described in Policy Notice17-01, Grant Operations and Financial Management Policy.

**If a project will not be completed within the time frame identified above, an alternative local program period must be requested when applying and approved prior to project commencement.**

**Appropriate Analysis:** Under the Economic Development Loan Program, assistance is provided to private, for-profit businesses for eligible activities, where the assistance is appropriate to carry out an economic development project. To ensure that any such assistance is not unreasonably high, the state will conduct an analysis to determine that the amount of any financial assistance to be provided is not excessive, considering what the business' actual needs in making the project financially feasible and the public benefit expected from the project.

**Rating System Principles:** An Economic Development Loan Program application must meet minimum program thresholds and eligibility criteria. The Economic Development Loan Program application will allow OCD to determine a proposed project's feasibility and fundability. **Meeting minimum threshold requirements does not guarantee project funding.**

Program thresholds include the following:

- 1) A project must create and/or retain at least five full-time, permanent jobs in the private sector;
- 2) At least 51 percent of the full-time, permanent jobs created and/or retained must be taken by or made available to persons from low- and moderate-income households;
- 3) The CDBG cost per job must not exceed \$25,000; however, to be competitive, an applicant must keep the CDBG cost-per-job ratio as low as possible;
- 4) Each CDBG dollar must leverage at least one dollar of other public or private investment in the project's fixed asset cost;
- 5) To be eligible for a CDBG loan, a borrower must be prepared to devote cash to the project's fixed assets equal to at least 5 percent of the total project's non-infrastructure fixed asset cost. Prior to OCD approving the loan, the borrower must demonstrate sufficient cash on hand to meet this qualification; borrowed cash does not meet this qualification; and,
- 6) At least 15 percent of a project's fixed asset cost must be privately financed; this may include owner/developer's cash equity contribution.

OCD will assess the application to determine whether the funding being requested is appropriate to meet federal and state economic development objectives. The following rating criteria will be used to evaluate project applications:

- 1) **Program Effectiveness (60 points):** Cost per job, job quality, CDBG funds re-capture terms, credit analysis, leverage ratio and equity contribution percentage.
- 2) **Program Impact (24 points):** Downtown location, vacant building use, coordinating with other public programs, extensive spin-off potential, significant community impact and public benefit, using Ohio made products/materials, export business, project compatibility with statewide or local development plans, new enterprise, high low- and moderate-income person job commitment, Appalachian area location, low percentage of awarded administrative funds.



- 3) Distress (16 points): Unemployment rate according to the latest monthly report and the percent of low- and moderate-income population in the county.

## **Economic Development Public Infrastructure Grant Program**

**Goal:** To create and retain permanent, private-sector job opportunities, principally for low- and moderate-income persons, through expanding and retaining business and industry in Ohio communities.

**Grant Ceiling.** Maximum of \$500,000 for off-site infrastructure projects; maximum grant ceiling includes project and program administration costs. OCD will evaluate the community's request during application review and reserves the right to reduce the award.

**Eligible Jurisdictions:** Non-entitlement cities and counties. Counties must apply on behalf of villages and townships; counties may also apply on behalf of cities within their jurisdiction. In considering an applicant's administrative capacity, OCD maintains the right to require counties to apply on behalf of cities when appropriate.

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with, or prior to, submitting a funding application to the state for a specific economic development project.

**Eligible Activities:** Eligible activities include providing financial assistance, through eligible units of general local government, for public improvements directly and primarily related to creating, expanding or retaining a particular business. Financing under the State CDBG Economic Development Public Infrastructure Program is designed to cover public infrastructure investment directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to financial gap and public benefit.

In addition, job training is an eligible CDBG Economic Development Program activity. The state may provide applicants up to an additional \$50,000 in Economic Development Program funds to provide training for low- and moderate-income individuals whose positions were created or retained by the recipient business.

### **Ineligible Activities:**

- Financing a project that involves relocating an industry or business from one area of Ohio to another. Exceptions will be made by the state on a case-by-case basis, but only if the relocation will create additional jobs, and the industry or business furnishes information to the state which demonstrates that the industry or business could not continue to operate in the existing location. Also, the applicant community must send a letter (by certified mail) to the community from which the business is relocating, explaining the reasons for relocation. The letter must include OCD's address and identify the OCD Economic Development Coordinator as the contact person.
- Financing speculative projects. Speculative projects include those that do not have an identified business or industrial development as an end user for the public infrastructure or where project resources may not be sufficient to cover expenses.
- Financing site preparation or infrastructure improvements owned by an identified business or industrial development or on an identified business' or industrial development's site. Site preparation and on-site infrastructure improvements are eligible CDBG Economic Development Loan Program activities.

**Prohibition on Assistance for Job-Pirating Activities:** CDBG regulations prohibit providing assistance that will result in relocating a plant, facility or operation from one Labor Market Area to another, as defined by OCD, within three years of the assistance date, if such relocation will likely result in a significant job loss in the labor market area from which the relocation occurs. A significant loss is defined as losing 500 or more jobs or 1/10th of one percent of the total labor force in the labor market area through relocating jobs, but in all circumstances, 25 or fewer jobs will not be considered a significant loss. Federal Register/Vol. 71, No.

100/May 24, 2006/Rules and Regulations/24 CFR Part 570/Prohibition on Use of Community Development Block Grant Assistance for Job-Pirating Activities. (Map 1 on page 75 shows the OCD-defined labor market areas.)

**Off-Site Infrastructure Activities:** While infrastructure is an eligible activity, the applicant community must demonstrate need for the funding level requested. Infrastructure funding will be based on the following guidelines:

- 1) If the infrastructure improvement is on-site, funding must be provided to the business as a loan. Such projects will be considered with an application to the CDBG Economic Development Loan Program.
- 2) OCD will require community, business and/or other financial participation toward the infrastructure costs. CDBG can only fund a portion of the minimum infrastructure necessary to adequately serve the business. In addition, applicants are reminded that CDBG funds can be used as either loans or grants. The department encourages communities to utilize negotiating methods and thorough discussion which, if appropriate, may result in a partial payback of CDBG funds to the community for future CDBG eligible activities. Such practice is not required and will not impact the department's decision in awarding CDBG funds. Any payments made to the community because of infrastructure repayment negotiations are maintained by the community in its Revolving Loan Fund as a revenue source to pay for infrastructure or other eligible projects in the future.
- 3) CDBG economic development funding for the off-site infrastructure portion of projects will be scaled according to local area distress, as follows:
  - Counties that are not distressed may receive up to 50 percent of the total off-site infrastructure costs.
  - Counties that are distressed may receive up to 60 percent of the total off-site infrastructure costs.
  - Counties that are highly distressed may receive up to 75 percent of the total off-site infrastructure costs.

**Note:** For the purpose of this program, distressed areas in the state are determined by ODSA's Research Office, based on unemployment rate, per capita income, poverty and ARC distress criteria (see Map 2, page 76).

**Area-wide Downtown Projects:** Area-wide infrastructure projects in a community's defined central business district will not be funded under the Economic Development Public Infrastructure Grant Program. The Community Development Programs are available funding sources for downtown-related infrastructure projects.

**Application Timing:** Project applications will be accepted on a continuous basis, beginning on July 1, 2018.

**Application Review:** Applications must be submitted through OCEAN, OCD's web-based grants management system. OCD will provide access to the applicant community in OCEAN after the pre-application is submitted and reviewed. OCD will review the application and provide a written response to the applicant community within 30 days of submission. A funding decision will be made within 45 days after OCD receives the complete application. **Communities are required to hold two public hearings before submitting a complete application to the state. The CDBG general public hearing may count as the first public hearing if the hearing includes information on the Economic Development Public Infrastructure Grant Program.** Communities are also required to include a discussion of the Economic Development Program and identify economic development needs as a component of the biennial Community Development Implementation Strategy

**Administrative Costs:** Units of general local government receiving grants for economic development projects shall be allowed a maximum of \$20,000, not to exceed 10 percent of the project request, for general administration and implementation. OCD will evaluate the community's request during application review and reserves the right to reduce the award. Counties applying on behalf of other jurisdictions are limited to the same ceiling on administrative costs. For applicants requesting the \$500,000 maximum award, administration

funds must be subtracted from the total project award. Applicants requesting substantially less than the full amount allowed will receive special consideration.

**Repayment/Program Income:** Under the PY 2018 Ohio State Administered CDBG Program, funds awarded to units of general local government for economic development projects, and the subsequent program income which may be generated, may not need to be repaid to the state of Ohio, if all funds are expended by the grantee in the same manner as the activity (economic development) that generated the program income, provided that the local grantee has an existing and satisfactorily performing economic development Revolving Loan Fund. Funds expended in a different manner must receive prior approval from the state. The state reserves the right to recapture local program income from communities that fail to adequately meet statutory and regulatory requirements. Any program income derived by the grantee through administering economic development funds must also be expended according to applicable federal and state statutory and regulatory requirements. Smaller units of government that do not have an ongoing grant relationship with OCD, or an existing Revolving Loan Fund, will be required to arrange Revolving Loan Fund agreements with their county.

OCD will evaluate the grantee's ability to effectively administer a local Revolving Loan Fund when the application is approved. If it is determined that the local Revolving Loan Fund is not being satisfactorily administered, collateral effectuation, promissory notes and loan repayments must be provided to the state. A determination on what constitutes a "satisfactorily administered" economic development Revolving Loan Fund is the sole discretion of the state.

**Closing Binder:** An executed Closing Binder, comprised of all documents showing that the project is ready to move forward, must be received and acknowledged by OCD before drawing or expending CDBG funds.

**Expenditure of CDBG funds:** The CDBG grant funds must be expended on a pro-rata basis with the other public and private funds committed for off-site infrastructure activities at the time of application and described in Attachment A of the grant agreement. The grantee must keep appropriate documentation of these expenditures on file to demonstrate compliance. When possible, fixed asset investment should be completed prior to commencing off-site infrastructure activities and disbursing CDBG funds.

**Number of Grant Awards:** A project (site specific) may receive one award up to a maximum of \$500,000 in a program year. No business may benefit from additional CDBG assistance until the business has completed its most recent CDBG project, in compliance with all requirements, and created/retained all the jobs to which the business committed. In addition, the prior grant must have been monitored and closed prior to considering an additional request.

**Local Program Benefit:** At least 51 percent of the jobs created and/or retained must be made available to persons from low- or moderate-income households, as defined by the CDBG program. Job creation attributable to the CDBG-supported project must take place within 24 months of project completion. Project completion means the point in time when all construction or machinery installation involved in the project has been completed, which cannot be later than the work completion date specified in the Grant Agreement.

**Benefit Documentation for Public Improvements:** The unit of local government receiving a CDBG public improvement award to create and/or retain jobs must prepare an assessment identifying any businesses located or expected to locate in the public improvement service area. The assessment must project all jobs that are expected to be created or retained for the one-year period after completing the public improvement. Jobs created by businesses that locate in the area because of the public improvement at any time during the three-year period are considered in meeting the 51 percent LMI benefit national objective. If, however, the amount of CDBG assistance provided for the public improvement in relation to the number of jobs projected to be created/retained, as identified in the assessment, is such that the amount per job is less than \$10,000, the jobs created by businesses not identified in the assessment do not need to be considered.

**Job Documentation:** The business may utilize the Ohio Department of Job and Family Services (ODJFS) to obtain a certification that a minimum of 51 percent of the jobs created were for persons of low- and moderate-income households. If ODJFS is not utilized, the business must maintain the following data on each employee hired or retained and each individual interviewed for a job:

- 1) Person's name
- 2) Number of individuals in person's family
- 3) Total family income of the person being interviewed (this should be done as an over/below answer relating to the median family income for each family size)

If an employee resides or is employed in a census tract where 70 percent or more residents have incomes at or below 80 percent of the Area Median Income, the employee is presumed to be a low- and moderate-income person. Such a presumption can also be made if an employee lives in a census tract or block group where 20 percent or more of the residents are below the poverty level, or if the assisted business and the job under consideration are in a census tract or block group where 20 percent or more of the residents are below the poverty level. The same census tract criteria would apply to employees living in or employed in a federal empowerment zone or enterprise community.

This information, in either form, must be available in the community's program file as proof that the CDBG national objective was met.

**Program Amendments:** Because grant awards are based on the project(s) proposed in the application, Economic Development Program grantees are discouraged from changing their approved programs. OCD will consider, on a case-by-case basis, only those changes that do not negatively impact the approved application's original scoring. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant agreement deadline, must notify OCD in writing of the proposed changes. Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. OCD will consider amendment requests in application scoring during future funding rounds.

**Local Program Period:** Economic Development grantees will be allowed up to 14 months to have their PY 2018 grant(s) ready for closeout, beginning with the grant agreement execution date. Within this allowable program period, the following deadlines must be met:

- 1) all activities must be completed by the end of the 12th month;
- 2) all funds must be drawn down by the end of the 13th month; and
- 3) all funds must be expended, the final performance report must be submitted, and the local program must be ready to be closed out by the end of the 14th month.

Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**If a project will not be completed within the time frame identified above, an alternative local program period must be requested when applying and approved prior to project commencement.**

**Appropriate Analysis:** Under the Economic Development Public Infrastructure Grant Program, assistance is provided to private, for-profit businesses for eligible activities, where the assistance is appropriate to carry out an economic development project. To ensure that any such assistance is not unreasonably high, the state will conduct an analysis to determine that the amount of any financial assistance to be provided is not excessive, considering the business' actual needs in making the project financially feasible and the public benefit expected from the project.

**Rating System Principles:** An Economic Development Public Infrastructure Grant Program application must meet minimum program thresholds and eligibility criteria. The Economic Development Public Infrastructure Grant Program application will allow OCD to determine the proposed project's feasibility and fundability.

**Meeting minimum threshold requirements does not guarantee project funding.**

Program thresholds include the following:

- 1) A project must create and/or retain at least five full-time, permanent jobs in the private sector;

- 2) At least 51 percent of the full-time, permanent jobs created and/or retained must be taken by or made available to persons from low- and moderate-income households;
- 3) The CDBG cost per job must not exceed \$10,000 for off-site infrastructure projects; however, to be competitive, an applicant must keep the CDBG cost-per-job ratio as low as possible;
- 4) Each CDBG dollar must leverage at least one dollar in other public or private investment; and
- 5) At least 15 percent of a project's fixed asset cost must be privately financed; this may include owner/developer's cash equity contribution.

OCD will assess the application to determine whether the funding being requested is appropriate to meet federal and state economic development objectives. The following rating criteria will be used to evaluate project applications:

- 1) Program Effectiveness (60 points): Cost per job, job quality, percentage of community contribution for infrastructure, credit analysis, leverage ratio and percentage of equity contribution.
- 2) Program Impact (24 points): Downtown location, vacant building use, coordinating with other public programs, extensive spin-off potential, significant community impact and public benefit, using Ohio made products/materials, export business, project compatibility with statewide or local development plans, new enterprise, high low- and moderate-income person job commitment, Appalachian area location low percentage of awarded administrative funds.
- 3) Distress (16 points): Unemployment rate according to the latest monthly report and the percent of low- and moderate-income population in the county.

## **Residential Public Infrastructure Grant Program**

**Goal:** To create a safe and sanitary living environment for Ohio citizens, by providing safe and reliable drinking water and proper sanitary waste disposal.

**Grant Ceiling:** Maximum of \$750,000; maximum grant ceiling includes water or sanitary sewer project, on-site improvements and program administration costs. On-site improvements are capped at \$100,000. OCD will evaluate the community's request during application review and reserves the right to reduce the award.

**Grant Floor:** Minimum of \$100,000; minimum total project cost of \$200,000. Projects with a grant request of less than \$500,000 may also be submitted under the Community Development Critical Infrastructure Program if on-site improvements are not required. OCD will consider waivers to the grant floor on a case by case basis.

**Eligible Jurisdictions:** Non-entitlement counties, cities and villages. Counties must apply on behalf of unincorporated areas and villages that do not have a demonstrated capacity to operate a public water or wastewater system (see **Memorandum of Understanding policy** below). Cities and villages will be limited to one grant award per program year. Counties will be limited to four awards per program year. A county may receive two grant awards for applications submitted on behalf of itself and two on behalf of one or more eligible sub-units of general local government (villages and cities) within the county's jurisdiction. Jurisdictions funded under this program in PY 2017 will not be eligible for funding in PY 2018; however, counties funded in PY 2017 can apply on behalf of a different sub-unit of government within their jurisdiction. All applicants must be able to demonstrate that they can administer a Residential Public Infrastructure Grant Program. OCD may require a county to apply for grant funds on the behalf of a city or village within its jurisdiction if administrative capacity cannot be demonstrated by the city or village.

**Memorandum of Understanding:** To facilitate constructing a project funded through the CDBG Residential Public Infrastructure Grant Program, a grantee may be permitted to enter into a Memorandum of Understanding (MOU) with a municipality, local water or sewer district and/or a nonprofit water company, so

that it can implement the project. The municipality, local water or sewer district and/or a nonprofit water company must be the sole or part owner of a contract funded with CDBG dollars for constructing water or sanitary sewer facility improvements. Grantees must submit a draft MOU with the application for OCD to review for compliance. OCD will not issue a grant agreement prior to approval of the draft MOU. The grantee will retain responsibility for assuring that the project meets all of OCD's grant agreement conditions.

**Local Capacity:** Applicants must be able to demonstrate an ability to operate a water or wastewater system. Villages that currently lack both systems will be considered as not having capacity. Applicants must also be able to show the proposed project's long-term financial viability.

**Eligible Activities:** The Residential Public Infrastructure Grant Program will only fund projects that provide water and/or sanitary sewer service to primarily residential users (minimum 60 percent of total users). Eligible on-site improvements include service laterals, septic tanks and well abandonment and CDBG-eligible related fees. Applications where the primary objective is funding on-site improvements will not be considered. Funding for water and/or sanitary sewer projects that benefit primarily commercial or industrial users are more appropriate for the Economic Development Program.

**Administrative Cost:** A maximum of 10 percent or \$30,000, whichever is less, of the total grant amount may be used for general administration, implementation (including on site delivery costs), environmental review, audit and close-out. OCD will evaluate the community's request during application review and reserves the right to reduce the award. Projects not requesting CDBG funds for household connections will be limited to a maximum of \$20,000 in administration.

**Expenditure of CDBG funds:** The CDBG grant funds must be expended on a pro-rata basis with the other public and private funds committed at the time of application and described in Attachment A of the grant agreement. The grantee must keep appropriate documentation of these expenditures on file to demonstrate compliance.

**Program Benefit Survey:** The grantee may qualify a project using the 2006-2010 American Community Survey Low/Moderate Income Summary Data or an income survey of the activity's benefit area (service area) according to the OCD Survey Methodology showing that at least 51 percent of the activity beneficiaries are low- or moderate-income. The grantee is required to submit appropriate survey documentation with the application to OCD. Using an additional database will only be allowed with prior OCD approval. Policy Notice 17-02, Qualifying Community Development and Residential Public Infrastructure Projects using Community Development Block Grant National Objectives, provides guidance on meeting the LMI National Objective.

OCD may require an applicant to conduct an income survey to qualify a project for program funding if ACS data does not appear to adequately represent the service area.

**Applicants are not permitted to combine ACS data and data from an income survey to qualify a service area.**

**Program Amendments:** Because grant awards are based on the projects proposed in the application, grantees receiving Residential Public Infrastructure Grant funds are discouraged from changing their approved projects. OCD will consider, on a case-by-case basis, only those changes that do not negatively affect the scoring of the original awarded grant. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant deadlines, must notify OCD in writing of the proposed changes. Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. OCD will consider amendment requests in application scoring during future funding rounds.

**Local Program Period:** PY 2018 Residential Public Infrastructure Grant Program grantees must complete their programs according to the following deadlines:

- 1) all activities (except audit and balance of administration) must be completed by the end of the 24th month;

- 2) all drawdown requests must be submitted to OCD by the end of the 25th month; and
- 3) all funds must be disbursed and expended, and a final performance report must be submitted by the end of the 26th month.

Grant audit(s) must be conducted in accordance with 2CFR200, described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Committing Allocation Funds:** Grantees committing PY 2018 Allocation grant funds to Residential Public Infrastructure Grant projects must reprogram the Allocation funds to other CDBG eligible activities if the Residential Public Infrastructure Grant application is not approved by September 1, 2018.

**Coordination with other OCD programs:** OCD will work with the applicant to determine the best funding sources for a project. All project funding must be firmly committed at the time of application. OCD will not consider an application for a subsequent grant request (*e.g. Community Development, Target of Opportunity, Appalachian Development*) after Residential Public Infrastructure funds are awarded. If a project includes more than one OCD funding source, the applications must be submitted at the same time.

**Revolving Loan Fund Participation:** Local units of government will be required to substantially disburse any existing Revolving Loan Fund balance in conjunction with or prior to submitting a funding application to OCD for a specific water and sewer project.

**Application Submission:** Funding applications may be submitted beginning July 1, 2018. A Letter of Interest is required prior to submitting a full application. The Letter of Interest must include a brief narrative describing the proposed project and service area description; a summary of other funds committed to the project; a copy of the Ohio Environmental Protection Agency (OEPA) Permit to Install or Plan Approval, if applicable; a brief description of the community's current water and wastewater systems; and the community's Chief Elected Official's and grant writer's name, address, telephone number and email address. OCD will review the Letter of Interest and notify the applicant if a full application will be accepted. OCD will complete an initial review of the full application within 30 days of submission.

**Readiness to Proceed:** Project design must be completed prior to application submission. Applicants submitting projects requiring Ohio Environmental Protection Agency (EPA) review and approval must provide documentation of the Ohio EPA's approval with the application.

**Direct Benefit Assistance:** Applicants must address the way in which eligible low- and moderate-income households will connect to a new water or sanitary sewer service if funding for on-site improvements is not requested.

#### **Assessments and Fees:**

- 1) **Special assessment definition:** The term "special assessment" means a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from installing a public improvement, such as streets, water or sewer lines, curbs and gutters. The amount of the fee represents the prorated share of the capital costs of the public improvement levied against the benefiting properties or a one-time charge made as an access condition to the public improvement. This term does not relate to taxes, or establishing real estate value for levying real estate, property or ad valorem taxes, nor does it include periodic charges based on using public improvements, such as water or sewer user charges, even if such charges include recovering all or some portion of the public improvement's capital costs.
- 2) **Special assessments to recover capital costs:** Where CDBG funds are used to pay all or part of public improvement cost, special assessments may be used to recover capital costs as follows:
  - a. Special assessments to recover the CDBG funds may be made only against properties owned and occupied by households not of low- and moderate- income. **Such assessments constitute program income.**

- b. Special assessments to recover the non-CDBG portion may be made provided that CDBG funds are used to pay the special assessment on behalf of all properties owned and occupied by low- and moderate-income households; except that CDBG funds need not be used to pay the special assessments on behalf of properties owned and occupied by moderate-income households if the grant recipient certifies that it does not have sufficient CDBG funds to pay the assessments on behalf of all the low- and moderate-income, owner-occupant households. **Funds collected through such special assessments are not program income.**
- 3) Other uses of CDBG funds for special assessments: Program funds may be used to pay all or part of special assessments levied against a property when such assessments are used to recover the capital cost of eligible public improvements financed solely from sources other than CDBG funds, provided that:
- a. The assessment represents that property's share of the capital cost of the improvements;
  - b. Installing the public improvements was carried out in compliance with requirements applicable to activities assisted under this part of the CDBG regulations including environmental, citizen participation and Davis-Bacon requirements; and
  - c. Installing the public improvement meets a national objective criterion.

Note:

- Under this program, special assessments cannot be paid for low- or moderate-income persons where the public improvement itself does not meet a national objective.
- To “pay” an assessment for a low- or moderate-income person means to pay the whole assessment as a grant.

**Rating System Principles:**

A Residential Public Infrastructure Grant Program application must meet minimum program thresholds and eligibility criteria. The Residential Public Infrastructure Grant Program application will allow OCD to determine the proposed project's feasibility and fundability. **Meeting minimum threshold requirements does not guarantee project funding.**

Program thresholds include the following:

- 1) Leverage: The requested CDBG Residential Public Infrastructure Grant Program funds must, at a minimum, be matched on a one-for-one basis with funds from other sources. The other funds can be non-Water and Sanitary Sewer CDBG funds, as well as funds from other public or private sources.
- 2) Program Impact: The project must alleviate the identified health hazard (this does not include fire hazards) or replace a functionally obsolete facility. A functionally obsolete facility is defined as a water treatment plant, wastewater treatment plant or water storage structure that is at least 40 years old and repairing the facility costs more than replacing the facility.
- 3) System Sustainability and the Community's Financial Capacity and Rate Structure: The system's long-term sustainability will be evaluated based on the rate structure and user population demographics. Water and/or sewer fees must be in line with the following requirements:
  - For an area without a water or sanitary sewer system:
  - User fees for a new water system must be at least 1 percent of the area median household income (MHI) or \$30/month, whichever is less.
  - User fees for a new sanitary sewer system must be at least 1 percent of the area MHI or \$30/month, whichever is less.

For an area **without a sanitary sewer system** that is interested in improving an existing **water system**, user fees for the water system must be at least 1 percent of the area MHI or \$30/month, whichever is less.



For an area **without a water system** that is interested in improving an existing **sanitary sewer system**, user fees for the sanitary sewer system must be at least 1 percent of the area MHI or \$30/month, whichever is less.

For an area **with a water system** that is interested in constructing a new **sanitary sewer system**, combined user fees must be at least 2 percent of the area MHI or \$60/month, whichever is less.

For an area **with a sanitary sewer system** that is interested in constructing a new **water system**, combined user fees must be at least 2 percent of the area MHI or \$60/month, whichever is less.

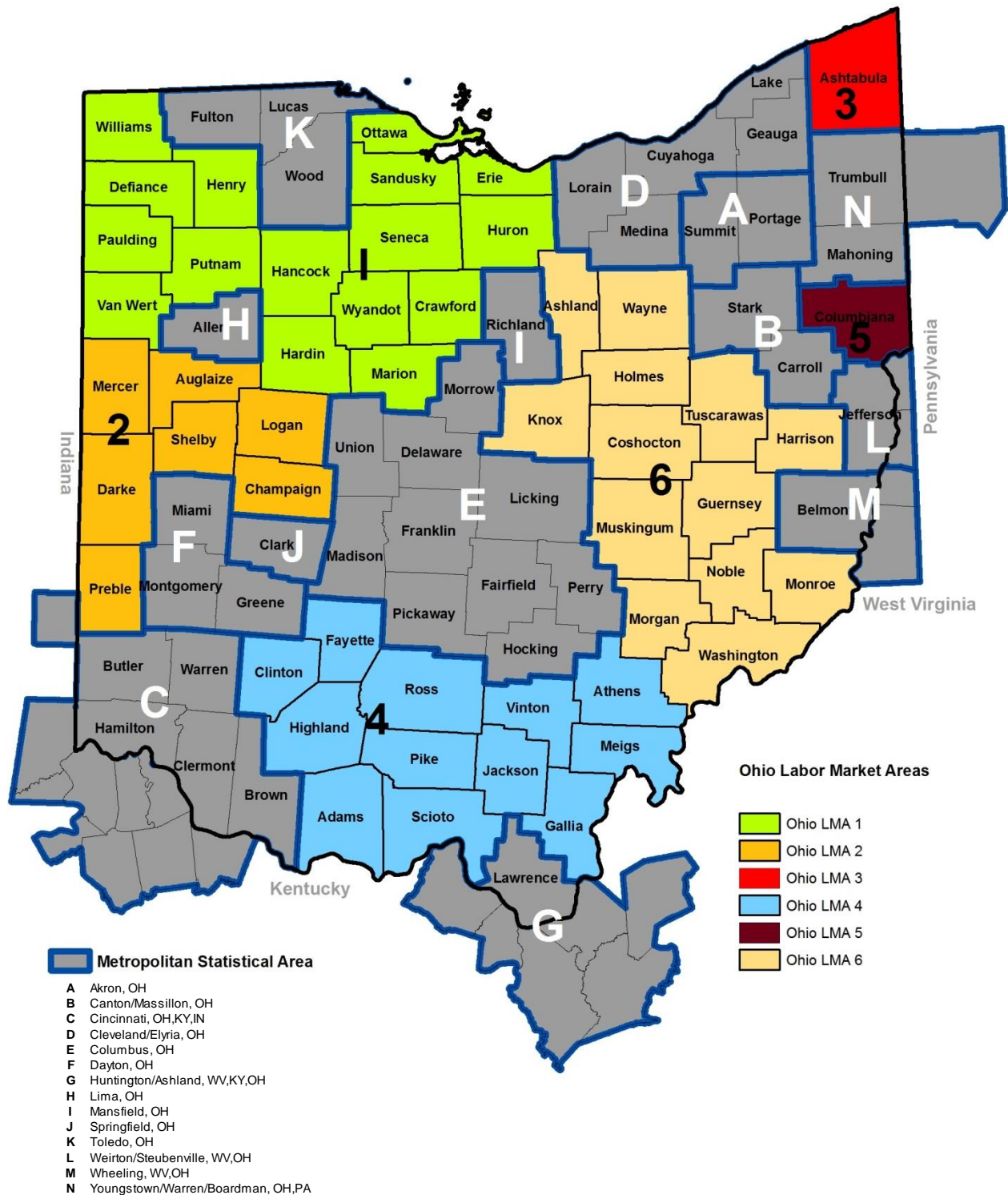
For an area **with both a water system and a sewer system** that is interested in improving **either system**, combined user fees must be at least 2 percent of the area MHI or \$60/month, whichever is less.

- 4) Readiness to Proceed: Project design must be completed prior to application submission. Applicants submitting projects requiring Ohio Environmental Protection Agency (EPA) review and approval must provide documentation of the Ohio EPA's approval and Permit to Install with the application.

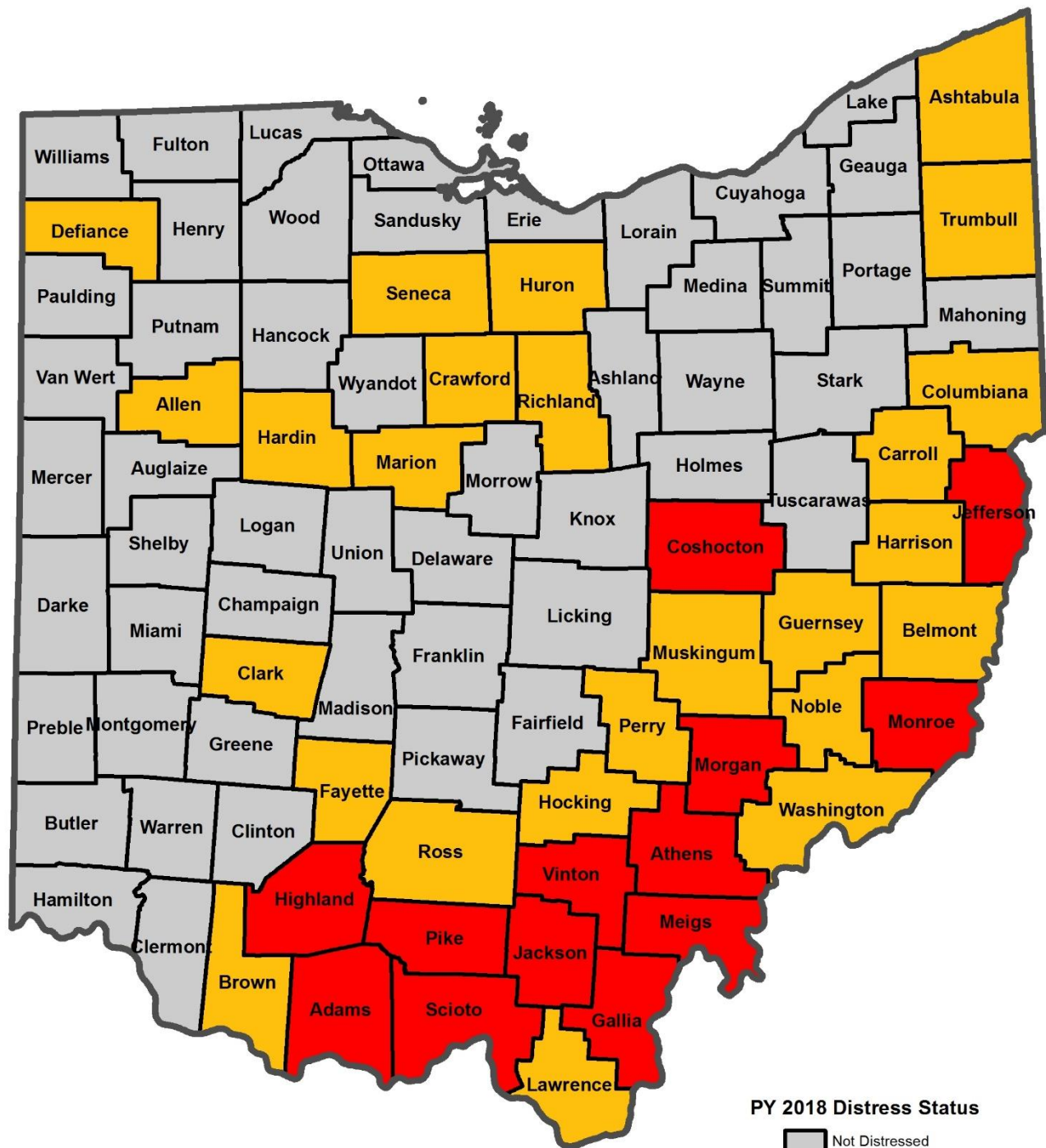
All applications will be rated according to the following criteria:

- 1) Benefit Impact (35 points): Percent of low- and moderate-income persons, and total number of persons benefiting from the program;
- 2) Leverage (10 points): Each CDBG dollar must leverage at least one dollar of other public or private funds in the approved project cost;
- 3) Program Impact (25 points): Communities under EPA mandates with documented health and safety concerns will be given priority (relationship of proposed activities to identified needs);
- 4) Regionalization and Shared Services (15 points): The applicant is a part of a regional system, which is defined by the following criteria: a system established under Sections 6103, 6117 and 6119 of the Ohio Revised Code; a system connected to another system for the providing water or treating wastewater, a nonprofit system that serves more than one political subdivision; and a for-profit system (not company) that serves more than one political subdivision. Shared services include, but are not limited to, entering into long-term agreements for billing and plant operation with another public entity. Applicants must include a Summary of Alternatives with their application. OCD reserves the right to not fund an application if the most cost effective alternative was not selected.
- 5) System Sustainability and the Community's Financial Capacity and Rate Structure (15 points): The system's long-term sustainability based on rates and user population demographics and the community's ability to raise funds locally through user fees.

Map 1: 2018 CDBG Economic Development Program Labor Market Areas



## Map 2: PY 2018 Ohio Distressed Counties\*



Source: Office of Policy Research and Strategic Planning

\*Distress is calculated by the following criteria:

- Per Capita Income must be at or below 80% of U.S. per capita income.
- Poverty is defined as 20% or greater of persons below the poverty level; in intercensal years for counties, a percentage of transfer payment income to total county income equal to or greater than 25%.
- Unemployment must be 125% or greater of the most recent U.S. 5-year average unemployment rate.
- Designated distressed by ARC (Appalachian Regional Commission).

Prepared by the Office of Community Development  
Ohio Development Services Agency  
December 2017

# Target of Opportunity Grant Program

- **CDBG Target of Opportunity Grant Programs**
  - *Economic and Community Development Target of Opportunity Program*
  - *New Horizons Fair Housing Assistance Program – Set-Aside*
- **Ohio Housing Trust Fund (OHTF) Target of Opportunity Grants**
- **Homelessness Target of Opportunity Grants**

## **Target of Opportunity Grant Programs**

**Goal:** To provide a means to fund worthwhile "target of opportunity" projects and activities that do not fit within existing program structures, and to provide supplemental resources to resolve immediate and unforeseen needs.

**Total Funds:** The PY 2018 funding amounts are as follows: PY 2018 CDBG funds \$2 million; SFY 2019 Ohio Housing Trust Funds (to be determined); Program Income from the State of Ohio's Neighborhood Stabilization Programs (based on availability of funds).

**CDBG Target of Opportunity Grant Programs:** The CDBG Target of Opportunity Grant Programs provide funding for "target of opportunity" projects. The CDBG Target of Opportunity Grant Programs includes the Economic and Community Development Program and a set-aside for the New Horizons Fair Housing Program. Requirements for both programs are outlined below. The CDBG Target of Opportunity Grant Programs must be administered according to all applicable federal and state laws and regulations.

**Economic and Community Development Target of Opportunity Program:** This program will provide funds for "target of opportunity" investments in:

- Economic development projects that create and/or retain permanent job opportunities and are not eligible for Economic Development Program funding or feasible within the Economic Development Program guidelines
- Community development projects that are not feasible in other funding categories or eligible for Community Development Program competitive set-aside or open-cycle Critical Infrastructure funds
- Downtown Target of Opportunity projects. Only single building projects will be considered. To qualify, a building must be eligible for the National Register of Historic Places or in a Local Historic District
- Housing projects benefitting severely disabled adults. Benefitting populations must meet both CDBG Housing and Community Development Act of 1974 and Section 504 of Rehabilitation Act of 1973 eligibility requirements
- Youth Homelessness Demonstration Program projects
- Imminent threat grants covered by the federal CDBG Regulation
- Initiatives of the Director of the Ohio Development Services Agency that include CDBG eligible activities.

Public Service projects are not eligible for Target of Opportunity funding. Planning projects will be considered on a case by case basis.

**Grant Ceiling:** Fund level is negotiated based upon need.

**Administrative Cost:** A maximum of 10 percent or \$10,000, whichever is less, of the total grant amount may be used for general administration, implementation (including on-site delivery costs), environmental review, audit and close-out. OCD will evaluate the community's request during application review and reserves the right to award less than the requested amount.

**Eligible Jurisdictions:** Cities, counties or villages. All applicants must be able to demonstrate the ability to administer a Target of Opportunity Program. OCD may require a county to apply for grant funds on the behalf of a city or village within its jurisdiction if administrative capacity cannot be demonstrated by the city or village.

**Eligible Activities:** Any CDBG-eligible activity except for public service.

**State Agency Coordination:** Projects including funding from the Ohio Department of Transportation (ODOT) must be bid, contracted, and administered by local government awarded CDBG funds. OCD will not consider CDBG funding as match for an ODOT-administered project, unless the CDBG activity functions as a stand-alone project with independent bidding, contracting, and completion timelines.

**Application Timing:** Project applications will be accepted on an open-cycle basis from July 1, 2018 until March 31, 2019, or until such time OCD commits available funding.

OCD reserves the right to adjust funding levels between Target of Opportunity Program categories according to project and funding availability.

**Program Period:** The program period will be determined through negotiations with OCD. Grant Audit(s) must be conducted in accordance with 2CFR200, as described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Application Procedures:** An eligible community may apply for economic and community development Target of Opportunity funds at any time during PY 2018 by submitting a written request from the Chief Executive Officer for funds including a brief project description, information on how the project meets a national objective if the request is for CDBG funding and preliminary sources and uses table to the appropriate OCD Section Supervisor (i.e. Community Investments, Residential Revitalization or Supportive Housing).

OCD staff will conduct initial submission reviews at least quarterly and notify the community if a full application should be submitted. Eligibility for CDBG assistance does not guarantee project funding.

**Rating System Principles:**

- Funds are not available from any other source and/or the requested funds fill a “gap”
- Funds are needed to make the project financially feasible
- Project is eligible and meets at least one of the CDBG national objectives
- Project furthers the State of Ohio’s investment objectives

**New Horizons Fair Housing Assistance Program – Set-Aside**

**Goal:** To provide funds to units of local government or consortia of units of local government, to affirmatively further fair housing and eliminate impediments to fair housing. Activities funded with New Horizons grants must be in addition to a grantee’s Standard Fair Housing Program, which is required as part of the Allocation Program and Community Housing Impact and Preservation (CHIP) Program applications. New Horizons fair housing strategies are to be based on locally assessed needs and further the state’s fair housing goals.

**Total Funds:** \$50,000 CDBG funds will be allocated for PY 2018.

**Note:** All funds that haven’t been allocated by April 15, 2019, will be reallocated to the Economic and Community Development Target of Opportunity Program.

**Grant Ceiling:** Up to \$15,000 for one jurisdiction, and up to an additional \$5,000 for each additional eligible jurisdiction in a consortium, for a maximum award not exceeding \$30,000.

**Eligible Jurisdictions:** Applicants must be direct Allocation Program cities or counties. Consortium members may be direct Allocation Program cities or counties, or CHIP Program CDBG-eligible jurisdictions.

**Eligible Activities:** Implementing strategies to address impediments to fair housing choice; activities that affirmatively further fair housing; and actions to remedy or mitigate conditions limiting fair housing choice. Activities must exceed minimum Standard Fair Housing Program requirements (See *Local Government Certifications to the State*). A maximum of 15 percent of the total grant request may be used for general administration.

**Application Timing:** Ongoing. Approximately one-third of the available funds will be awarded in each three-month cycle, but the state reserves the right to determine the final funding level of each respective cycle.

**Application Submission:** July 1, 2018 to March 31, 2019

**Rating and Selection Criteria:** All applications are reviewed, rated and scored based on the criteria outlined below. The process is competitive and designed to rank, in order, applicants to be offered funding with the



available New Horizons funds. To be eligible for consideration, applicants must achieve a minimum score of 72 out of 100.

**Threshold Review:** Applications that do not meet the minimum threshold requirements will not be scored or funded. Threshold requirements are 1) the (lead) applicant is a direct Allocation grantee; 2) all tables are included and complete; 3) application is signed by the CEO; 4) application includes authorizing legislation for the applicant and consortium members; 5) proposed activities are eligible; 6) proposed activities exceed Standard Fair Housing Program requirements and 7) OCD has monitored previous New Horizon grants.

**Program Design/Impact (40 points):** The appropriateness and effectiveness of the proposed program's actions to address impediments to fair housing; the benefit to current housing activities and programs; and the degree to which the program is designed to create on-going local capacity.

**Administrative Capacity/Past Performance (30 points.):** The adequacy of the proposed administrative plan, the applicant's experience and capacity for implementing the proposed activities, evaluating past program performance and compliance.

**Cost Effectiveness (20 points):** The degree to which the cost of an outcome is reasonable and appropriate for the proposed activity and the degree to which the cost of general administration is reasonable and appropriate.

**Leverage and Coordination (10 points):** A comparison of the amount of funds committed to fair housing in the past two years' Allocation Program and the extent to which the proposed program integrates and coordinates with other local programs, funds and activities

**Grant Award:** Approximately four weeks after submission.

**Program Period:** Grantees have until the end of the 12th month to complete activities, all funds must be drawn by the end of the 13th month, and the grant must be closed out and the Final Performance Report must be submitted by the end of the 14th month. Grant Audit(s) must be conducted in accordance with 2 CFR 200, as described in Policy Notice 17-01, Grant Operations and Financial Management Policy.

**Program Amendments:** Because grant awards are based on the projects proposed in the application, grantees receiving Target of Opportunity funds are discouraged from changing their approved projects. OCD will consider, on a case-by-case basis, only those changes that do not negatively affect the scoring of the original competitively awarded grant. Grantees considering a change in program scope, location or design, number and type of beneficiaries, anticipated accomplishments or grant deadlines, must notify OCD in writing of the proposed changes. Formal OCD approval through the Grant Amendment Request in OCEAN and executing a grant amendment is required before making the changes. The OCD Amendment Policy is outlined in Policy Notice 17-01, Grant Operations and Financial Management Policy. OCD will consider amendment requests in application scoring during future funding rounds.

**Ohio Housing Trust Fund (OHTF) Target of Opportunity Grants:** OHTF Target of Opportunity Grants provide funding for "target of opportunity" projects and innovative proposals that will principally benefit persons below 50 percent of the area median income and meet the OHTF rules and requirements. Projects or activities must be supported by statewide or regional organizations that serve multiple counties or provide statewide services.

**Grant Ceiling:** Funding level is determined based upon demonstrated need. OHTF Target of Opportunity Grants for individual special projects typically will not exceed \$200,000 annually. Applicants whose requests may exceed the \$200,000 request should discuss their project with OCD staff first.

**Matching Funds:** Projects should evidence at least a dollar-to-dollar match in cash and/or direct "in kind" services.

**Eligible Applicants:** Nonprofit organizations, units of local government, public housing authorities, private developers and lenders and consortia of any eligible applicants.

**Eligible Activities:** Proposals considered for Target of Opportunity funds must be inappropriate for funding from other state housing programs, either due to eligibility, program scope or project timing. Projects must result in identifiable outcomes and beneficiaries (cannot be seed money or start-up funds).

**Application Timing:** The SFY 2019 OHTF Target of Opportunity Grants application deadline is March 30, 2018.

**Program Period:** The program period will be determined through negotiations with OCD. Proposals may request multi-year funding, up to three years.

**Application Review:** Upon application submission, the application(s) will be reviewed by OCD staff, other state agency staff (if appropriate) and the OHTF Advisory Committee. The Ohio Development Services Agency director will make the final decision regarding project funding.

Rating System Principles:

- 1) Extent to which the project activity impacts low- and moderate-income persons by:
  - Improving housing conditions
  - Increasing housing availability, affordability or accessibility
  - Educating and informing the public about housing issues, including housing counseling
  - Preventing homelessness, through direct housing assistance or supportive service
- 2) Extent to which the project or activity fills an unmet need or gap
- 3) Extent to which the project creates or applies innovative techniques and the extent to which such techniques can be replicated or used as a model

## **Homelessness Target of Opportunity Grants**

Approximately \$100,000 of SFY 2019 Ohio Housing Trust Funds are available through the PY 2018 Target of Opportunity Program. Eligible applicants are primarily limited to PY 2016 and PY 2017 Supportive Housing Program and Homeless Crisis Response Program grantees.

The PY 2018 Emergency Shelter Target of Opportunity Program priority is to provide funds for critical activities at existing OCD-funded emergency shelter locations. As a secondary priority and based on need and availability, these funds may also be used to fund emergency activities at OCD-funded organizations that serve homeless populations through other supportive housing models as well as organizations providing emergency shelter, but not receiving OCD homeless assistance funds. All activities must be deemed an emergency or include needs that could not be anticipated during the normal funding program cycle.

**Application Procedures:** Applicants must submit an Emergency Shelter Target of Opportunity Program application to: Ohio Development Services Agency, Office of Community Development at 77 S. High Street, 26<sup>th</sup> Floor, Columbus, Ohio 43215.

OCD will respond with the award decision or to request additional information. Requests for additional information for project/activity review do not guarantee that any request will be funded.

**Rehabilitation Project Requirements:** Rehabilitation projects will be reviewed for compliance with local health, building and zoning regulations; site control evidence, lease agreement or other arrangements for the project; property/building appraisal; extent to which financing is secure; proposed budget reasonableness and proposed project completion time frame reasonableness. Rehabilitation projects must include a detailed, itemized estimate that includes labor and material costs. Estimates must be on an authorized contractor's letterhead.

**Program Period:** Grantees must complete their program according to the following deadlines:

- (1) all activities must be completed, and costs paid with grant funds incurred by the end of the 12<sup>th</sup> month;
- (2) all drawdown requests must be submitted to OCD by the end of the 13<sup>th</sup> month; and
- (3) a final performance report must be submitted by the end of the 14<sup>th</sup> month.

Deadlines will be adjusted if the work period is less than one year.



## **Program Application Deadlines and Grant Award Cycles**

### **Community Housing Impact and Preservation Program**

Application Submission: May 4, 2018  
Grant Award: September 1, 2018

### **Homeless Crisis Response Program**

Application Submission: June 25, 2018  
Grant Award: Approximately four months after submission

### **Supportive Housing Program**

Application Submission: June 25, 2018  
Grant Award: Approximately four months after submission

### **Housing Assistance Grant Program**

Application Submission: November 16, 2018  
Grant Award: Approximately eight weeks after submission

### **Housing Opportunities for Persons With AIDS Program**

Application Submission: November 2, 2018  
Grant Award: Approximately seven weeks after submission

### **Community Development Program (Allocation Grant / Neighborhood Revitalization Grant / Downtown Revitalization Grant / Critical Infrastructure Grant - Round 1)**

Application Submission: June 15, 2018  
Grant Award: September 1, 2018

### **Economic Development Program**

Applications may be submitted on a continuous basis throughout the program year, beginning on July 1, 2018. Awards will be made approximately 45 days after application submission.

### **Residential Public Infrastructure Grant Program**

Applications may be submitted on a continuous basis throughout the program year, beginning on July 1, 2018.

### **Target of Opportunity Grant Program**

Note that the Target of Opportunity Grant Program includes: (A) CDBG Target of Opportunity Grant Programs, (B) Ohio Housing Trust Fund Target of Opportunity Grants and (C) Homelessness Grants.

Application submissions will be accepted, and grant awards will be made throughout the program year. All specific program deadlines and award dates are included under the program.

### **Geographic Distribution of Funds**

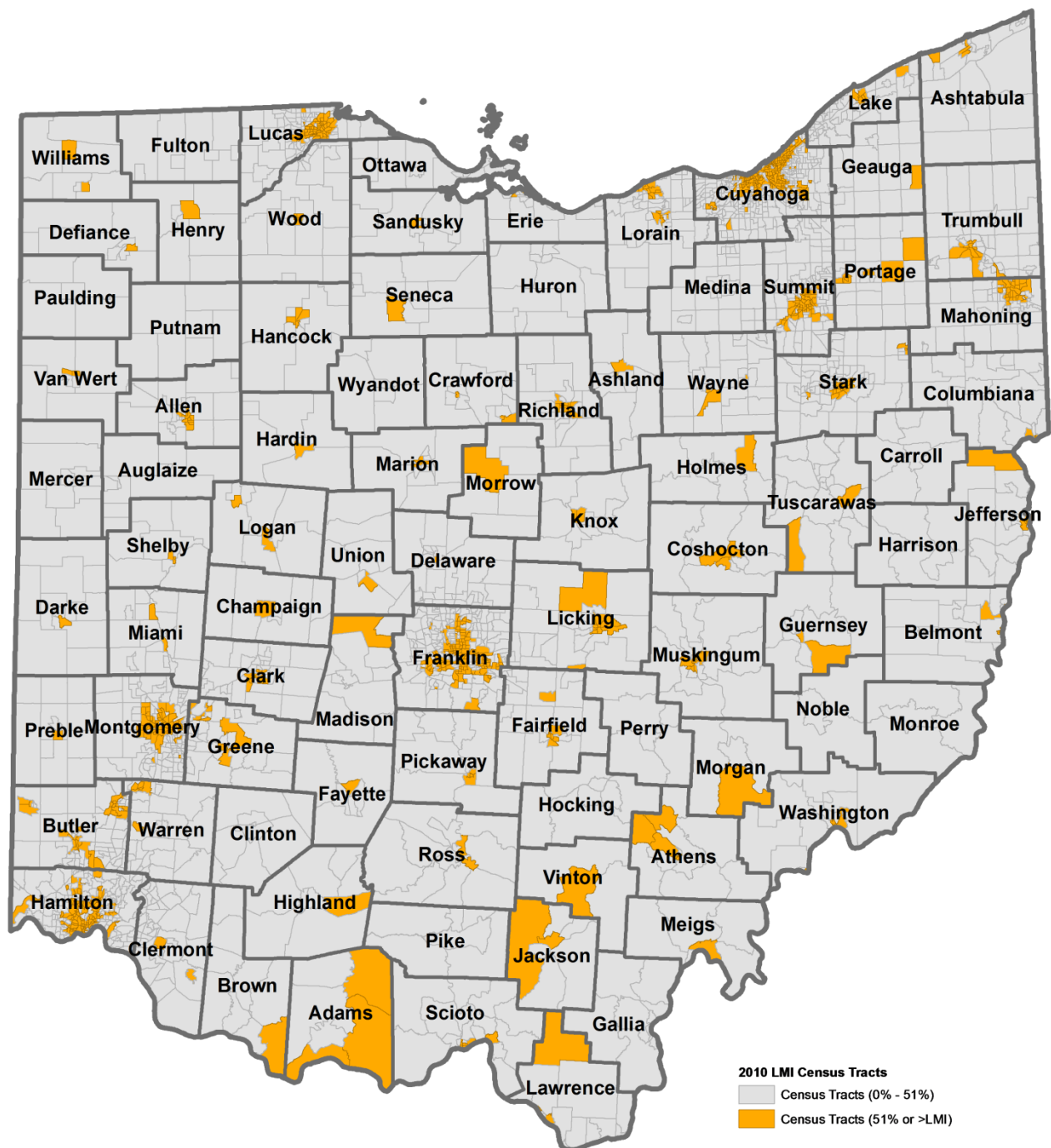
Overall, OCD does not have a geographic targeting strategy, insofar as it does not select areas of the state which will be exclusively awarded funding through a particular program. Such decisions are left to the local communities, which may restrict funding to particular neighborhoods or target specific geographic areas. However, many of OCD's competitive programs prioritize projects and activities that benefit communities with comparatively higher need levels. However, relative differences in local need is only one of many factors in the decision-making process.

The Neighborhood Revitalization Grants that are offered annually through the Community Development Program are the most highly geographically targeted funds. CDBG funds that have yet to be determined are targeted to neighborhoods and communities that are 51 percent or more low- or moderate-income, and are intended to address multiple needs in the community to make a significant impact on the overall quality of life in the area. The Community Development Program overall requires that communities receiving Allocation Grants target and expend at least 50 percent of their funding on local neighborhood target areas and other community needs in their local community development plans.

Map 3 shows the Census Tracts in the state that have 51 percent or more low- or moderate-income populations, based on the 2006 – 2010 American Community Survey information. Also, Map 4 shows the concentrations of minority households in the state, based on the 2010 U.S. Census minority population data for all census tracts within the state. Many of the lower-income areas have also been designated as targeted Investment Areas in their local communities.

It should be noted that not all of these federal funds are available in all areas of the state and some programs have placed limits on funding availability in certain geographic areas, particularly in areas of the state that receive additional direct funding from HUD. These restrictions are noted in the program descriptions in the Program Allocations section of the plan. Maps 5, 6, 7 and 8 show communities that receive direct allocations from the CDBG, HOME, ESG and HOPWA Programs.

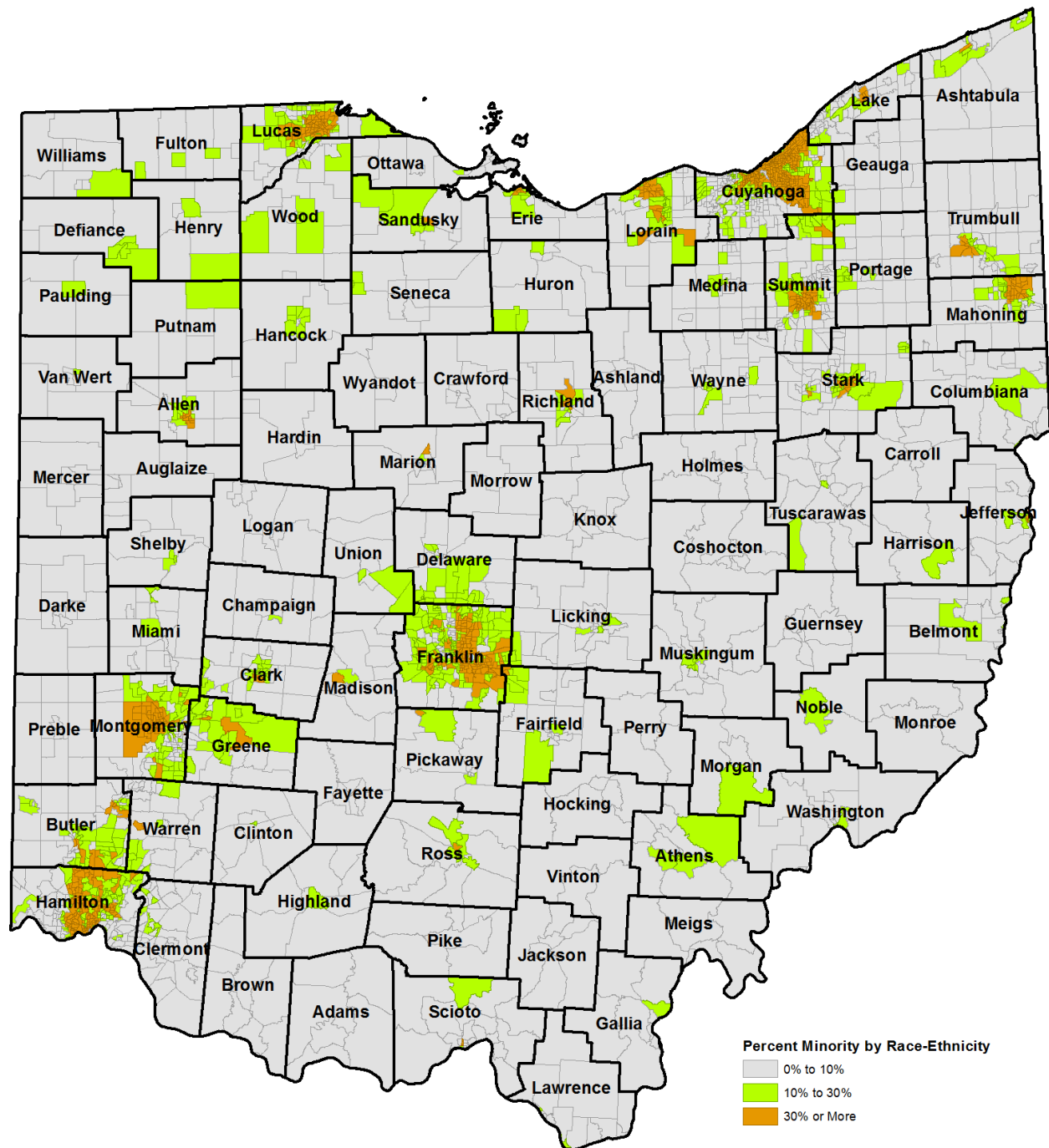
## Map 3: Ohio Census Tracts with LMI Populations Greater than or Equal to 51 Percent



Source: 2006 - 2010 American Community Survey

Prepared by the Office of Community Development  
Community Services Division  
Ohio Development Services Agency (October 2014)

## Map 4: Ohio Census Tracts with Areas of Minority Concentration (2010)



Source: 2010 U.S. Census

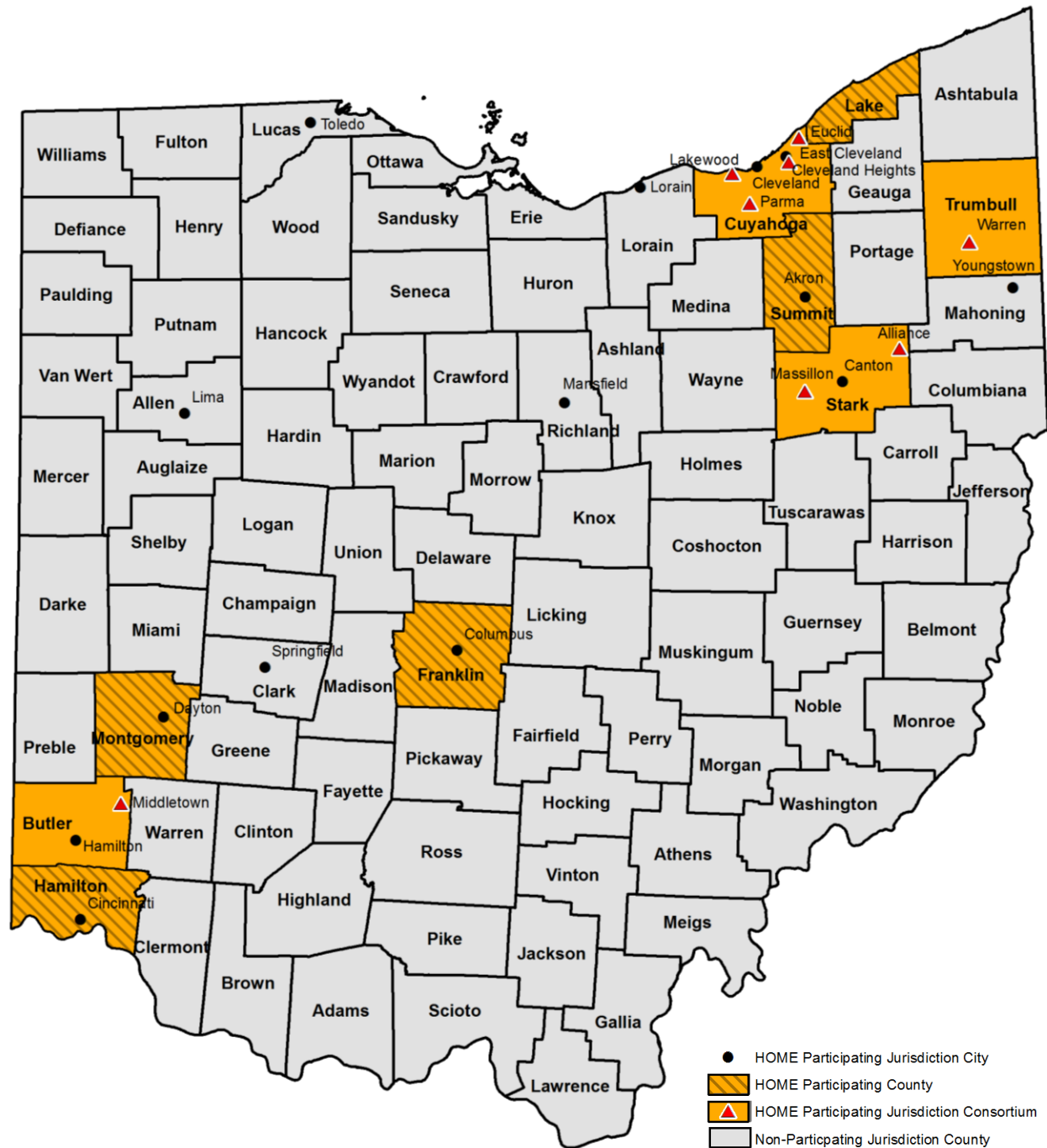
Prepared by the Office of Community Development  
Community Services Division  
Ohio Development Services Agency (December 2013)

## Map 5: U.S. Department of Housing and Urban Development CDBG Program 2018 Entitlement Cities and Urban Counties



Prepared by the Office of Community Development  
 Community Services Division  
 Ohio Development Services Agency (February 2015)

## Map 6: U.S. Department of Housing and Urban Development HOME Investment Partnerships Program Participating and Non-Participating Jurisdictions



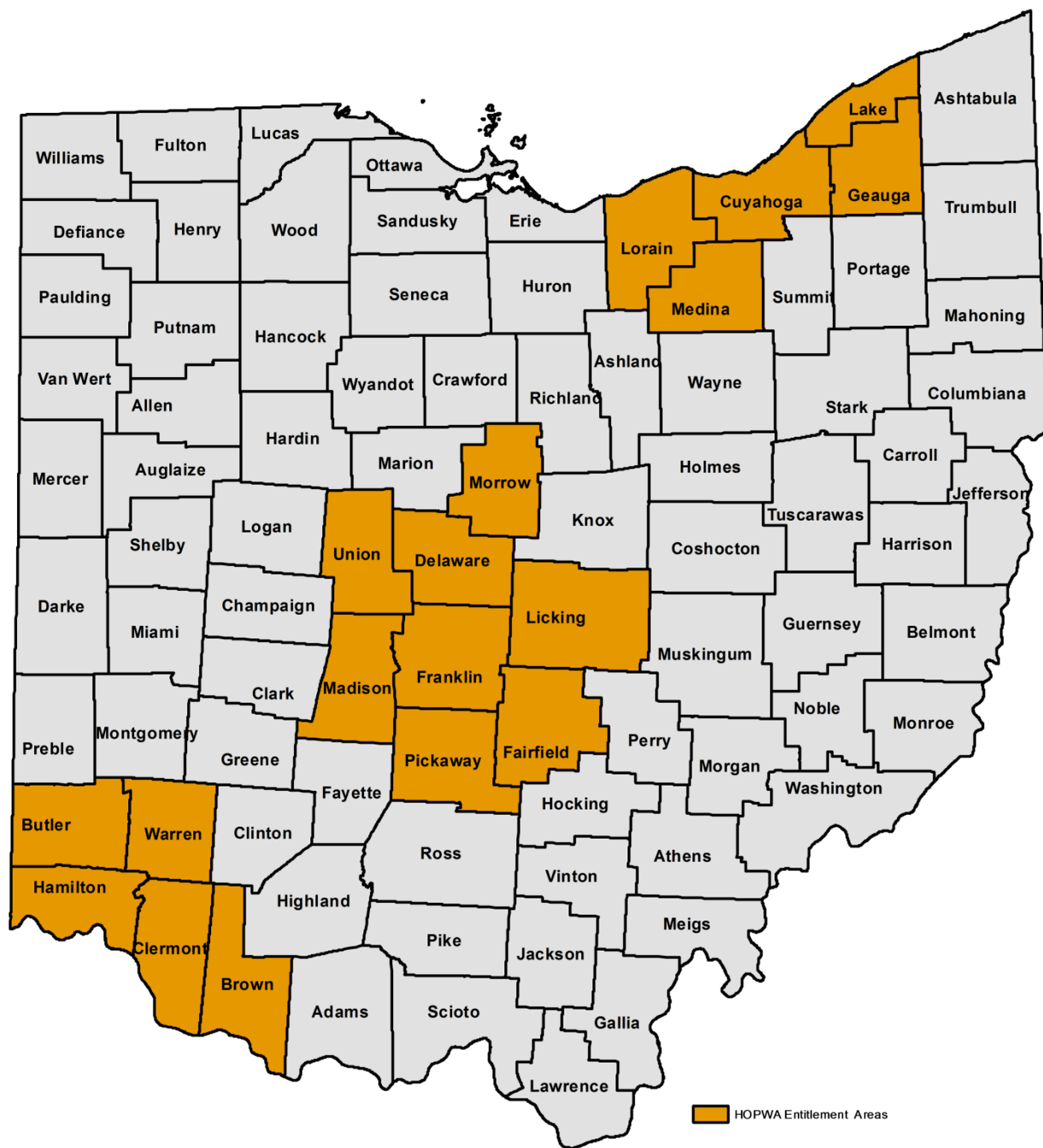
Prepared by the Office of Community Development  
Community Services Division  
Ohio Development Services Agency (December 2013)

## Map 7: U.S. Department of Housing and Urban Development Emergency Solutions Grant Program Entitlement Cities and Counties



Prepared by the Office of Community Development  
Community Services Division  
Ohio Development Services Agency (December 2013)

## Map 8: Housing Opportunities for Persons with AIDS (HOPWA) Entitlement Areas



Prepared by the Office of Community Development  
Community Services Division  
Ohio Development Services Agency (December 2013)



## **Homeless and Non-Homeless Special Needs Activities / Continuum of Care Strategy**

The state of Ohio will continue its continuum of care approach to homelessness in Ohio. This includes programs and services addressing each stage of the homeless continuum: homeless prevention, emergency shelter, transitional housing, rapid re-housing, permanent supportive housing and aftercare programs.

The state of Ohio has restructured these homeless programs to emphasize priority on preventing individuals and families from experiencing homelessness and, where homelessness does occur, rapidly moving individuals and families into permanent, sustainable housing.

### **Homelessness Prevention**

The state of Ohio will continue to provide financial assistance and services to prevent individuals and families from becoming homeless through the Homeless Crisis Response Program (HCRP) shelter diversion activities and limited homelessness prevention assistance. Funds for homelessness prevention activities must be targeted to individuals and families who would be homeless without this assistance, and meet the following minimum criteria:

- 1) have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs;
- 2) be below 30 percent of Area Median Income (AMI); and
- 3) be at risk of losing housing, have no appropriate subsequent housing options and lack the financial resources and support networks needed to remain in existing housing.

Eligible assistance includes: short- or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance and case management.

### **Rapid Re-Housing**

The state of Ohio will provide for rapid re-housing through the Homeless Crisis Response Program (HCRP). Persons served in this category must be homeless according to HUD's definition and below 30 percent of Area Median Income (AMI). Income is an eligibility requirement at the 90-day recertification date. Rapid Re-housing programs provide short- or medium-term rental assistance and services for households that are currently homeless, with the goal of being able to maintain housing after the subsidy ends. This assistance may include rental assistance (including back rent for months where the household has been unable to pay), utility deposits, security deposits, and/or moving costs. Housing models that require tenants to move out of their unit at the end of assistance are not eligible under this category.

### **Emergency Shelter**

The state of Ohio will continue to provide Emergency Shelter assistance to homeless families and individuals through the Homeless Crisis Response Program (HCRP). HCRP funds provide emergency shelter and supportive services to homeless persons in Ohio. OCD provides grants to eligible nonprofit organizations and units of local government to maintain, operate and staff emergency shelters for and provide essential services to the homeless.

### **Transitional Housing**

The state of Ohio will provide Transitional Housing through the Supportive Housing Program. This will include housing and supportive services designed to help program participants attain permanent housing in a four- to 24-month period with a preference of less than 12 months. Housing can be provided in units operated by the agency or in independent rental units in the community. For the purpose of this program, supportive housing activities are limited to facility-based or sponsor-based program models, either single-site or scattered-site.

### **Permanent Supportive Housing**

The permanent supportive housing component of the Supportive Housing Program provides housing and supportive services to maximize disabled homeless individuals' and families' ability to live more independently within the permanent housing environment. Along with housing, these projects offer case management and services such as employment assistance and life skills.

### Non-Homeless Special Needs

As in the past, the Ohio Department of Mental Health and Addiction Services (ODMHAS) and the Ohio Department of Developmental Disabilities (ODODD) have a variety of programs to assist special needs non-homeless populations in the state (see the Resources section of the Consolidated Plan).

ODSA will also provide funding for non-homeless special needs populations through the Housing Opportunities for Persons with AIDS (HOPWA) Program and Housing Assistance Grant Program. The HOPWA Program will provide nonprofit agencies with the resources to devise and implement long-term comprehensive strategies for meeting the housing needs of individuals and families with acquired immunodeficiency syndrome (AIDS) or related diseases. The HOPWA Program provides the following housing and supportive services: short-term emergency rental and utility assistance, operating costs for community residences, assistance with finding affordable permanent housing, case management, respite care, day care, transportation, etc.

The Housing Assistance Grant Program will also continue to fund programs that provide emergency home repairs. The program assists a variety of low-income persons with the priority being homeowners. Some funded programs target persons with a disability or persons older than 60 years old, oftentimes accessibility modifications.

### Statewide Coordination

Statewide homeless policies are coordinated in collaboration with all Continua of Care through participation in the Housing and Homelessness Collaborative. The Collaborative is responsible for implementing the Blueprint for Change statewide plan to end homelessness and the actions identified within it.

The Blueprint for Change accountability framework will be aligned with and use the data tools already in use and required by HUD. The federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act requires that each Continuum of Care (CoC) establish targets and show annual progress in achieving those targets and reducing homelessness. The Collaborative will receive and review bi-annual progress reports in five primary population areas (veterans, chronic homelessness, families and children, youth and young adults and single adults). In addition, the Collaborative is committed to monitoring Ohio Department of Education data on homeless school-age children to understand homelessness under a broader definition of homelessness than used by HUD. By reviewing the bi-annual progress reports, the Collaborative will be able to celebrate success in progressing areas; adjust strategies and actions to identify and implement ways to improve progress in lagging areas, and address emerging needs by adopting or modifying strategies and actions to incorporate changing realities.

Each of the Action Steps in the Blueprint identifies a Lead State Agency or Co-Lead Agencies. This indicates the state government entity or entities that will be responsible for convening the stakeholders, policymakers, and whenever possible, persons with relevant lived experience that will assist in further refining and ultimately implementing the action steps outlined in the plan. In many cases, multiple state agencies will be engaged in this work as well as statewide and/or local advocacy or intermediary agencies that will champion a particular action step, but as the Blueprint is focused on actions that can be taken by the State of Ohio, a state agency(ies) is (are) designated to ensure the action steps are considered and move forward. Progress will be monitored by implementation status using a dashboard approach that conveys implementation status by strategy on a bi-annual basis.

CoCs are required by HUD to maintain a functional HMIS, conduct an annual point-in-time count, regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress through several reporting mechanisms. Progress on these key measures will be assessed annually on an aggregate statewide and CoC basis (overall and by individual and family households):

- Overall reduction in the number of homeless individuals and families.
- The length of time individuals and families remain homeless
- The length of stay in emergency shelter, transitional housing and rapid rehousing
- Successful housing placement to or retention in a permanent housing destination
- Successful placement from street outreach to emergency shelter, transitional housing or permanent housing destination

- The extent to which individuals and families who leave homelessness experience a subsequent episode of homelessness
- Jobs and income growth for homeless individuals and families
- Success at reducing the number of individuals and families who become homeless for the first-time
- Utilization rate by intervention type (emergency shelter, transitional housing, and permanent supportive housing)
- Entries from homelessness by intervention type (emergency shelter, rapid rehousing, transitional housing, and permanent supportive housing)
- HMIS bed coverage and compliance with HUD data quality standards
- To be defined and if feasible: Cost efficiency to attain successful housing placement by intervention type (total cost/successful outcome)

State agencies which fund targeted homelessness programs (ODSA and OHFA) will report on annual funding allocations and identify ways these funding allocations support and align with the Plan. In addition, these agencies will begin incorporating the key measures described above into their funding processes and include progress on these measures as basis for continuing funding. Each funding program should establish a set of minimum standards and target performance standards. The Plan describes optimal performance metrics for some of the key measures which can be used to develop the targets. Implementing minimum standards and target performance standards provides an opportunity to identify and reward high-performing projects and providing targeted assistance to low-performing projects.

#### Youth

The Ohio Department of Job and Family Services (ODJFS) oversees two new programs which incorporate housing and services to better serve youth.

- Bridges (House Bill 50): The Bridges program is a voluntary entitlement program administered by ODJFS and available to youth who left the custody of an Ohio Public Children's Service Agency (PCSA) at age 18 or older, but have not reached their 21st birthday. If eligible youth meet program eligibility criteria and sign a voluntary participation agreement to participate in the program, the Bridges program can provide support and resources that help them transition from foster care into self-sufficient and productive members of their community. The Bridges program can assist with stable housing; support in completing educational goals and gaining access to employment resources and services that promote personal well-being and necessary community resources.
- Comprehensive Case Management and Employment Program (CCMEP): This program serves low-income Ohioans aged 16-24 by combining Temporary Assistance for Needy Families (TANF) and the Workforce Innovation and Opportunity Act (WIOA) Youth programs. CCMEP provides employment and training services to eligible individuals based on an assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience and other supportive services such as housing and transportation.

Runaway Homeless Youth (RHY) Program funding is awarded by the Family and Youth Services Bureau through the U.S. Department of Health and Human Services' Administration for Children and Families. There are several grantees in Ohio as of 2017. Services available are Basic Center Program consisting of up to 21 days of shelter, food, clothing and medical care, mental and physical health services, education and employment assistance and individual, group and family counseling. Transitional Living Program/Maternity Group Home Program services consist of individual and group counseling, life skills training, interpersonal skill building, educational advancement, job attainment skills and physical and behavioral health care. Street Outreach Program consists of basic needs including food, clothing, hygiene or first aid packages and information about services and safe places and encouragement to enter them.

#### Health Care

Ohio's move to expand Medicaid has been a critical factor in helping local efforts to prevent and reduce homelessness. A [report](#) issued in 2017 by the Coalition on Homelessness and Housing in Ohio's (COHHIO) found that in 2013, Medicaid covered only 36 percent of single adults accessing homeless services in 83 of

Ohio's 88 counties. By 2016, two years after the state expanded Medicaid eligibility to adults with no dependent children, that percentage had increased to 80.2 percent. Increased Medicaid coverage coincided with a significant decrease in the rate of homelessness in Ohio. From 2011 to 2016, the total number of homeless households decreased by over 20 percent, the rate of veteran homelessness fell by 27 percent, and chronic homelessness dropped by 61 percent, according to data from the annual Point in Time count.

The report indicates that Medicaid expansion has also improved low-income Ohioans' financial circumstances, often preventing vulnerable households from becoming homeless. According to a recent survey of expansion enrollees, 48.1 percent said Medicaid coverage helped them remain current on their rent or mortgage. In addition, 52.1 percent of employed beneficiaries said Medicaid helped them continue working, while 74.8 percent of unemployed enrollees said it facilitated their job search.

The SFY 2016/17 State Budget also included a commitment to modernize Ohio's Medicaid program. At the center of this effort was a proposal to rebuild community behavioral health system capacity across the state. The legislation provided targeted investments to support initiatives such as:

- Developing new services for individuals with high-intensity service and support needs;
- Improving health outcomes through better care coordination; and
- Recoding all Medicaid behavioral health services to achieve alignment with national coding standards.

Examples of initiatives that affect the homeless population include the Disability Determination Redesign program, new services such as Assertive Community Treatment for Adults and Intensive Home-based Treatment for Youth within an individual's Behavioral Health Medicaid benefit package, and the new Specialized Recovery Services (SRS) program.

#### Mental Health

The Ohio Department of Mental Health and Addiction Services (OMHAS) is committed to ensuring that an array of safe, decent and affordable housing options is available for Ohioans experiencing mental illness. It's important to note OMHAS' services have been greatly expanded in recent years to be able to serve persons experiencing homelessness. Currently, OMHAS has two programs with a focus specifically on homelessness.

**PATH:** PATH services are for people with serious mental illness (SMI), including those with co-occurring substance use disorders. Population of Focus include those who are:

- experiencing a serious mental illness (SMI)
- experiencing homelessness, or
- at risk of becoming homeless

**CABHI-States (2014-2017):** The purpose of this program is to enhance or develop the infrastructure of states and their treatment service systems to increase capacity to provide accessible, effective, comprehensive, coordinated/integrated and evidence-based treatment services; permanent housing; peer supports and other critical services. Population of Focus:

- Veterans who experience homelessness or chronic homelessness, and
- Other individuals (non-veterans) who experience chronic homelessness

#### **CABHI-States Enhancement (2015-2017)**

The purpose of this program is for states that receive CABHI-States grants in FY 2013 and FY 2014 to further develop, enhance and/or expand their infrastructure and treatment service system. Population of Focus:

- Individuals who experience chronic homelessness and have substance use disorders, serious mental illnesses (SMI), or co-occurring mental and substance use disorders; and/or
- Veterans who experience homelessness/chronic homelessness and have substance use disorders, SMI, or co-occurring mental and substance use disorders.

#### Rehabilitation and Corrections:

The Bureau of Community Sanctions distributes and monitors grant and contractual funds provided to local jurisdictions and private vendors to establish community sanctions and residential services for adult offenders that are re-integrating into the community or who, otherwise, would be incarcerated in local jails or state prisons. Programs funded by the Bureau include Halfway Houses, Community-Based Correctional Facilities,

Community Residential Centers, Permanent Supportive Housing and Community Corrections Act grant programs including Intensive Supervision Probation, Standard Probation, Prosecutorial Diversion, Non-Supervisory Treatment Programs, Electronic Monitoring and Community Work Service. Additionally, the Bureau has provided Probation Improvement Grants, Probation Incentive Grants, and SMART Ohio Grants to alleviate voids in services.

The Bureau of Recovery Services (BRS) works to instill in offenders an improved sense of responsibility and the ability to become law-abiding citizens through the provision of all core function services in the treatment for offenders in institution and community settings who need substance abuse recovery programming. The bureau provides and works to expand and enhance substance abuse treatment approaches that build on state-of-the-art scientific and practical knowledge:

- to improve treatment outcomes for offenders
- to provide a seamless holistic approach to alcohol and other drug (AOD) treatment

The treatment milieu includes screening and education for all reception inmates; various intensities and modalities of AOD programs at parent institutions; and continuing care that includes referrals to aftercare programming for offenders throughout their incarceration. And, upon release, referrals to community providers for offenders released without post-release control; and to Chemical Dependency Specialists (CDS) in the Adult Parole Authority for offenders with post-release control (e.g. parole, furlough).

The Adult Parole Authority's CDS staff strive to reduce criminal activity by providing a continuum of quality care for the community supervised offenders before and after release by coordinating substance abuse treatment approaches among providers within DRC institutions, APA Field Offices, and community agencies.

M.U.S.C.L.E. is a centralized guide for Department staff, offenders, families, and community partners that provides assistance in locating community resources and information to foster strong, safe communities. The Reentry Resource Guide is a collection of county by county fact sheets that provides vital information to assist offenders' reentry into society. Areas include social services, human services, local, county, state, and federal agencies, and other service agencies such as housing and homeless service providers, libraries, substance abuse programs, mental health counseling, veterans' services commissions, educational opportunities, faith-based agencies, food, clothing, and job training and placement. County-by-county resource guides can be found online here: <http://www.drc.ohio.gov/reentry-resource-guide>.

#### Veterans

Compensated Work Therapy (CWT): Compensated Work Therapy (CWT) is VA's vocational rehabilitation program and is designed to assist Veterans experiencing homelessness and/or severe mental illness obtaining and maintaining employment. Services offered through this program include Vocational Counseling, Transitional Work Experiences (temporary job placements that normally do not exceed 6 months), and Supported Employment (an intensive program to help Veterans with severe employment barriers keep employment).

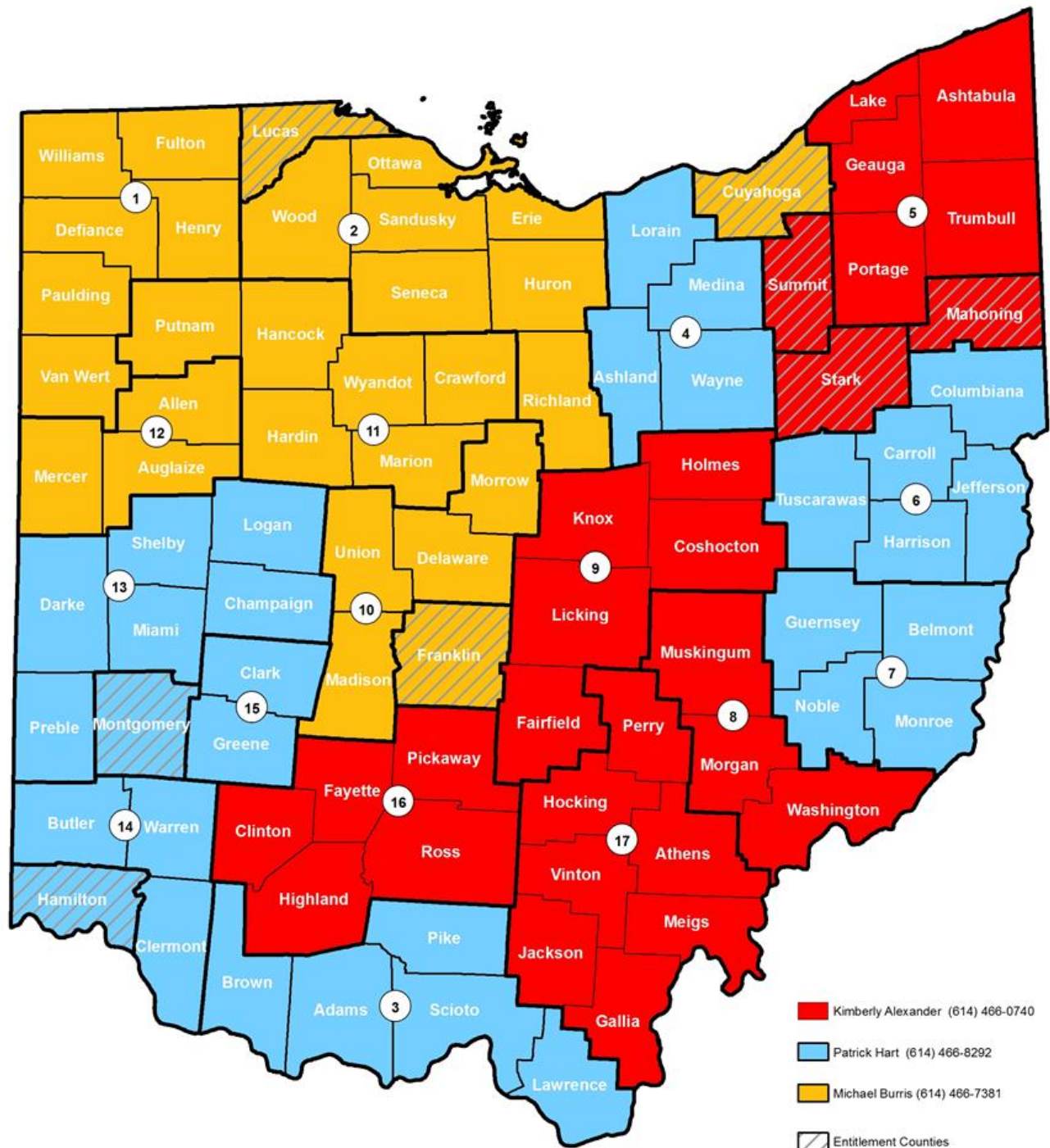
Veteran Justice Outreach: The purpose of the Veteran Justice Outreach (VJO) program is to provide assistance to Veterans involved in the criminal justice system who are eligible for VA services and to prevent them from becoming homeless at point of release from incarceration. This program is also a part of the HCHV Outreach program.

Grant and Per Diem (GPD) Program is offered annually (as funding permits) by the VA to fund community-based agencies providing transitional housing or service centers for homeless Veterans. Volunteers of America holds the largest Grant and Per-Diem arrangement in Columbus, with 55 beds of transitional and emergency housing for homeless Veterans.

Department of Housing & Urban Development/VA Supportive Housing (HUD-VASH): The Department of Housing and Urban Development and VA Supported Housing (HUD-VASH) Program provides permanent housing and ongoing case management treatment services for homeless Veterans who require these supports to live independently. This program allows Veterans and their families to live in Veteran-selected apartment units. The vouchers are flexible, allowing Veterans to live in communities where VA case management

services can be provided. This program provides for our most vulnerable Veterans, and is especially helpful to Veterans with families, women Veterans, recently returning Veterans and Veterans with disabilities.

## Map 9: Homelessness and Supportive Housing Grant Manager Regions





## **Barriers to Affordable Housing**

As HUD itself noted in the March 13, 2006 regulations revising the Consolidated Plan requirements, states have less control over barrier removal than do entitlement jurisdictions. HUD cited comments by a group representing state community development agencies that it was difficult for states to meet goals for affordable housing barrier removal because states have very minimal control over the major barriers identified by HUD (zoning, local fees, etc.). Zoning and land use decision-making are an inherently local process, subject to a range of influences including market forces and citizen input.

This is certainly true in Ohio, which has a long tradition of local “home-rule” self-governance. In recognizing this reality, OCD instead has required each of its local Allocation grantees (which cover the entire non-entitlement area of the state) to conduct a local Analysis of Impediments and devise a strategy and a schedule to address them. These analyses are required to include an assessment of local regulations and policies that may create barriers to creating or accessing affordable housing. OCD requires communities to submit their Analysis of Impediments for review. During this year and subsequent years, communities will be offered assistance to rectify any deficiencies that OCD staff identified in these local Analyses of Impediments.

## **Affirmative Marketing/Fair Housing Activities**

- OCD will continue to support developing a strong fair housing network through meetings and coordination with organizations, groups and agencies, including lenders, realtors, local fair housing administrators, state agencies and others.
- OCD will continue to provide direct funding to support local fair housing programs through the Community Development, Community Housing Impact and Preservation and New Horizons Programs.
- OCD will prioritize the review of shelter and supportive housing program marketing and fair housing compliance.
- Local governments’ fair housing responsibilities are described under the Local Government Certifications to the State heading.
- OCD will provide additional emphasis on fair housing compliance related to the Community Development and CHIP Programs.
- OCD will provide training to fair housing and housing providers on fair housing issues and specifically issues related to implementing the state’s standard fair housing program. One-on-one assistance will also be provided throughout the year.
- OCD will continue to promote consolidating fair housing efforts and resources through establishing consortia of local government. OCD will continue to receive and review Affirmative Marketing Plans for housing developed with five or more units. Assistance will be given to nonprofits and agencies in constructing and implementing appropriate actions. An Affirmative Marketing Handbook and Ohio Fair Housing Guide will continue to be disseminated.
- OCD will continue to provide a funding source (i.e., the New Horizons Program) for applicants who desire to implement fair housing initiatives beyond the scope of the state’s standard fair housing program requirements. OCD will continue to encourage communities to pool their financial and human resources in fair housing by developing a consortium of communities.
- OCD will continue to coordinate with fair housing agencies and advocates through meetings, training, newsletters and other forms of collaboration.
- OHFA will conduct training and educational outreach to housing providers and developers on issues related to fair housing.



- OCD will coordinate with organizations that assist persons with disabilities (i.e. independent living centers) to identify accessible CDBG, HOME, NHTF and OHTF assisted units.
- OCD will provide fair housing training specifically for the Community Development and CHIP Programs.
- OCD will assist the Ohio Civil Rights Commission in holding forums on civil rights issues throughout the state.
- OCD will hold round table discussion groups on fair housing and community development.

## **Other Actions Planned for 2018**

### **Actions Planned to Address Obstacles to Meeting Underserved Needs**

The state of Ohio will continue to undertake several actions during PY 2018 to meet underserved needs in the state. To ensure that statewide programs are responsive to local needs, OCD will continue to support creating homeless advisory groups made up of representatives from nonprofit homeless organizations and advocacy groups from across the state. These advisory groups provide a forum for assessing OCD programs' design and implementation. These groups are also instrumental in identifying underserved areas in the state.

Many areas of the state lack sufficient capacity to provide a continuum of care approach to homelessness in their community. The state of Ohio will continue to work with the Coalition on Homelessness and Housing in Ohio (COHHIO) to develop that capacity. Specifically, local nonprofits and communities will be provided technical assistance for developing a local continuum of care approach to homelessness. This includes assistance in assessing local needs and improving local coordination.

OCD will also provide technical assistance to local nonprofits to increase the range of services available in underserved areas of the state. This will consist of helping nonprofit agencies develop programs that will provide services to underserved areas of the state. In addition, OCD will continue to evaluate and fund projects based partly on the extent to which there are unmet needs in the local community.

### **Actions to Foster and Maintain Affordable Housing**

The state of Ohio will work with other state and local agencies to address preventing foreclosures and to address the blighting influences of vacant and abandoned properties on neighborhoods. For example, funding through the Community Housing Impact and Preservation Program (HOME and CDBG) will target areas identified with the greatest need around the state of Ohio to address foreclosed, abandoned and blighted homes within these neighborhoods. The state of Ohio will also continue to address foreclosures through the *Save the Dream* initiative. This initiative utilizes a hotline to connect homeowners in danger of foreclosure with counselors, legal services and rescue funds to help them to avoid foreclosure.

The state of Ohio is expected to distribute about \$26 million in Housing Credits in 2018, also known as Low-Income Housing Tax Credits (LIHTC), which are allocated to both for-profit and nonprofit owners by the Ohio Housing Finance Agency (OHFA). LIHTC projects typically target populations with incomes and rents below 60 percent of Area Median Income, so additional financing subsidies are often needed. The Housing Development Assistance Program (HDAP) contains a separate set-aside, which offers funding solely in conjunction with the state's Housing Credit Program. This provides a more streamlined funding mechanism, so that tax credits and gap funds can be awarded through a single application process. To further expedite the reviews for funding and to assure that no project receives more subsidy than necessary, OHFA has established an application, which is used to apply for housing credits, affordable housing loans and HDAP.

## **Actions to Evaluate and Reduce Lead-Based Paint Hazards**

OCD is proposing the following activities to address lead-based paint hazards during PY 2018:

- 1) In PY 2018 OCD and ODSA will require grantees to follow the Lead-Based Paint Guidelines on the next page.
- 2) OCD has developed a chapter within its Housing Standards, the Residential Rehabilitation Standards (RRS), that addresses lead-based paint. OCD will require all grantees undertaking housing rehabilitation activities to meet these standards.
- 3) OCD will continue to provide funding for locally administered housing rehabilitation programs, which are expected to rehabilitate about 1,000 owner units and 125 renter units with PY 2018 funding. Housing units that undergo rehabilitation are required to be made lead-safe.
- 4) OCD will provide training and technical assistance for local program staff and local lead hazard mitigation personnel, which will include the following activities:
  - Make the Remodelers and Renovators Training Program available to contractors and workers throughout the state, and especially in areas served by the CHIP Program. OCD will continue to use Training and Technical Assistance funds to keep the training sessions affordable to housing rehabilitation contractors.
  - Provide affordable training for Lead Risk Assessors and Lead Clearance Technicians, as needed, especially for persons who are implementing local CHIP grant activities.
  - Provide on-site technical assistance to local CHIP grantees through a third-party contractor/trainer.
  - OCD will provide other forms of training and technical assistance support to local programs and hazard control personnel. This may include further specialized training sessions for housing program administrators, as well as preparing and distributing training materials. OCD will continue to maintain current reference information on its website at <http://bit.ly/coadleadtraining>.
- 5) OCD will explore other funding sources that could assist local communities, nonprofit organizations or contractors to address lead-based paint hazards. This will include coordinating efforts with the Ohio Department of Health to identify funding sources that can assist low- and moderate-income households in paying for lead hazard mitigation costs, especially in housing units where a lead hazard control order has been issued by the Ohio Department of Health. This may include applying for a HUD Lead Hazard Control Grant.
- 6) Maintain lines of communication with federal, state and local agencies and organizations involved with the lead-based paint issues and activities, including:
  - Distributing information directly to grantees, organizations, local health departments and other organizations, as necessary.
  - Attending meetings and trainings with organizations, grantees, etc. as needed to disseminate information, discuss issues and obtain information on lead-based paint issues.
  - Staff of the Ohio Development Services Agency (ODSA), Ohio Department of Health (ODH) and the Environmental Protection Agency (EPA) will continue to coordinate and communicate their policies and activities, and will work closely with HUD and other federal agency staff to keep current on regulatory requirements and issues. OCD/ODSA staff will attend the Lead Advisory Council meetings and participate in the Environmental Primary Prevention Workgroup.

OCD has begun reporting the total number of units that have been made lead-safe as part of the performance measurement system.

## Ohio Development Services Agency (ODSA) Lead-Based Paint Guidelines

The following guidance is provided to assist housing projects or programs using federal or state funds provided through the Ohio Development Services Agency (ODSA).

- 1) Regardless of any information provided in these guidelines, all existing federal, state or local laws, regulations and procedures concerning lead-based paint must be followed. Awareness and adherence to these regulations is the responsibility of the agency performing or contracting for housing rehabilitation activities. Procedures for distributing information on lead-based paint hazards, including appropriate disclosure notices, must be integrated into any and all housing-related activities.
- 2) Local communities must develop local strategies for addressing lead-based paint in housing. This strategy will need to include policy on units containing children with Elevated Blood Lead levels, which, pursuant to the provisions of H.B. 248, requires lead hazard controls to be applied by licensed lead abatement contractors.
- 3) Except where all lead-based paint is removed, if lead hazard mitigation activities are performed on renter-occupied units financed with HUD funds or other funds covered by these policy guidelines, the owner of the units must incorporate a schedule of lead-based paint maintenance activities into regular building operations consistent with 24 CFR Part 35.935.
- 4) If state funding is used to directly assist housing projects or activities constructed prior to 1978, both state regulatory requirements and 24 CFR Part 35 must be followed. (Direct state assistance excludes state bond financing, state or federal tax-credits, and pre-development assistance, unless federal assistance is also involved.)
- 5) Agencies involved in lead-based paint hazard mitigation are encouraged to coordinate efforts with local governments, state and local health departments, Community Action Agencies, other nonprofit organizations, local housing authorities and private sector organizations wherever possible.

## **Actions To Reduce The Number Of Poverty Level Families**

In Ohio, welfare reform, known as Ohio Works First (OWF), was initiated by H.B. 408. OWF seeks to transition clients to self-sufficiency by placing a strong emphasis on obtaining and retaining paid employment. In addition to its many implications for OWF participants in terms of an emphasis on self-sufficiency through employment, new eligibility criteria and time limits, H.B. 408 contains many provisions that significantly change the way the Ohio Department of Job and Family Services (and county agencies, particularly county Departments of Human Services) conduct business.

The Ohio Department of Job and Family Services provides a seamless system for providing services to people looking for jobs and employers looking for workers. ODJFS also collaborates with the Ohio Development Services Agency and Department of Education as well as the Board of Regents. These agencies will work directly with business and labor on workforce development activities. ODJFS also administers the Prevention, Retention, and Contingency (PRC) Program, which is an integral part of Ohio's welfare reform efforts. Ohio's PRC Program provides work supports and other services to help low-income parents overcome immediate barriers to employment. It is funded through the federal Temporary Assistance for Needy Families program. Those receiving assistance from other public assistance programs – including Disability Financial Assistance and the Supplemental Nutrition Assistance Program, also may be eligible for PRC services. Benefits and services are available for certain low-income families who need short-term help during a crisis or time of need, which includes parents of children under 18, including noncustodial parents if they live in Ohio and pregnant women or teens. A list of PRC quarterly reports that includes both statewide and county level information can be found at <http://jfs.ohio.gov/ofs/DMRS/PRC/PRC1.stm>.

In addition to the efforts listed above, the state WIA Implementation Team also provides an orderly WIA implementation. The WIA Implementation Team was established due to the many programs affected by the

legislation and includes representatives from the Ohio Development Services Agency and Departments of Education, Aging and Job and Family Services, Ohio Board of Regents and Ohio Rehabilitation Services Commission. ODSA has members on the state team. Some of the roles of the state team will include:

- Making recommendations for the design of the new workforce development system;
- Staffing specific initiatives of the state Workforce Investment Board;
- Facilitating technical assistance to local employment systems; and
- Research and information gathering.

The state WIA Implementation Team has developed several work groups to address detailed issues or problems. ODSA staff assists with several of these workgroups – Performance Measurement, Service Delivery, Local Area Designations and state Workforce Investment Board Structure.

Through programs established by ODSA and through coordination with many of the efforts listed above, there are several systems in place to address this particular issue. The Consolidated Plan Annual Performance Report provides the number of contracts awarded to Section 3 businesses reported in the previous program year with HOME and CDBG funding, which includes contracting with businesses in low-income areas. ESG funding through the Homeless Crisis Response Program can provide financial assistance including rental assistance; rental application fees; rental arrears; security and utility deposits; utility payments; moving cost assistance and, in certain circumstances, motel and hotel vouchers. Housing Relocation and Stabilization Services, which includes case management; outreach and engagement; housing search and placement services; legal services and credit repair, are also eligible. HOPWA funding can provide limited case management, transportation and day care.

#### Programs and Activities That Directly Support Job Training and Development

Apart from restructuring the human services and workforce development framework, assistance will be provided to local communities through the following programs to directly support local job training, job creation and business development.

- 1) The Ohio Works Incentive Program (OWIP) administered by the Ohio Jobs and Family Services provides incentives to the local areas for job placement and retention of individuals into on-the-job training or unsubsidized employment. The goal of the program is to reduce dependency on the Ohio Works First program while strengthening Ohio's workforce. Ohio Works First recipients needing help finding a job should visit their nearest OhioMeansJobs Center. A list of centers can be found online at <http://jfs.ohio.gov/owd/wia/wiamap.stm>.
- 2) OCD's Economic Development and Microbusiness Development Programs administered by Ohio Community Development Corporation, which provide loan, grant and technical assistance to communities to create jobs which principally benefit low- and moderate- income persons (refer to the method of distribution section for a complete description of the resources that will be committed through these two programs).
- 3) The Office of Strategic Business Investments administers and assists local implementation of Ohio's tax incentive programs which include the Ohio Job Creation Tax Credit and InvestOhio in addition to the Ohio Incumbent Workforce Training Voucher Program that provides training to workers and improve the economic competitiveness of Ohio's employees.

#### Activities to Develop Institutional Structure

Below is a listing of the training sessions that OCD plans to provide during PY 2018. Other training and technical assistance initiatives will likely be offered in addition to those listed here, but these are the areas that OCD will focus on during the upcoming year.

- 1) Program Application and Implementation Trainings. These will be set up by each program manager during the year as appropriate. Programs will include:

- Community Housing Impact and Preservation (CHIP) Program
  - Economic Development Program
  - Comprehensive Downtown Revitalization Program
  - Residential Public Infrastructure Grant Program
  - Allocation Program
  - Neighborhood Revitalization Grants
- 2) Training in support of Lead-Based Paint Hazard Control:
- Lead-Safe Renovation (Renovators and Remodelers Training Program)
  - Lead Inspector/Risk Assessor Training
  - Lead Inspector/Risk Assessor Training Refresher
  - Lead Supervisor/ Contractor Training
  - Lead Supervisor/Contractor Training Refresher
  - On-site Technical Assistance
  - EPA Renovation and Remodeling Refresher four-hour update training for those who have previously attended *Lead Safe Renovation Training*. Successful completion of this training qualifies as certification in the EPA RRP training which is required for all contractors as of May 2010.
- 3) OCD will partner with agencies to provide comprehensive fair housing training..
- 4) OCD will continue to provide funds to statewide and regional nonprofits to act as intermediaries that can help groups through program design, provide direct technical assistance and help with fundraising strategies. It is anticipated that the following groups will apply for the funds:
- Ohio Community Development Corporation Association
  - Coalition on Homelessness and Housing in Ohio
  - Corporation for Ohio Appalachian Development
  - Heritage Ohio, Inc.
  - Ohio Conference of Community Development
- 5) OCD will continue to offer training and technical assistance by providing funding to intermediary organizations to conduct training and technical assistance activities. Training and technical assistance support may include the following subjects:
- Building nonprofit organization staff's basic and intermediate skills in designing and developing projects.
  - Training and technical assistance for local microenterprise programs.
  - Training on establishing and operating Individual Development Accounts (IDAs).
  - Training for developing and implementing Community Economic Development (CED) strategies.
  - Training and technical assistance for downtown development programs.
  - Training and technical assistance for supportive housing programs.
  - Training and technical assistance on housing development in Ohio's Appalachian area.
  - Training to develop capacity to implement housing development projects.
  - Continue to provide training on the National Main Street approach for extended technical assistance to the Ohio Main Street Communities.
  - Continue to provide technical assistance to grantees and applicants for the OCD Comprehensive Downtown Revitalization Program through Downtown Assessment Resource Team (DART) visits and community visits as requested.
  - Heritage Ohio will conduct workshops and an Annual Conference.
  - COHHIO will continue to assist with implementing and evaluating the HCRP Program

- COHHIO will conduct workshops and trainings to increase administrative capacity of agencies that provide assistance to the homeless and near homeless.
- 6) OCD will continue to develop its Technical Assistance website to include reference and resource material related to program implementation management, and compliance.
  - 7) OCD will conduct environmental review training.
  - 8) OCD will develop a revised training for persons who are new to implementing CDBG, HOME, and supportive housing programs.
  - 9) OCD will conduct training on technical issues related to construction, national objectives, procurement, construction management, planning and innovative project designs.
  - 10) OCD will continue to work with Ohio Conference of Community Development, Inc. to provide training recommended by its membership.

### **Addressing the Needs of Public Housing**

The state of Ohio nor any of its agencies are designated as a public housing authority nor do they administer public housing units. These functions are performed by local public housing authorities within the state. Insofar as the state can determine and as indicated on HUD's website, there are currently no troubled housing authorities in the state of Ohio. The continued reductions in HUD funding to the state make it increasingly difficult for the state to continue to implement programs that assist local communities and persons, notwithstanding providing assistance to troubled public housing authorities. The state does not administer public housing units or oversee housing authorities, but as the civil rights compliance regulations are the same as the OCD housing program regulations, OCD is able to provide direct technical assistance to these agencies upon request. It is not clear what resources the state could provide to assist a troubled public housing authority, especially prior to an agency being designated as such. Certainly, should a PHA be designated as "troubled", the state would attempt to provide support to the agency, most likely using available funds from the 2 percent technical assistance CDBG funds to provide third party, perhaps peer-to-peer, mentoring or technical assistance.

### **Actions Planned to Enhance Coordination between Public and Private Housing and Social Service Agencies**

The programs and activities that will be carried out by OCD staff over the next year will involve coordination with several agencies and organizations, many of which are identified below, along with a description of the type of coordination that will take place.

#### **Planned Interagency Coordination for PY 2018**

**Balance of State Continuum of Care Committee:** Statewide homeless policies and services will be coordinated through the committee. The committee will assist in preparing the Ohio Balance of State Continuum of Care application to HUD.

**Heritage Ohio, Inc. (HOI):** OCD staff will attend the HOI meetings to exchange information to help facilitate implementing OCD's Downtown Revitalization Grants Program. HOI is a recipient of a Training and Technical Assistance grant, and works with OCD to provide assistance to small communities interested in downtown revitalization activities.

**Ohio Department of Mental Health and Addiction Services (ODMHAS):** Representatives from ODMHAS will participate in planning and reviewing the Homeless Crisis Response Program, Supportive Housing Program and balance of state Continuum of Care applications. ODMHAS will also assist in marketing and providing technical assistance to any OCD/ ODMHAS-affiliated organization interested in applying for OHTF Housing Assistance Grant Program funds.

. Representatives also advise OHFA on providing rental housing and necessary services for its population.

**Ohio Association of Community Action Agencies (OACAA):** OCD will continue to work with OACAA and its member agencies, especially by drawing upon the expertise and knowledge of CAA staff to administer and implement programs funded through OCD.

**Ohio Access:** OCD will continue to work with the Ohio Access Task Force to implement its vision statement of developing state agencies policies to promote Ohio's seniors and people with disabilities live with dignity in settings they prefer, maximize their employment, self-care, interpersonal relationships and community participation and government programs that honor and support the role of families and friends who provide care.

**Ohio Conference of Community Development (OCCD):** OCD and OCCD co-sponsor conferences to benefit all Ohio communities. OCCD's State Program Committee reviews OCD programs and policies, and the State Program Training Committee coordinates training issues and activities with OCD.

**Ohio Department of Health (ODH):** OCD will coordinate its lead-based paint activities with staff of ODH, which will include training, housing and policy development. OCD will also coordinate with ODH on developing and implementing a statewide Healthy Home/Housing plan.

**Community Development Finance Fund (CDFF):** OCD will coordinate efforts with the CDFF to provide both pre-development and project financing to nonprofit organizations.

**Ohio CDC Association:** OCD will coordinate efforts with the CDC Association on the microenterprise program, nonprofit housing and other related activities. OHFA works with the CDC Association on operating support for CHDOs and funding awards through HDAP.

**Coalition on Homelessness and Housing in Ohio (COHHIO):** OCD staff will coordinate efforts with COHHIO relative to training, programs and activities relative to homelessness and housing. COHHIO will participate in preparing the state's Continuum of Care application. A representative of COHHIO also serves on the OHFA housing credit advisory committee.

**Interagency Acquisition and Relocation Task Force:** OCD staff will serve on this task force to address uniformity issues related to acquisition and relocation procedures and policies.

**Ohio Civil Rights Commission (OCRC):** OCD's fair housing coordinator will work with staff of the Ohio Civil Rights Commission to address issues of mutual concern relative to civil rights and fair housing.

**Ohio Historic Preservation Office (OHPO):** OCD staff will coordinate with OHPO staff in addressing historic preservation issues that arise relative to housing, economic and community development projects, as well as providing training on preservation issues and procedures.

**Homeless Management Information System (HMIS):** OCD will work with providers and COHHIO on effectively implementing the balance of state's HMIS. The major focus will be on increasing participants' data quality and developing a better reporting capacity.

**Ohio Capital Corporation for Housing (OCCH):** OCD staff will coordinate with OCCH to market and provide a series of housing development trainings throughout the state. OHFA works with OCCH regarding developing the housing credit program.

**Corporation for Ohio Appalachian Development (COAD):** OCD will coordinate with COAD to provide training on lead-safe housing rehabilitation procedures to reduce lead hazards existing in low- and moderate-income housing stock.

**Interagency Council on Homelessness and Affordable Housing (ICHAH):** OCD will coordinate with the ICAH to develop appropriate housing strategies for homeless persons and families.

**ACTION Ohio:** OCD staff serves on the board of this statewide coalition against domestic violence, advocating for victims, survivors and their families.

**Ohio Statewide Independent Living Council (SILC):** OCD staff will work with SILC to promote equal access and full inclusion and integration of individuals with disabilities into the mainstream society.

### **Housing Production Goals for 2018**

The following two tables indicate the estimated housing production goals for 2018. Table 5 indicates the number of housing units or households that will receive assistance during the upcoming year, and Table 6 indicates HOPWA production goals. These figures are based on historical production; actual outcomes may vary. The goals for providing permanent housing for homeless persons and families are integrated into the Continuum of Care actions steps from pages 91-96.

**Table 5: Housing Goals for 2018**

<b>One Year Goal for the Number of Households to be Supported</b>	<b>Annual Estimated Production</b>
Homeless	300
Non-Homeless	1,355
Special Needs	150
<b>Total=</b>	<b>1,805</b>
<b>One Year Goal for the Number of Household Housing Units Supported</b>	<b>Annual Estimated Production</b>
Renter Assistance	500
Production of New Units	200
Rehab of Existing Units	1,175
Acquisition of Existing Units	
<b>Totals=</b>	<b>1,875</b>

**Table 6: HOPWA Production Goals for 2018**

<b>Category</b>	<b>Annual Goals</b>
Short term rent, mortgage and utility assistance payments	800
Tenant Based Rental Assistance	10
Units provided in transitional housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
<b>Total =</b>	<b>810</b>

### **Annual Goals and Objectives**

The following Annual Goals and Objectives were developed as part of the PY 2015 – 2019 Consolidated Plan submitted to HUD in IDIS. Though a great deal of “output” measurement data (number of units, linear feet, etc.) is reported to HUD annually, HUD is looking for “outcome” data that shows how HUD programs impact communities. Recently, HUD developed, as part of the eCon Planning Suite, a prescribed method to report accomplishments based on funding sources to meet the five-year strategic goals. The Annual Goals and Objectives are selected from a limited number of Goal Outcomes Indicators and Units of Measurements, thus the measurements that are currently reported differ from the previously reported performance measures in that they are not as specific. The following are the Annual Goals and Objectives for PY 2018:



**Housing Preservation and Accessibility Goal**

To provide funding for a flexible, community-wide approach to preserving and making accessible affordable owner and rental housing for low- and moderate-income (LMI) households by bringing the housing unit up to program standards and codes, eliminating hazards and deficiencies in major systems and reducing maintenance cost.

Goal Outcome Indicator	Unit of Measurement	Quantity
Rental units Rehabilitated	Household Housing Unit	175
Homeowner Housing Rehabilitated	Household Housing Unit	1,000

**Creating New Affordable Housing Opportunities Goal**

To provide funding for a flexible, community-wide approach to creating new affordable housing opportunities for low- and moderate-income (LMI) persons.

Goal Outcome Indicator	Unit of Measurement	Quantity
Rental Units Constructed	Household Housing Unit	200
Homeowner Housing Added	Household Housing Unit	30

**Supportive Housing and Fair Housing**

Provide supportive housing services to assist lower-income households with acquiring or maintaining housing, which can include down payment assistance, fair housing activity with CDBG funds or tenant based rental assistance using HOME funds. Additional supportive housing activities can include activities funded through the New Horizons Fair Housing Assistance Program that allows for the funding of activities that affirmatively further fair housing using CDBG funds.

Goal Outcome Indicator	Unit of Measurement	Quantity
Direct Financial Assistance to Homebuyers	Households Assisted	100
Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200

**Homelessness and Supportive Housing Goal**

To provide a continuum of housing/services to prevent persons from becoming homeless and rapidly re-housing persons when homelessness does occur by: providing homelessness prevention services and assistance; moving persons from homelessness to permanent housing by providing housing placement, emergency shelter, rapid re-housing and project-based transitional housing and providing long-term permanent supportive housing to homeless persons with disabilities. The estimated total number of outcomes for the PY 2018 CAPER will include households and persons assisted with ESG funds.

Goal Outcome Indicator	Unit of Measurement	Quantity
Tenant-based rental assistance / Rapid Rehousing	Households Assisted	600
Homeless Person Overnight Shelter	Persons Assisted	18,000
Homelessness Prevention	Persons Assisted	1,000

**HOPWA Goal**

The HOPWA Program provides annual information on program accomplishments in meeting the program's performance outcome measures: maintain housing stability; improve access to care and reduce the risk of homelessness for low-income persons and their families living with HIV/AIDS.

Goal Outcome Indicator	Unit of Measurement	Quantity
Tenant-based rental assistance / Rapid Rehousing	Households Assisted	800

**Community Development Infrastructure/Facilities Goal**

Improve the public facilities and infrastructure in lower-income areas through LMI area-wide benefit activities, in Slum and Blight areas or on a spot Slum and Blight basis.

Goal Outcome Indicator	Unit of Measurement	Quantity
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	650,000
Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	100
Facade treatment/business building rehabilitation	Business	150
Buildings Demolished	Buildings	20

#### **Community Development Public Services Goal**

Provide direct assistance to LMI persons, such as housing assistance, or needed services currently unavailable in the community.

Goal Outcome Indicator	Unit of Measurement	Quantity
Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125,000

#### **Community Development Health and Safety Goal**

Address LMI persons' basic health and safety needs by providing households with potable water and/or sanitary sewage systems that meet state and federal standards, improved fire protection due to equipment and facilities acquired or improved with community development assistance and addressing imminent or immediate threats caused by natural disasters or other causes.

Goal Outcome Indicator	Unit of Measurement	Quantity
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15,000

#### **Economic Development Goal**

The principal goal is to create and retain permanent, private-sector job opportunities, principally for low- and moderate-income persons, through expanding and retaining business and industry in Ohio communities. The Microenterprise Program is funded with OHTF funds.

Goal Outcome Indicator	Unit of Measurement	Quantity
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1,000
Jobs created/retained	Jobs	200
Businesses assisted	Businesses Assisted	7

#### **Monitoring**

OCD conducts monitoring visits at least once prior to grant close out. Also, both OCD and OHFA staff provide technical assistance to CHIP and HDAP grantees, either via telephone, meetings at the state offices, or, if warranted, via site visits. Most post-award, on-site technical assistance is provided to CHIP grantees, whose programs sometimes involve activities that are new to the local program or involve new local staff. HDAP grants are for projects, rather than programs, and are typically implemented by agencies that have considerable housing development experience. Thus, there is not a significant need for on-site, post-award technical assistance in most HDAP projects. The Community Investments Section also meet with CDBG Allocation grantees before application submission to ensure eligibility and national objective compliance.

Generally, staff conducts a minimum of 30 monitoring/technical assistance visits during the program year (July 1 – June 30). Also, on a calendar year basis, ODSA's Office of Audit conducts financial audits of selected grant recipients. OCD provides the Office of Audit with a selected list determined by each section supervisor based on grant size, grant and program complexity. The Office of Audit adds several recipients based on random selection of receipts and grant disbursements.

## **Monitoring Procedures**

Monitoring visits examine some selected activities to determine that:

- 1) Activities meet OCD, state and/or HUD requirements.
- 2) Communities are timely and responsibly managing projects.
- 3) Communities are implementing activities outlined in the application and grant agreement.

The visit is not intended to be a comprehensive, in-depth audit of all activities and programs undertaken by the grantee, nor do staff resources permit such an approach. Site visits are selected based on empirical evidence reviewed by management and community development/housing specialists regarding grantees' expertise, program complexity or number of grants operated by a particular recipient. The staff will monitor certain programmatic areas based on previous findings in that specific area or if the particular programmatic function has not been monitored in the past few years.

If the initial review by an OCD staff member uncovers specific problem areas, a program specialist (financial, procurement, acquisition/relocation, etc.) will be sent to conduct a detailed review of a particular program area.

After a monitoring visit, the staff person must conduct an exit conference with the grantee to review the monitoring results and describe any deficiencies found during the monitoring visit. Within 45 days following a monitoring visit, the staff person prepares a monitoring report that the section supervisor reviews. All monitoring tools and work papers must be placed in the Central File. Grantees have 30 days to respond to the monitoring report, and are required to respond if the staff person lists a "finding" in the report.

A computerized monitoring tracking system enables OCD staff to quickly determine problem areas and/or grantees that need monitoring as well as tracking to ensure that all grants are monitored prior to close out.

## **Monitoring Standards**

There are two types of determinations that can be made because of a monitoring visit:

A "Finding" is a deficiency that is a direct law/regulation or grant agreement violation (which incorporates the application documents and attendant commitments). It also is insufficient documentation that substantiates the grantee followed grant or statutory requirements. All findings require the grantee to respond to and rectify the cited deficiency.

An "Advisory Concern" is not a violation, but any deficiency that may eventually lead to a violation and "finding". It is the OCD staff person's responsibility to track the outstanding findings and advisory concerns. If the grantee has not responded within the appropriate time, staff must contact the grantee in writing with follow-up letters until all issues are resolved. Once all issues are resolved, OCD will send the grantee a written release.

## Program-Specific Requirements

### HOME Program Homeownership Assistance - Resale/Recapture

Some of the HOME assistance may be provided through homeownership assistance. To ensure affordability, the HOME program requires an affordability period based on the amount of HOME assistance. Under resale and recapture provisions, the family must own and continue to occupy the home as its principal residence throughout the affordability period. Grantees must enforce the resale or recapture requirement if the property is sold or title is transferred.

Failure to comply with the resale or recapture requirements means that 1) the original HOME-assisted homebuyer no longer occupies the unit as his or her principal residence (i.e., unit is rented or vacant), or 2) the home was sold during the affordability period and the applicable resale or recapture provisions were not enforced. In cases of noncompliance under either resale or recapture provisions, the Grantee must repay to the State of Ohio for remittance to the HOME Investment Trust Fund in accordance with §92.503(b), any *outstanding HOME funds* invested in the housing. The amount subject to repayment is the total amount of HOME funds invested in the housing (i.e., any HOME development subsidy to the developer plus any HOME down-payment or other assistance (e.g., closing costs) provided to the homebuyer) minus any HOME funds already repaid (i.e., payment of principal on a HOME loan). Any interest paid on the loan is considered program income and cannot be counted against the outstanding HOME investment amount. *Note that noncompliance with principal residency requirements by a homebuyer under a recapture provision is not a transfer. Consequently, the amount the Grantee must repay is not subject to prorated or other reductions included in its recapture provisions.*

The Grantee must repay the HOME investment in accordance with §92.503(b)(3) whether it is able to recover any portion of the HOME investment from the noncompliant homebuyer. Therefore, it is crucial for the Grantee to have enforcement mechanisms in its written agreements with homebuyers to protect its investment and minimize its risk in HOME-assisted homebuyer projects in the event the homebuyer is in noncompliance. There are two options regarding controlling reselling homebuyer properties during the affordability period. Option 1, recapture, must be used in all cases, except for projects completed by Habitat for Humanity. Projects completed by Habitat for Humanity must use Option 2, resale. The specific requirements for Option 1 and Option 2 are as follows:

#### Option 1 – Create another Unit by “Recapturing” the HOME Investment

- Under a recapture provision, the homebuyer may sell the unit at any time during the affordability period, at any price the market will bear, to any buyer, and all or a portion of the direct HOME subsidy will be recaptured upon transfer of the unit as described below.
- Recapture provisions will be based on the Reduction During Affordability Period model. Recapture provisions allow the grantee to reduce the amount of direct HOME subsidy to be recaptured on a pro-rata basis for the time the homebuyer has owned and occupied the housing, measured against the required affordability period. The amount subject to recapture will decline in equal increments, on an annual basis over the affordability period term or until the assisted housing is sold or otherwise transferred. The resulting ratio would be used to determine how much of the direct HOME subsidy the grantee would recapture. The pro rata amount recaptured by the grantee cannot exceed what is available from net proceeds. Net proceeds are defined as the sales price minus the superior loan repayment, other than HOME funds, and any closing costs.
- Recaptured HOME assistance must be used to assist other low-income HOME beneficiaries.
- HOME funds subject to recapture include any direct assistance to the homebuyer that reduced the purchase price from fair market value to an affordable price or any down payment or subordinate financing provided on behalf of the purchase, but excludes the amount between unit production cost and the property's market value (i.e. development subsidy). There must be an amount subject to recapture for a recapture provision to be used; otherwise, resale will apply.

## Option 2 – Sell the Existing Property to a Subsequent Low-Income (80% of AMI) Purchaser

- Resale requirements must ensure that the home will be sold to a low-income family and the property will continue to be used as a principal residence for the remainder of the affordability period.
- For the housing to remain affordable, the subsequent purchaser's monthly payments of principal, interest, taxes and insurance cannot exceed 30 percent of the gross income for a family with an income between 30 and 80 percent of median income for the area.
- Deed restrictions or other similar mechanisms must be used to guarantee the resale restrictions, 24 CFR 92.254.
- Resale provisions – In the event of foreclosure, the subsequent low-income owner will inherit the remainder of the affordability period. If not purchased by a low-income owner, the project will be considered non-compliant, and the Grantee must repay any *outstanding HOME funds* invested in the project for subsequent repayment to the HOME Investment Trust Fund.
- Under the resale option, the affordability period is based on the total amount of HOME funds invested in the housing, including any development subsidy.
- Under the resale option, grantees must ensure that, if the property is sold during the affordability period, the price at resale provides the original HOME-assisted homebuyer a fair return on investment. Grantees shall determine the fair return on investment by using the following calculation:
- The original homebuyer's initial investment (i.e., any down payment), plus any investment in capital improvements made by the original homebuyer that may add value to the property. This total shall then be multiplied by the percentage change in the Consumer Price Index (CPI) over the period of ownership to determine a fair rate of return for the original buyer. This fair rate of return is then added to the owner's initial investment and any applicable investment in capital improvements. The total amount shall be considered as the homebuyer's fair return on investment.

Note: Capital improvements are defined as improvements made to the home that are outside of general maintenance items. Actual costs of capital improvements must be documented by the original homeowner's receipts for materials and labor. If the resale price necessary to provide fair return is not affordable to the subsequent buyer, additional HOME funds may be invested in the project. The investment of additional HOME funds will require that a new affordability period be established.

The affordability period is based on the amount of HOME funds provided as direct assistance for the recapture option or total amount of HOME funds for resale option. The following table must be used for determining the affordability period for homeownership activities:

Assistance per Unit or Buyer	Length of the Affordability Period
\$1,000* - \$14,999	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years

## Affirmative Marketing Policy

State recipients and sub-recipients receiving HOME funds shall adopt policies and procedures that inform the public, potential tenants and property owners of its Affirmative Marketing Policy. At a minimum, a state recipient's Affirmative Marketing Policy must commit to include the Equal Housing Opportunity logotype in press releases and solicitations for participation in the HOME Program. The state recipient will also have a policy for referring questions and complaints to an agency or organization that can provide advice on federal

housing laws. At least once annually, state recipients will conduct a public outreach effort that will make information available to the public on rental units that have received HOME assistance. Minimally, this information will include the unit addresses, unit types and the owner's address and phone number.

At a minimum, the Affirmative Marketing Policy will require that project owners of five or more units receiving HOME assistance will comply with the following requirements:

- 1) After receiving HOME assistance and throughout the affordability period, the owner shall annually provide information on HOME-assisted units to an agency that serves LMI persons.
- 2) If any units are publicly advertised during the affordability period, the Equal Opportunity Housing logo must accompany the advertisement.
- 3) The owner must display the Equal Housing Opportunity logo and fair housing poster in a publicly accessible area (e.g., the rental office).
- 4) The owner will maintain information on tenants' race, sex and ethnicity to demonstrate the owner's affirmative marketing efforts results.
- 5) The owner will, for the affordability period, maintain information demonstrating compliance with sections 1, 2 and 4 above, and will make such information available to the state recipient, sub-recipient or the state of Ohio upon request.

Each recipient or sub-recipient shall maintain records indicating compliance with the above policies, including:

- 1) Records documenting the recipient's annual outreach efforts to Affirmatively Market HOME-assisted units. The state (or state recipients in decentralized programs) will conduct an annual evaluation of the effectiveness of these efforts. Minimally, this evaluation shall include a discussion with the organizations or agencies identified in section 1 above as to the number of referrals made based on the information provided by the HOME-assisted units' owners.

The evaluation may also include a review of the information maintained pursuant to section 4 above to review the tenant population characteristics for specific projects.

- 2) HOME-assisted unit owners monitoring records (to be maintained by the recipient or sub-recipient) that indicate the extent to which the owner has complied with sections 1, 2, 3, 4 and 5 above, and remedies to resolve non-compliance.

## **Policies of the Office of Community Development**

### **City Status**

For purposes of the federal programs administered under this Consolidated Plan, municipalities that attain city status must provide city designation evidence from the Ohio Secretary of State by January 1<sup>st</sup> of the year of the effective date of the Consolidated Plan.

### **CDBG**

#### **Program Income**

Under Section 104(j) of the Housing and Community Development Act of 1974, as amended, states are authorized to distribute program income when such income has been returned from local communities.

Ohio State CDBG Program guidelines are such that most program income derived from administering local grantee funds stays at the community level. Local grantees must expend their program income according to Policy Notice 15-04, Program Income (<http://bit.ly/OCD1504>). Any program income returned to the state, due to the community's unsatisfactory compliance with statutory and regulatory requirements, will be distributed to eligible CDBG programs at OCD's discretion, based on program need and timeliness requirements.

If a local grantee community lacks the capacity to administer program income, any income that the community receives as result of a grant activity (and which is governed by HUD or federal program income regulations) must be returned to the state.

Program income may be retained by the unit of general local government if the program income will be used to continue the activity from which the program income was derived. The state will determine when an activity will be continued. Funds expended in a different manner must receive prior state approval.

Smaller units of government that do not have an ongoing grant relationship with OCD, or an existing Economic Development Revolving Loan Fund, will be required to arrange Revolving Loan Fund agreements with the county in which the community is located.

#### **Recaptured Funds**

Based on past experience, the state expects to recapture CDBG funds from local grantees for the following reasons: (1) questioned costs; (2) unallowable costs; (3) unspent funds, or funds not drawn down by local grantees after local program completion and (4) funding commitments for local projects that do not begin within allowable time periods.

At OCD's discretion, recaptured funds will be transferred to the appropriate program and distributed to meet timeliness requirements.

#### **Program Set-Aside Fund Balance**

Unless otherwise provided in the state Consolidated Plan and at OCD's discretion, program set-aside funds remaining at the end of the Program Year will be transferred to the appropriate program to meet timeliness requirements.

#### **HOME Program Income**

OCD will allow local governments to maintain and expend HOME program income on OCD-approved, HOME-eligible activities. However, program income funds must be expended before a grantee may receive additional HOME dollars to expend on a similar activity.

In addition, OCD will allow grantees to expend up to 10 percent of HOME program income expected to be received in a calendar year for administrative expenses directly related to managing those funds. Grantees are required to report to OCD on program income annually.

OCD requires communities that administer CDBG or HOME program income through a local Revolving Loan Fund (RLF) to submit their RLF Administration Agreements to OCD every three years for review and approval.

### **Reallocated Funds**

The state does not expect to receive any reallocated funds HUD recaptured from Small Cities grantees during the upcoming year.

### **Undistributed Funds**

If it appears likely that funds allocated to the state's programs will not be distributed within the allotted timeframe for the program, the state reserves the right to transfer all programs' undistributed balance to other programs that need additional funding. At OCD's discretion, funds set aside for the Economic Development Program that are not substantially committed to specific projects by April 30<sup>th</sup>, will be transferred to the appropriate program to meet timeliness requirements. Funds allocated for the Residential Public Infrastructure Grant Program that are not committed to specific projects by May 31<sup>st</sup> will be transferred to the Community Development Program. Undistributed CHDO Operating Grant Program funds will be transferred to the CHIP Program.

### **Use of Funds for Technical Assistance**

The state reserves its right to use up to 1 percent of each annual allocation it receives from HUD to provide technical assistance to local units of government and other entities and individuals eligible for assistance under the State CDBG Program.

### **Waiver of Plan Requirements**

Should two units of local government be unable to establish or maintain a mutually satisfactory working relationship regarding administering the CDBG Allocation or Economic Development Programs, one or both units of government may request that OCD waive the requirements of the applicable portion of the state plan. The unit of local government requesting a waiver shall present, in writing, documented attempts to comply with the administration plan, the reasons why compliance is not possible and submit to OCD a waiver request signed by the chief local elected official. Only cities designated as "Acquired Cities" are eligible for a waiver under the Allocation Program.

Upon receipt of a written waiver request, OCD shall take the following steps:

- 1) Investigate the issues;
- 2) Hold at least one meeting with representatives of both units of local government to try to resolve the issues; and
- 3) Make a determination within 15 working days from the receipt of a written waiver request.

A waiver shall be granted only if:

- 1) OCD is satisfied that all reasonable attempts have been made to comply with the plan's requirements;
- 2) OCD determines that some unusual or unique circumstances exist that prevents the grantees from meeting the CDBG administration plan requirements; and
- 3) Granting a waiver would best achieve the plan's objective.

Should the units of government not agree with OCD's determination, they may request, in writing, that the Chief of the Community Services Division review the waiver request and make a decision within 10 working days.



## **Amendment Policy**

The OCD Amendment Policy is available in Policy Notice 17-01, Grant Operations and Financial Management Policy. Program specific details on the amendment policy are available in the program sections of this Annual Action Plan.

## **Community-Based Alternatives for Individuals with Disabilities**

In *Olmstead v. L.C.*, 527 U.S. 581 (1999) (the "Olmstead decision"), the Supreme Court construed Title II of the ADA to require qualified individuals with mental disabilities be placed in community settings, rather than in institutions, whenever treatment professionals determine that such placement is appropriate, and the affected persons do not oppose such placement, considering the resources available and the needs of others with disabilities. The state will support localities' efforts to help people who are institutionalized to have the opportunity to live close to their families and friends, to live more independently, to engage in productive employment and to participate in community life.

The state will support strategies and policies that foster independence and participation in the community for all individuals with disabilities who are served by programs and activities assisted with funding distributed through the Ohio Consolidated Plan.

The state will not support disability-based discrimination in services, programs, or activities. However, the state will allow grantees to assist housing and provide programs and services that benefit specific disability subgroups when it is documented that there is an unmet need for the housing, services or programs.

## **Preferences for Persons with Disabilities**

The state permits grantees to develop client selection criteria that serve the entire community, but gives a preference to persons with a special need(s).

Special needs preferences may target a specific category of individuals with disabilities (e.g., persons with HIV/AIDS or chronic mental illness) if the specific category is identified in the Consolidated and Local Plans as having unmet housing needs and the preference is required to narrow the gap in benefits and services received by such persons. However, if a grantee prefers persons within a class or category of disability (such as persons with HIV/AIDS or chronic mental illness), the grantee cannot discriminate against persons who fall within that class based on the presence of other disabilities. The local written selection criteria must explain what the preferences are and how the preferences will be implemented.

All programs and activities are subject to the applicable fair housing requirements, and preferences must be administered in a nondiscriminatory manner. This means that if a special needs preference is established, grantees or sub-recipients must affirmatively market activity availability across all protected classes within the preference.

When a grantee chooses to serve a particular group of persons with a specialized housing activity or program, the grantee cannot then restrict access to its other activities for the identified group. For example, a grantee may not determine that since it will provide a preference to persons with special needs under its TBRA program, it will therefore limit participation by those special needs persons in its homeownership or other affordable housing programs or forms of assistance.

When combining programs, grantees must keep in mind that the rules and regulations of all programs must be met.

## **Minority and Women's Business Outreach**

OCD requires that recipients or sub-recipients of state-administered HUD assistance take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5), above.

ODSA provides several assistance programs for minority-owned businesses. ODSA houses the Minority Development Financing Advisory Board, which reviews and makes recommendations on loans and surety bond requests. In addition, ODSA's Minority Business Development Division supports the growth and sustainability of small, minority, and disadvantaged businesses in Ohio through Minority Business Assistance Centers (MBAC). The Division works with entrepreneurs and emerging business enterprises to help them achieve scale and market success. The goal is to help small, minority, and disadvantaged businesses contribute to job creation and economic growth in Ohio.

The seven MBACs serve clients in areas with the highest minority population concentrations including Akron, Cincinnati, Cleveland, Columbus, Dayton, Toledo and Youngstown. Professional MBAC staff work with owners of existing businesses, start-ups, certified Minority Business Enterprises (MBEs), certified Encouraging Diversity Growth and Equity (EDGE) and socially and economically disadvantaged businesses. Services provided to minority-owned businesses include accounting assistance, business management counseling, completing federal, state, and local certification applications, contract procurement assistance, estimating/bidding assistance, identifying local resources, loan packaging assistance, marketing plan development, and referrals to financial assistance programs.

The MBE programs provided through ODSA conduct their own outreach and marketing efforts, and will provide these resources to businesses interested in participating in the CDBG or HOME programs.

## **Local Government Certifications**

Title I, Section 106, of the Housing and Community Development Act of 1974, as amended, requires that no amount may be distributed by the state under the CDBG program to any unit of general local government in a non-entitlement area unless such unit of general local government certifies that:

- 1) It will minimize displacement of persons because of activities assisted with such amounts;
- 2) Its program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Fair Housing Act (42 USC 3601-20), and that it will affirmatively further fair housing;
- 3) It is following a detailed citizen participation plan which:
  - (a) provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blight areas and of areas in which section 106 funds are proposed to be used, and in the case of a grantee described in

section 106(a), provides for residents in low- and moderate-income neighborhoods' participation as defined by the local jurisdiction;

- (b) provides citizens with reasonable and timely access to local meetings, information and records relating to the grantee's proposed use of funds, as required by Secretary's regulations, and relating to the actual funds under this title;
  - (c) provides for technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
  - (d) provides for public hearings to obtain citizen views and respond to proposals and questions at all stages of the community development program, including at least developing needs, reviewing proposed activities, and reviewing program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the disabled;
  - (e) provides for a timely written answer within 15 working days, where practicable, to written complaints and grievances; and
  - (f) identifies how non-English speaking residents' needs will be met in at public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. This paragraph may not be construed to restrict the grantee's responsibility or authority for developing and executing its community development program.
- 4) It will not attempt to recover any public improvement capital costs assisted in whole or in part under Section 106 or with amounts resulting from a guarantee under Section 108 by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from resources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low- and moderate-income, the grantee certified to the state it lacks sufficient funds received under Section 106 to comply with the requirements of clause (i);
- 5) To receive Title I funds, it will adopt and enforce a policy prohibiting using excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction; and
- 6) The chief executive officer of the unit of general local government certifies, to the best of his or her knowledge and belief, that:
- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal Contract, the making of any federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant loan or cooperative agreement;
  - (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress relating to this federal contract, grant, loan or cooperative agreement, the undersigned shall

complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly; and,
- (d) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submitting this certification is a prerequisite for making or entering into this transaction imposed by Title 31, United States Code, Section 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The program certifications, which are listed above, will be contained in the grant agreement between the state and units of general local government receiving CDBG funds. At the time of grant agreement execution, grantees are also required to sign these certifications and to ensure that the requirements are met during the implementation of the grantees' program activities.

Title I of the Housing and Community Development Act of 1974, as referenced at 24 CFR 570.487(b), requires each unit of general local government that participates in the CDBG Program to certify that it will affirmatively further fair housing. The certification is included in each grant agreement with the state. Similar fair housing strategies are required if the unit of general local government participates in the HOME Investment Partnerships Program (24 CFR 92.350 and 351).

Units of general local government that receive CDBG or HOME funds are required to develop and conduct activities to promote nondiscrimination in public and private housing transactions.

To comply with the certification:

- 1) Standard Fair Housing Program Requirements for Local Government CDBG and HOME Recipients**
  - (a) Conduct or update an analysis of impediments to fair housing choice (AI). The AI should identify policies, actions, omissions, or decisions that restrict housing choice based on race, color, religion, sex, national origin, disability, familial status, ancestry and military status. The AI should describe impediments to fair housing choice and include, at a minimum, jurisdictional background data and maps, a summary of fair housing complaints within the jurisdiction, and a plan of action – with a timetable – to address identified impediments. The AI must be updated annually. If an applicant jurisdiction is not covered by an existing, OCD-approved AI, the unit of general local government must submit an AI within three months of a CDBG- or HOME-funded award.
  - (b) Appoint a local fair housing coordinator who is an employee of the unit of general local government and will generally be accessible Monday through Friday. A qualified consultant or local agency may serve as the local fair housing coordinator, upon OCD's written approval. The local fair housing coordinator's name, address and phone number must appear in all fair housing materials and on the grantee's official website.
  - (c) Establish and implement a process to receive fair housing complaints and refer cases to the Ohio Civil Rights Commission, which is charged with investigation and enforcement. Records

must describe the type of referral, copies of Housing Discrimination Complaint records (HUD-903 or equivalent), referral date and any follow-up action.

- (d) Design a fair housing training program that includes presentations to:
- (i) Residents of areas in which CDBG or HOME activities are being undertaken, or to special populations affected by the activities;
  - (ii) A minimum of three civic groups, organizations, or schools (per calendar year during the grant period);
  - (iii) Participants in homebuyer education programs associated with Homeownership Assistance activities; and
  - (iv) Property owners who participate in rental repair/rehabilitation projects.

Records for each training session must contain an agenda, sign-in sheet, minutes and a description of the audience.

- (e) Develop and distribute fair housing information and materials (e.g. posters, pamphlets, brochures or other informational materials) to a minimum of 10 area agencies, organizations, or public events (e.g. county fair, post office, employment services office, etc.) quarterly throughout the grant period. A Community Development Allocation recipient that also receives a Community Housing Impact and Preservation (CHIP) Program award must include five additional area agencies, organizations or public events in its distribution strategy. The local fair housing coordinator's telephone number (including a telephone number for the hearing impaired) must be included on all outreach materials. Records regarding the outreach strategy must include distribution locations, dates and a description of the type and quantity of distributed materials. If a unit of general local government undertakes residential rehabilitation/repair, residential new construction, tenant-based rental assistance or down payment assistance, it must provide fair housing information to each program applicant.

Units of general local government must submit Standard Fair Housing Program proposals to OCD for review and approval. Following OCD approval of a Standard Fair Housing Program plan, grantees must submit any proposed modifications to OCD for review.

- 2) Units of general local government undertaking CDBG- or HOME-assisted multifamily rehabilitation projects containing five or more units must adopt affirmative marketing procedures and submit an Affirmative Fair Housing Marketing Plan (AFHMP) to OCD for review.
- 3) Units of general local government may undertake additional actions to affirmatively further fair housing beyond those required to meet the certification. Possible additional, voluntary actions include, but are not limited to:
- (a) Adopt a local fair housing ordinance or resolution. The resolution or ordinance must include coverage for all protected classes listed in the Fair Housing Act and Ohio fair housing law: race, color, religion, sex, national origin, disability, familial status, ancestry, and military status.
  - (b) Provide housing discrimination investigation services (testing).
  - (c) Review local real estate advertisements for discriminatory language. Provide local publishers, real estate firms and banks with fair housing advertising guidelines.
  - (d) Sponsor community fair housing awareness events, such as poster, speech and writing contests.
  - (e) Develop lists of both public and private housing accessible to persons with disabilities.
  - (f) Review local zoning laws and procedures to determine whether they contribute to or detract from fair housing choice.

#### **Grantee Assurances to the State**

The Grantee through grant agreement execution will provide assurance and certify that they will follow all applicable federal regulations as required by the federal funding sources.

**PY 2019 Citizen Participation Plan (24 CFR Part 91.115)**

**(a)1. Applicability and Adoption of the Citizen Participation Plan**

The Ohio Development Services Agency (ODSA) Community Development Division's Office of Community Development (OCD) is the state agency responsible for administering all the programs funded through the U.S Department of Housing and Urban Development (HUD), including the:

Community Development Block Grant (CDBG) Program  
HOME Investment Partnerships (HOME) Program  
Emergency Solutions Grant (ESG) Program  
Housing Opportunities for Persons with AIDS (HOPWA) Program  
National Housing Trust Fund (NHTF)

These four programs and NHTF are required to be covered by a Consolidated Plan (including an Annual Action Plan and a five-year Strategic Plan), and the Citizen Participation requirements described at 24 CFR 91.115. This description of the state's Citizen Participation Plan for Program Year 2019, which will occur from July 1, 2019 through June 30, 2020, establishes the processes and procedures OCD will follow to solicit citizen participation in the planning process. The planning process will take place prior to the PY 2019 Consolidated Plan's July 1, 2019 effective date.

**(a)2. Encouragement of Citizen Participation**

Because of Ohio's size and diversity, OCD will provide opportunities for comment on the Consolidated Plan through a variety of strategies, as follows:

1. OCD will send notice of the availability of the PY 2017 Annual Performance Report to all Allocation Program recipients, as well as PY 2019 nonprofit grantees. This document will be available online at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm) for reference in local public hearings. Local communities receiving comments will be asked to forward any comments to OCD, which will provide these comments to the advisory committee members during the planning process.
2. A notice about the draft PY 2019 Ohio Consolidated Plan and Executive Summary's availability and the notice of available auxiliary aids will be distributed to local communities and organizations for comment during the 30-day public comment period. The plan documents will be posted online at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm) with copies available upon request, as well as in the OCD office.
3. Each Allocation Program and Community Housing Impact and Preservation (CHIP) Program grant recipient is required to follow a citizen participation process that involves holding a local public hearing on funding resource availability, developing a needs statement and must develop local plans to address identified needs, as discussed in paragraph (e) below. This mechanism will provide for local citizen involvement in the state's planning process.

**(a)3. Citizen and Local Government Comment on the Citizen Participation Plan Amendments.**

The PY 2019 Citizen Participation Plan and Amendment Policy will be made available for comment by local communities and the general public. It will be distributed with the PY 2019 Consolidated Plan (see (a)(2) above) during both the public comment period and after the plan is approved.

This will allow for comment on both the draft plan document and the proposed planning process for the following year.

**(b) Development of the Consolidated Plan**

Preparing the Consolidated Plan will be the result of a process using an open consultation and citizen participation process that will involve internal work groups, external advisory committees, public hearings/meetings, notice publication online at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm), and considering written and oral comments. The overall process is described in detail below. (Note that specific dates cannot be given at this point, but will be identified prior to the public hearing and comment notification process.)

The first step in the planning process will be preparing the PY 2017 Consolidated Plan Annual Performance Report and the Performance Evaluation Report, a draft of which will be made available to the public for review and comment on September 1, 2018 with final submission to the HUD area office on or about September 26, 2018. Notification of the Annual Report's availability will be made through the Public Hearing on Needs notification.

On or about September 13, 2018, a Public Hearing on Needs Issues will be held with the location to be determined. The Public Hearing on Needs notification will be directly emailed to approximately 900 local communities, organizations and agencies throughout the state and published online at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm). The notification will also summarize the state's planning process for the Consolidated Plan, and will solicit participation in OCD's Program Advisory Committee meetings. In addition to the Needs Hearing, needs will also be considered at the Consolidated Plan Advisory Committee Meeting held on or about September 11, 2018. Comments made at the Public Hearing on Needs Issues and the Consolidated Plan Advisory Committee will be distributed to the advisory committee members for their consideration during the planning process.

Additionally, throughout the year, OCD staff will meet with the State Programs Committee of the Ohio Conference of Community Development (OCCD), which convenes quarterly to discuss topics and issues related to community development. OCCD's membership includes many local community development agencies, as well as other organizations and people involved with housing and community development. OCD staff will also meet with other government agencies and organizations during PY 2019 to discuss various issues related to the Consolidated Plan. These meetings may well result in identifying additional issues and recommendations that will also be included in the PY 2019 planning process.

For two days on or about October 17, 2018, OCD will host a series of meetings with the Program Advisory Committees. The committees will consist of no less than 10 local governments, agencies and organizations representatives who have been involved with OCD and OHFA programs. Participation in the committee meetings will be open to the public, insofar as space is available, although OCD may specifically invite organizations and agencies to attend to ensure a range of interests and perspectives is represented and participate in the process.

The Program Advisory Committee meetings will be held to discuss and receive input on how these programs are being administered at the state and local levels, how well fund expenditures are meeting local communities' identified needs, especially low- and moderate-income families and individuals, and ways to improve all program administration and service delivery areas. After reviewing past program accomplishments and current status, the advisory groups will make recommendations on PY 2019 programs, from application requirements and project review criteria, to training and technical assistance, funding levels and program guidelines and requirements. The eight Program Advisory Committees are listed in the Advisory Committee Guidelines. Minutes of the Program Advisory Committees will be posted to ODSA's website, maintained in the PY 2019 Consolidated Plan records, and copies of the minutes will be mailed to each of the respective Program Advisory Committees. Based on the Program Advisory Committees' recommendations and comments received by OCD, OCD will prepare a draft PY 2019 Consolidated Plan.

After revisions to the draft Plan are completed, it will be posted along with the Executive Summary on or about March 1, 2019, to the ODSA website at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm). Posting notification will be sent to local governments, agencies and organizations to provide them with an opportunity for review and comment. Hard copies of the plan will be provided upon request. The notification of the draft Consolidated Plan's availability will mark the beginning of the 30-day public comment period, which will end on or about

March 31, 2019. On or about March 16, 2019, approximately two weeks after the 30-day public comment period begins, OCD will hold a Public Hearing on the draft PY 2019 Ohio Consolidated Plan. Both oral and written comments will be accepted at the hearing. The public hearing location is to be determined at a later date. Notification of the Public Comment period, Public Hearing and the PY 2019 draft plan's availability will be accomplished through direct emailing to local communities and organizations, and by posting online at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm) . After the Public Hearing and the end of the comment process, OCD will consider all comments and recommendations, and make final revisions to the plan document. OCD will prepare responses to all comments submitted on the draft PY 2019 Consolidated Plan.

OCD will submit the Plan to the Governor's office for review and signature by the Governor, or a designated representative. The PY 2019 Ohio Consolidated Plan Annual Action Plan and Consolidated Plan will then be submitted via the Integrated Disbursement and Information Systems (IDIS) website to the Columbus Area Office of the U.S. Department of Housing and Urban Development (HUD) on or about May 15, 2019, for the required 45-day review period. Upon Plan approval by HUD, the final PY 2019 Ohio Consolidated Plan and the Executive Summary will be posted on the ODSA website at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm), and notification of such posting will be sent to local governments, organizations and individuals. Hard copies will be made available to the general public upon request.

#### **(c) Amendment Policy**

Minor budgetary revisions to the Consolidated Plan, which are defined as changes that do not exceed 10 percent of the original budget amount, will not constitute a substantial amendment and will be made without a public hearing or notification. However, changes to existing distribution methods or program guidelines as stated in the plan document, new program initiatives or budgetary changes more than 10 percent of the original budget amount will be considered a substantial amendment and will be required to go through a formal amendment process. OCD will hold a public hearing on such an amendment, and will provide notification of the proposed amendment at least 30 calendar days prior to the public hearing. The notice will summarize the nature of the proposed amendment, the public hearing date, time and location and procedures for submitting comments. The state may either make this notification by (1) publishing a notice in several general circulation newspapers within the state or (2) directly transmitting a notice to local governments, agencies or organizations affected by the amendment. In the event the latter method is chosen exclusively, local Allocation grantees and/or local libraries will be requested to post notice of the proposed amendment. The notice will also be posted to ODSA's website. Within five business days after the public hearing, OCD will determine whether to adopt the proposed amendment, a revised version of the amendment or reject the amendment. The determination will be posted to the ODSA website. If the amendment is adopted, the change will be incorporated into the Consolidated Plan, along with a summary of comments on the amendment and OCD's response to such comments.

#### **(d) Performance Reports**

OCD will prepare the PY 2017 Annual Performance Report and make it available for public comment and review 15 days prior to submission to HUD, which must occur no later than 90 days after the end of the state's 2017 Program Year, which will occur on June 30, 2018. The notification and hearing process is described under section (b) above.

#### **(e) Citizen Participation Requirements for Local Governments**

Units of general local government that receive CDBG funds from the state must adopt and follow a written local citizen participation plan which:

- Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which Section 106 funds are proposed to be used, and in the case of a grantee described in Section 106(a), provides for participation of residents in low-and moderate-income neighborhoods as defined by the local jurisdiction;



- Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by regulations of the Secretary, and relating to the actual funds under this title; provides citizens with reasonable and timely access to local meetings, information and records relating to the grantee's proposed use;
- Provides for technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least developing needs and reviewing proposed activities and program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the disabled;
- Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and,
- Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. This paragraph may not be construed to restrict the grantee's responsibility or authority for the developing and executing its community development program.

**(f) Availability to the Public**

Upon HUD approval, the PY 2019 Ohio Consolidated Plan Annual Action Plan, substantial amendments and the PY 2019 Ohio Consolidated Plan Annual Action Plan Executive Summary and PY 2017 Annual Performance Report will be available to the public upon request throughout PY 2019 and PY 2020. Copies of the Consolidated Plan will remain on ODSA's website for both the current and previous years. Request for copies of these documents may be made by phone, email or in writing to:

Office of Community Development  
Riffe Center, 26<sup>th</sup> Floor  
77 South High Street  
Columbus, Ohio 43215  
Phone: (614) 466-2285  
[conplan@development.ohio.gov](mailto:conplan@development.ohio.gov)

**(g) Access to Records**

OCD will provide citizens, public agencies and other interested parties with reasonable and timely written access to information and records relating to the state's Consolidated Plan and the state's use of this assistance under the programs covered by this Citizen Participation Plan during the preceding five years. Records pertaining to projects funded within the previous five years can be made available within 24-hours of written notice specifying which records for which access is being requested. Such notification must be sent to:

Deputy Chief  
Office of Community Development  
Riffe Center, 26<sup>th</sup> floor  
77 South High Street  
Columbus, Ohio 43215

**(h) Comments and Complaints**

The PY 2019 Ohio Consolidated Plan will include a summary of comments or views made in conjunction with the Consolidated Plan or process, the Plan's amendment or the Annual Report, as received by OCD in writing or orally at public hearings or during public comment periods during the planning process.

OCD will respond to written complaints within 15 working days of receiving such a complaint if the complaint is made in conjunction with programs covered by this Citizen Participation Plan.

If the state receives a written complaint that is made about a program or project that is administered by a sub-grantee community, OCD will refer the complaint to the local grantee community along with a transmittal letter from OCD, copied to the complainant. The local grantee community will be required to respond to the complainant in writing (with a copy of the response sent to OCD) within 15 days of the date of OCD's transmittal letter. OCD will work with the community and the complainant to ensure that the issue is resolved to the mutual satisfaction of the parties involved, and that applicable program regulations are followed.

**(i) Use of Citizen Participation Plan**

The state shall follow and document compliance with this Citizen Participation Plan.

**(j) 2015-2019 Consolidated Plan Needs Assessment and Strategy**

OCD submitted the PY 2015 – 2019 Ohio Consolidated Plan Needs Assessment and Strategy to HUD Ohio in May 2015, which was approved. The state is required to submit statistical and analytical information that provides an overall picture of the state's housing, homeless and community development needs. The information will assist in establishing priorities and allocating federal and state resources, principally for extremely low-, low-, and moderate-income families. The information will also be used for developing specific objectives in accordance with the statutory goals of providing decent housing, a suitable living environment and expanding economic opportunities. The needs information must be sufficient to support the state's strategic plan, including its priorities for allocating resources, specific objectives and strategy for achieving desired results.

The state drew on relevant information from previous submissions and other reports and studies, as appropriate. The process also relied on citizen input, as well as consultations with local governments, state and federal government agencies, nonprofit organizations and social service agencies to obtain information on housing needs and the needs of children, elderly persons, persons with disabilities, homeless persons and other persons served by such agencies.

The state produced a strategic plan that brought the needs and resources together in a coordinated housing and community development strategy. The strategic plan identified expected accomplishments and results the state hopes to achieve in terms of outputs and outcomes. The state plan was developed to achieve the following goals and objectives, principally for low-, very low- and extremely low-income residents:

- provide decent housing
- create suitable living environments
- expand economic opportunities

The Consolidated Plan Annual Action Plan citizen participation and planning process was used to solicit comments and input on developing the needs assessment and strategy, however special meetings occurred in order to deal with specific topics and issues. OCD established an e-committee to gather input obtained through surveys and by using electronic media and communication. The final version of the PY 2015–2019 Ohio Consolidated Plan Needs Assessment and Strategy is available on the ODSA website at [http://development.ohio.gov/cs/cs\\_ocp.htm/](http://development.ohio.gov/cs/cs_ocp.htm/).

**OCD Consolidated Plan Advisory Committee Guidelines**

The following guidelines will pertain to the advisory committees' composition and function, established in conjunction with preparing the Consolidated Plan Annual Action Plan.

1. OCD will annually establish the following Program Advisory Committees:

- Community Development Program/Residential Public Infrastructure Program Advisory Committee
- Economic Development and Public Infrastructure Program Advisory Committee
- Community Housing Impact and Preservation Program Advisory Committee
- Housing Development Assistance Program Advisory Committee
- New Horizons/Fair Housing Program Advisory Committee
- Homeless Crisis Response Program /Housing Assistance Grant Program Advisory Committee
- Housing Opportunities for Persons with AIDS Program Advisory Committee

Each committee will consist of at least 10 members selected by OCD.

Committee members must give OCD at least 24 hours' notice if they will be unable to attend a planned meeting for which their attendance was previously confirmed. In the event a member is absent from meeting and has not provided notification, OCD may replace that committee member.

2. OCD will annually establish a Consolidated Plan Advisory Committee, comprised of members representing the following areas:

<b>County Commissioners' Association</b>	<b>1 member</b>
<b>Ohio Municipal League</b>	<b>1 member</b>
<b>Ohio Township Association</b>	<b>1 member</b>
<b>Ohio Conference of Community Development</b>	<b>1 member</b>
<b>Heritage Ohio</b>	<b>1 member</b>
<b>Corporation for Ohio Appalachian Development (COAD)</b>	<b>1 member</b>
<b>Ohio Development Association</b>	<b>1 member</b>
<b>Ohio Housing Finance Agency (OHFA)</b>	<b>1 member</b>
<b>Builders/Developers/Realtors</b>	<b>1 member*</b>
<b>Nonprofit Organizations (community development,supportive housing and affordable housing nonprofit organizations)</b>	<b>24 members*</b>
<b>Ohio Civil Rights Commission</b>	<b>1 member</b>
<b>Coalition on Homelessness and Housing in Ohio (COHHIO)</b>	<b>1 member</b>
<b>Ohio Housing Authorities Conference</b>	<b>1 member</b>
<b>USDA Rural Development Office</b>	<b>1 member</b>
<b>Ohio Community Development Corporation Association</b>	<b>1 member</b>
<b>Disability Housing Network</b>	<b>1 member</b>
<b>Ohio Department of Developmental Disabilities</b>	<b>1 member</b>
<b>Private lending community</b>	<b>1 member*</b>
<b>Ohio Department of Health</b>	<b>1 member</b>
<b>U.S. Department of Housing and Urban Development (HUD)</b>	<b>1 member</b>

*\*These members are limited to a two-year maximum term.*

OCD reserves the right to include representatives of other groups or to select alternative members if those initially selected are unable to attend the committee meetings or participate in the planning process.

## Acronym Listing

166	166 Loan Program, Office of Strategic Business Investment, Ohio Development Services Agency
629	Roadwork Development Account (629), Office of Strategic Business Investment, Ohio Development Services Agency
AMI	Area Median Income
ARC	Appalachia Regional Commission
CDBG	Community Development Block Grant Program
CDC	Community Development Corporation
CSD	Community Services Division
CDFF	Community Development Finance Fund
CHDO	Community Housing Development Organization
CHIP	Community Housing Impact and Preservation
COAD	Corporation for Ohio Appalachian Development
COHHIO	Coalition on Homelessness and Housing in Ohio
ESG	Emergency Solutions Grant Program
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
GOA	Governor's Office of Appalachia
HOPWA	Housing Opportunities for Persons with AIDS (HOPWA)
HOME	HOME Investment Partnerships Program
HUD	U.S. Department of Housing and Urban Development
IDIS	Integrated Disbursement and Information Systems
LIHTC	Low-Income Housing Tax Credit
LMI	Low- and Moderate-Income
OCA	Office of Community Assistance, Ohio Development Services Agency
OCD	Office of Community Development, Ohio Development Services Agency
ODA	Ohio Department of Aging
ODE	Ohio Department of Education
ODMHAS	Ohio Department of Mental Health and Addiction Services
ODJFS	Ohio Department of Job and Family Services
ODODD	Ohio Department of Developmental Disabilities
ODNR	Ohio Department of Natural Resources
ODSA	Ohio Development Services Agency
ODOT	Ohio Department of Transportation
OEPA	Ohio Environmental Protection Agency
OHFA	Ohio Housing Finance Agency
OHTF	Ohio Housing Trust Fund
OSDC	Ohio Statewide Development Corporation
OPWC	Ohio Public Works Commission
OWDA	Ohio Water Development Authority
PATH	Projects for Assistance in Transition from Homelessness (ODMHAS)
PJ	Participating Jurisdiction (HOME Program)
PY	Program Year
RDA	Rural Development Administration
RLF	Revolving Loan Fund
SAFAH	Supplemental Assistance for Facilities to Assist the Homeless
SBA-504	Small Business Administration, 504 Loan Program
SBA-7A	Small Business Administration, 7(A) Loan Guaranty Program
SFY	State Fiscal Year

## Attachments

### Attachment A:

### State Certifications

#### STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

**Affirmatively Further Fair Housing** -- The State will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of State** -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
Signature of Authorized Official

  
Date

Matt Peters  
Assistant Director  
Title



## **Specific Community Development Block Grant Certifications**

The State certifies that:

**Citizen Participation** -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

### **Consultation with Local Governments --**

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

**Local Needs Identification** -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s) 2018 [a period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

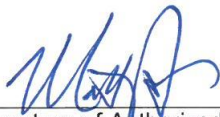
In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. -3619) and implementing regulations.

**Compliance with Laws** -- It will comply with applicable laws.



Signature of Authorized Official

Matt Peters

Assistant Director

Title



Date

### Specific HOME Certifications

The State certifies that:

**Tenant Based Rental Assistance** -- If it plans to use HOME funds for tenant-based rental assistance, tenant-based rental assistance is an essential element of the State's consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy Layering** -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

**Matt Peters**  
**Assistant Director**  
\_\_\_\_\_  
Title



## **Emergency Solutions Grant Certifications**

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

**Matching Funds** – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

**Discharge Policy** – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

**Confidentiality** – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Homeless Persons Involvement** – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

**Consolidated Plan** – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.

  
\_\_\_\_\_  
Signature of Authorized Official  
**Matt Peters**  
Assistant Director  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

## Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

**Matt Peters**  
\_\_\_\_\_  
Assistant Director  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31,

U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Attachment B:

## 424 Forms

APPLICATION FOR  
FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b> May 24, 2018	Applicant Identifier	
<input type="checkbox"/> Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
<input checked="" type="checkbox"/> Non-Construction		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<input type="checkbox"/> Pre-application			39	
<input type="checkbox"/> Construction				
<input type="checkbox"/> Non-Construction				
<b>5. APPLICANT INFORMATION</b>				
Legal Name:		Organizational Unit:		
State of Ohio		Department: Ohio Development Services Agency		
Organizational DUNS: 808847743		Division: Community Services Division		
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)		
Street: 77 South High Street, 26th Floor		Prefix: Mr.	First Name: Matthew	
City: Columbus		Middle Name		
County: Franklin		Last Name LaMantia		
State: Ohio	Zip Code 43215	Suffix:		
Country: USA		Email: Matthew.LaMantia@development.ohio.gov		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b>		Phone Number (give area code)	Fax Number (give area code)	
31-1334820		(614) 644-7918	(614) 752-4575	
<b>8. TYPE OF APPLICATION:</b>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types)		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		A. State		
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		Other (specify)		
Other (specify)		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>		
TITLE (Name of Program): Community Development Block Grant Program		FY 2018 Community Development Block Grant Program passed through to eligible units of local government for housing, economic and community development activities. Awards are made on a formula and competitive basis via statewide application process.		
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>				
All areas except: HUD entitlement cities and urban counties				
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date: 7/01/18	Ending Date: 6/30/19	a. Applicant b. Project		
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ 44,880,743.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ 1,021,604.00	DATE:		
c. State	\$ .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$ 45,902,347.00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
a. Authorized Representative				
Prefix Mr.	First Name David	Matt Peters		Middle Name
Last Name Goodman	Assistant Director			Suffix
b. Title Director, Ohio Development Services Agency	c. Telephone Number (give area code) (614) 466-3379			
d. Signature of Authorized Representative	e. Date Signed		6/5/18	

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Prescribed by OMB Circular A-102



**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> May 24, 2018	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Non-Construction		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 39

**5. APPLICANT INFORMATION**

Legal Name: State of Ohio		<b>Organizational Unit:</b> Department: Ohio Development Services Agency	
Organizational DUNS: 808847743		Division: Community Services Division	
<b>Address:</b> Street: 77 South High Street, 26th Floor		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: Mr.	
City: Columbus		First Name: Matthew	
County: Franklin		Middle Name	
State: Ohio	Zip Code 43215	Last Name LaMantia	
Country: USA		Suffix:	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 31-1334820		Email: Matthew.LaMantia@development.ohio.gov	
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) A. State Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): National Housing Trust Fund Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> FY 2018 National Housing Trust Fund Program passed through to eligible units of local government for housing activities. Awards are made on a competitive basis via statewide application process.	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> All areas		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project	
<b>13. PROPOSED PROJECT</b> Start Date: 7/01/18		Ending Date: 6/30/19	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ 6,971,712.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
e. Other	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ .00	<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>	
g. TOTAL	\$ 6,971,712.00	a. Authorized Representative	
Prefix Mr.		First Name David	
Last Name Goodman		Middle Name Matt Peters	
Title Director, Ohio Development Services Agency		Suffix Assistant Director	
d. Signature of Authorized Representative		c. Telephone Number (give area code) (614) 466-3379	
		e. Date Signed 6/5/18	

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> May 24, 2018	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Non-Construction		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 39

**5. APPLICANT INFORMATION**

Legal Name: State of Ohio		<b>Organizational Unit:</b> Department: Ohio Development Services Agency	
Organizational DUNS: 808847743		Division: Community Services Division	
Address: Street: 77 South High Street, 26th Floor		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: Mr. First Name: Matthew	
City: Columbus		Middle Name	
County: Franklin		Last Name LaMantia	
State: Ohio	Zip Code 43215	Suffix:	
Country: USA		Email: Matthew.Lamantia@development.ohio.gov	

**6. EMPLOYER IDENTIFICATION NUMBER (EIN):**  
 31-1334820

**8. TYPE OF APPLICATION:**  
☒ New ☐ Continuation ☐ Revision  
 If Revision, enter appropriate letter(s) in box(es)  
 (See back of form for description of letters.)  
 Other (specify)

**7. TYPE OF APPLICANT:** (See back of form for Application Types)  
 A. State  
 Other (specify)

**9. NAME OF FEDERAL AGENCY:**  
 U.S Department of Housing and Urban Development

**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**  
 TITLE (Name of Program):  
 Housing Opportunities for Persons With AIDS Program  
 14-241

**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**  
 FY 2018 Housing Opportunities for Persons With AIDS Program, passed through to eligible units of local government and non-profit organizations. Awards are made on a competitive basis via statewide application process.

**12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):**  
 All areas

**13. PROPOSED PROJECT**

Start Date: 7/01/18	Ending Date: 6/30/19
------------------------	-------------------------

**14. CONGRESSIONAL DISTRICTS OF:**  
 a. Applicant  
 b. Project

**15. ESTIMATED FUNDING:**

a. Federal	\$	1,666,895 <sup>00</sup>
b. Applicant	\$	<sup>00</sup>
c. State	\$	<sup>00</sup>
d. Local	\$	<sup>00</sup>
e. Other	\$	<sup>00</sup>
f. Program Income	\$	<sup>00</sup>
g. TOTAL	\$	1,666,895 <sup>00</sup>

**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**  
 a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON  
 DATE:  
 b. No. ☒ PROGRAM IS NOT COVERED BY E. O. 12372  
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
☐ Yes If "Yes" attach an explanation. ☒ No

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

**a. Authorized Representative**

Prefix Mr.	First Name David	Middle Name Matt Peters
Last Name Goodman		Suffix

**b. Title**  
 Director, Ohio Development Services Agency

**c. Telephone Number (give area code)**  
 (614) 466-3379

**d. Signature of Authorized Representative**  


**e. Date Signed**  
 5/25/18



**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> May 24, 2018	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 39

<b>5. APPLICANT INFORMATION</b> Legal Name: State of Ohio Organizational DUNS: 808847743 <b>Address:</b> Street: 77 South High Street, 26th Floor City: Columbus County: Franklin State: Ohio      Zip Code: 43215 Country: USA		<b>Organizational Unit:</b> Department: Ohio Development Services Agency Division: Community Services Division <b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: Mr.      First Name: Matthew Middle Name: Last Name: LaMantia Suffix: Email: Matthew.Lamantia@development.ohio.gov Phone Number (give area code): (614) 644-7918      Fax Number (give area code): (614) 752-4575																											
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">             31-1334820           </div>																													
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> </div> Other (specify)																													
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 300px;">             14-231           </div> TITLE (Name of Program): Emergency Solutions Grant Program																													
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> All																													
<b>13. PROPOSED PROJECT</b> Start Date: 7/01/18      Ending Date: 6/30/19																													
<b>15. ESTIMATED FUNDING:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">a. Federal</td> <td style="width:10%;">\$</td> <td style="width:10%; text-align: right;">5,744,253</td> <td style="width:10%; text-align: right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>c. State</td> <td>\$</td> <td style="text-align: right;">5,744,253</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td style="text-align: right;">11,488,506</td> <td style="text-align: right;">.00</td> </tr> </table>		a. Federal	\$	5,744,253	.00	b. Applicant	\$			c. State	\$	5,744,253	.00	d. Local	\$			e. Other	\$			f. Program Income	\$			g. TOTAL	\$	11,488,506	.00
a. Federal	\$	5,744,253	.00																										
b. Applicant	\$																												
c. State	\$	5,744,253	.00																										
d. Local	\$																												
e. Other	\$																												
f. Program Income	\$																												
g. TOTAL	\$	11,488,506	.00																										
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b> a. Authorized Representative Prefix Mr.      First Name David      Middle Name Last Name Goodman      Assistant Director      Suffix b. Title Director, Ohio Development Services Agency c. Telephone Number (give area code) (614) 466-3379 d. Signature of Authorized Representative  e. Date Signed 6/5/18																													



**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> May 24, 2018	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 39

**5. APPLICANT INFORMATION**

Legal Name:		<b>Organizational Unit:</b>	
State of Ohio		Department: Ohio Development Services Agency	
Organizational DUNS: 808847743		Division: Community Services Division	
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
Street: 77 South High Street, 26th Floor		Prefix: Mr.	First Name: Matthew
City: Columbus		Middle Name	
County: Franklin		Last Name LaMantia	
State: Ohio	Zip Code 43215	Suffix:	
Country: USA		Email: Matthew.Lamantia@development.ohio.gov	

**6. EMPLOYER IDENTIFICATION NUMBER (EIN):**  
 31-1334820

**8. TYPE OF APPLICATION:**  
☒ New    ☐ Continuation    ☐ Revision  
 If Revision, enter appropriate letter(s) in box(es)  
 (See back of form for description of letters.)  
 Other (specify) ☐ ☐

**7. TYPE OF APPLICANT:** (See back of form for Application Types)  
 A. State  
 Other (specify)

**9. NAME OF FEDERAL AGENCY:**  
 U.S Department of Housing and Urban Development

**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**  
 14-239  
 TITLE (Name of Program):  
 HOME Investment Partnerships Program

**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**  
 FY 2018 HOME Investment Partnerships Program passed through to eligible units of local government for housing activities. Awards are made on a competitive basis via statewide application process.

**12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):**  
 All areas

**13. PROPOSED PROJECT**

Start Date: 7/01/18	Ending Date: 6/30/19
------------------------	-------------------------

**14. CONGRESSIONAL DISTRICTS OF:**  
 a. Applicant    b. Project

**15. ESTIMATED FUNDING:**

a. Federal	\$	24,793,348 <sup>00</sup>
b. Applicant	\$	<sup>00</sup>
c. State	\$	<sup>00</sup>
d. Local	\$	<sup>00</sup>
e. Other	\$	<sup>00</sup>
f. Program Income	\$	<sup>00</sup>
g. TOTAL	\$	24,793,348 <sup>00</sup>

**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON  
 DATE:  
 b. No. ☒ PROGRAM IS NOT COVERED BY E. O. 12372  
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
☐ Yes If "Yes" attach an explanation.    ☒ No

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

**a. Authorized Representative**

Prefix Mr.	First Name David	Middle Name Matt Peters
Last Name Goodman		Suffix

**b. Title**  
 Director, Ohio Development Services Agency

**c. Telephone Number (give area code)**  
 (614) 466-3379

**d. Signature of Authorized Representative**  


**e. Date Signed**  
 6/3/18

## Comments and Responses on the Draft PY 2018 Ohio Consolidated Plan and PY 2018 National Housing Trust Fund Allocation Plan

All comments received along with the corresponding responses prepared by OCD concerning the Draft PY 2018 Ohio Consolidated Plan have been included below:

**Response:** OCD has set-aside approximately 50 percent of its CDBG funds for the CD Program, which includes a competitive DT Revitalization Program. OCD also sets funds aside for a Target of Opportunity Program. Rehabilitation of historic buildings is one of the eligible activities.

### **Additional Resources for Housing, Homeless and Supportive Services\***

[illegible]

Agency	Program	Beneficiary Type					Activity Type							
		Owner	Home-buyer	Renter	Home-less	Special Needs(1)	Acquire Only	New Const.	Rehabilitation	Weatherization/Repair	Transitional Hsg.	Homeless Prevention	Rental Asst.	Support Services
ODODD	Community Capital Assistance Grants				x	x	x		x			x		
ODODD	Supported Living Program				x	x						x	x	x
ODODD	Purchase of Service				x	x						x		x
ODMHAS	Community Capital Funding Program					x	x	x						
ODMHAS	Residential Services Program				x	x						x		x
ODMH	PATH Program				x	x						x		x
CDF	Linked Deposit Program	x		x			x	x	x					
CDF	Pre-Development Program	x		x			x	x	x					
USDARD	Section 502 Single Family Housing - Direct		x				x	x						
USDARD	Guaranteed Rural Housing		x				x	x						
USDARD	Section 504 Rural Housing Loans and Grants	x							x					
USDARD	Section 515 Rural Rental Housing			x				x	x					
USDARD	Section 533 Housing Preservation Grants	x							x					
Ohio Dept. of Health	Ryan White					x						x		x
ODADAS	HUD Homeless Assistance													
	HUD Homeless Assistance													
	1996 Continuum of Care					x								x

(1) Special Needs Persons are non-homeless, and may include frail elderly persons, persons with AIDS, and disabled families.

Note: Resources include funds provided through state and federal agencies and foundations.

The non-OCD funds listed have been significantly utilized by OCD grantees. There are funds utilized by OCD grantees that are not listed on this matrix.

### Additional Resources for Economic Development\*

Agency	Program	Geography	Activity Type					Financing Type	
			Machinery & Equipment	New Construction	Rehabilitation	Infrastructure	Training & Tech. Support	Tax Credit / Abatement	Direct Assistance
ODSA	Road Work Development Fund - 629 Account	Statewide				x			
ODSA	Enterprise Zones	State Enterprise Zones						x	
ODSA	166 Loan Program	Statewide	x	x	x				x
ODSA	166 Regional Loan Program	Statewide	x	x	x				x
ODSA	Business Development - 412 Program	Statewide	x			x			x
ODSA	Ohio Enterprise Bond Fund	Statewide	x	x	x				x
OSDC	Small Business Admin. 504 Loan Program	Statewide	x	x	x				x
OSDC	Small Business Admin. 7(A) Loan Guaranty	Statewide	x	x	x				x
EDA	Economic Development Grant Programs	Statewide		x	x	x	x		x
GOA	Appalachia Regional Commission	Appalachian Counties		x	x	x	x		x
USDARD	Rural Business Enterprise Grants	Rural Areas/Cities < 50,000	x	x		x	x		x
USDARD	Business & Industrial Guaranteed Loans	Rural Areas/Cities < 50,000	x						x
USDARD	Intermediary Relending Program	Rural Areas < 25,000	x	x	x	x	x		x
OWDA	Issue 2	Statewide				x			x
ODOT	Various Programs	Statewide				x			x

(1) Note: There is a maximum amount of funds that may be used for Training & Technical Support activities.

Note: Resources include funds provided through federal agencies and other state agencies.

The non-OCD funds listed have been significantly utilized by OCD grantees. There are funds utilized by OCD grantees that are not listed on this matrix.

## Additional Resources for Community Development\*

Agency*	Program	Eligible Geographic Area	Activity Type						
			Public Facilities				Community Facilities	Private Rehabilitation	Public Services
			Streets	Water & Sewer	Flood & Drainage	Other			
USDARD	Community Facility Guaranteed Loans	Small Towns/Rural Areas	x			x	x		
USDARD	Community Facility Loans	Small Towns/Rural Areas	x			x	x		
USDARD	Water & Waste Disposal Loans & Grants	Small Towns/Rural Areas		x					
USDARD	Solid Waste Management Grants	Small Towns/Rural Areas		x					
USDARD	Water & Waste Disposal	Small Towns/Rural Areas		x					
OWDA & OEPA	Ohio Water Pollution Control Loan Fund	Statewide		x		x			
OWDA	Construction Loans	Statewide		x					
OWDA	Planning Loans	Statewide		x					
OWDA & OEPA	OWDA Two Percent Hardship Drinking Water Loans	Statewide		x					
OEPA	Municipal Wastewater Assistance Program	Statewide		x					
ODNR	Grant and Loan Programs	Statewide		x	x	x			x
OPWC	State Capital Improvements Program (Issue 2)	Statewide	x	x	x	x			
OPWC	Local Transportation Improvements Program (Issue 2)	Statewide	x						
GOA	Appalachia Regional Commission	Appalachian Counties	x	x	x	x	x		x
ODOT	Various Programs	Statewide	x						

Note: Resources include funds provided through federal agencies and other state agencies.

The non-OCD funds listed have been significantly utilized by OCD grantees. There are funds utilized by OCD grantees that are not listed on this matrix.

Attachment E:



Development  
Services Agency

# **Program Year 2018 Ohio Consolidated Plan Draft Annual Action Plan Executive Summary**

---

**June 2018**

Prepared By:  
Ohio Development Services Agency  
Community Services Division  
Office of Community Development

## Introduction

This Executive Summary is being provided pursuant to the March 13, 2006 revisions to the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan regulations. Those regulations require that an Executive Summary be prepared, which must include:

- A summary of the citizen participation and consultation process.
- A summary of proposed revisions.
- Objectives and outcomes and an evaluation of past performance.
- Summary of Comments received.

The Ohio Development Service Agency's (ODSA's) Office of Community Development (OCD) annually receives funding from the U.S. Department of Housing and Urban Development (HUD) from four programs: the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG) Program, the National Housing Trust Fund (NHTF) and the Housing Opportunities for Persons With AIDS (HOPWA) Program. Prior to receiving and distributing these funds, Ohio must first prepare an annual Consolidated Plan in accordance with the requirement at 24 CFR Part 91 Subpart D, Sections 91.300 – 91.330. HUD regulations require that, in preparing the annual plan, the state must develop and follow a planning process that incorporates a citizen participation plan. The plan must include a method of distribution, as well as a description of other actions that will be undertaken in support of the state's proposed programs and activities.

**The revisions that are proposed in the PY 2018 Ohio Consolidated Plan Annual Action Plan are summarized below. Only significant program revisions are listed, not minor revisions.**

### **PY 2018 Citizen Participation and Consultation Process**

OCD completed a number of activities designed to obtain comments, perspectives, and citizen opinions to prepare the PY 2018 Ohio Consolidated Plan Annual Action Plan. Notification of all public hearings and meetings was made at least 10 days in advance of the meetings through newsletters, direct mail and posting on OCD's website at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm). Records of these actions and documentation are available for review at the OCD office between 8 a.m. and 5 p.m. at 77 South High Street, 26<sup>th</sup> floor in Columbus, Ohio. All facilities and meeting times selected as part of the citizen participation process were chosen to accommodate persons with disabilities. The specific citizen participation activities are described as follows.

#### **5. Consolidated Plan Advisory Committee Meeting**

The PY 2018 Ohio Consolidated Plan Advisory Committee met on September 7, 2017, to provide input prior to drafting the Draft PY 2018 Ohio Consolidated Plan Annual Action Plan and the Public Hearing on Needs. The Ohio Consolidated Plan Annual Action Plan Advisory Committee is comprised of statewide stakeholders who represent a variety of organizations that are involved with programs and issues related to affordable housing, community and economic development and homelessness and supportive housing.

#### **6. Public Hearing On Needs**

OCD held a public hearing on needs issues on September 14, 2017, in Room 1960 on the 19<sup>th</sup> Floor of the Riffe Center, in Columbus. OCD mailed Notification of the Public Hearing on Needs information to local communities, organizations and agencies throughout the state at least 30 days in advance. DSA also published the notification on OCD's website. The notification summarized the state's planning process for the Ohio Consolidated Plan Annual Action Plan, and solicited participation in OCD's Program Advisory Committee meetings. OCD accepted written comments on needs issues for 15 days prior to the meeting (from September 1, 2017 to September 16, 2017). Comments made at the Public Hearing on Needs, or received by OCD prior to the conclusion of the hearing, were distributed to the advisory committee members for consideration during the planning process.

## **7. Program Advisory Committees**

OCD held seven Program Advisory Committees on October 30 and 31, 2017. At least 10 members comprised the Program Advisory Committees, including local officials, program administrators, nonprofit organizations, and other agencies, organizations and individuals familiar with OCD's programs and/or the Housing Development Assistance Program administered by the Ohio Housing Finance Agency (OHFA). OCD solicited participation on the Program Advisory Committees by directly mailing information to all local communities, organizations and persons on the OCD mailing list, which includes communities and organizations. The mailing also provided notification about the Public Hearing on Needs. The following Program Advisory Committee meetings were held:

- Community Development Program/Residential Public Infrastructure Program Advisory Committee
- Fair Housing/New Horizons Program Advisory Committee
- Economic Development Program Advisory Committee
- Community Housing Impact and Preservation Program Advisory Committee
- Housing Development Assistance Program (HDAP) Advisory Committee
- Homeless Crisis Response Program / Housing Assistance Grant Program Advisory Committee
- Housing Opportunities for Persons with AIDS Program Advisory Committee

## **8. Notification of Public Comment Period and Distribution of Plan**

On March 1, 2018, OCD will send notification to local communities, agencies and organizations, informing them that the Draft PY 2018 Ohio Consolidated Plan Annual Action Plan and Executive Summary are available on OCD's website for review and comment at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm). This notification will also announce the beginning of the mandatory 30-day public comment period on the draft plan, including a public hearing on March 8, 2018, at 10:30 a.m. at 77 South High Street, Room 1932, Columbus, Ohio. All comments received will be included along with responses in the final PY 2018 Ohio Annual Action Plan submitted to HUD.

## **9. Notification of Updates Made to the Draft PY 2018 Annual Action Plan Post-Public Hearing**

On March 1, 2018, OCD will send notification to local communities, agencies and organizations, informing them that the Draft PY 2018 Ohio Consolidated Plan Annual Action Plan and Executive Summary are available on OCD's website for review and comment at [http://development.ohio.gov/cs/cs\\_ocp.htm](http://development.ohio.gov/cs/cs_ocp.htm). This notification will also announce the beginning of the mandatory 30-day public comment period on the draft plan, including a public hearing on March 8, 2018, at 10:30 a.m. at 77 South High Street, Room 1932, Columbus, Ohio. All comments received will be included along with responses in the final PY 2018 Ohio Annual Action Plan submitted to HUD.

## **Submission to HUD**

The final Ohio Consolidated Plan Annual Action Plan document will be submitted via Integrated Disbursement Information and Information Systems (IDIS) to HUD for a 45-day review period after the final allocation is released. Posting notification and availability of the final PY 2018 Ohio Consolidated Plan Annual Action Plan will be sent to local communities, agencies and organizations throughout the state.

# **Draft Program Year (PY) 2018 Ohio Consolidated Plan Annual Action Plan Summary of Proposed Revisions**

## **I. Community Housing Impact and Preservation (CHIP) Program**

OCD proposes the following changes for PY 2018:

### **Reduced Grant Request:**

- OCD added language that indicates the office reserves the right to award competitive grants at amounts lower than requested in the application. Grant awards could be lower than requested due to funding availability, application rating, capacity and performance.

#### **Eligible Project Categories with Respective Activities:**

- This section has been expanded to include specific requirements associated with all eligible activities.

#### **Rating Criteria:**

- The *Needs* category, previously set at a maximum of 15 points, included the level of distress and the applicants planning process. OCD changed the name to *Distress* and reduced the maximum points awarded to 10. The applicant's planning process is included under the *Impact* category.
- The *Capacity* and *Performance* categories, previously two separate categories with maximum points of 25 and 30 points respectively, were combined for the PY 2018 year. The updated category now has a maximum of 60 points. In addition to these changes, CHIP Program-eligible counties and cities forming an eligible partnership shall receive points associated with partnership development. Counties containing no CHIP Program-eligible cities and such jurisdictions not eligible to form a partnership will automatically receive points associated for partnership development.

## **II. Housing Development Assistance Program**

OCD proposes the following changes for PY 2018:

#### **Housing Credit Gap Financing & Bond Gap Financing**

- Up to \$2,500,000 will be made available for Non-competitive Housing Tax Credits based on the needs of the project, as determined through multifamily underwriting and/or funding availability. The previous limit for these types of projects was \$1,000,000.

## **III. CHDO Operating Grant Program**

There are no major changes being proposed for PY 2018.

## **IV. Homeless Crisis Response Program**

OCD proposes the following changes for PY 2018:

#### **Equal Access:**

- OCD added language to indicate that supportive housing projects must ensure they comply with the Equal Access to Housing Final Rule.

#### **Housing First:**

- Project applications must now include the following Housing First elements: low-barrier entrance requirements for income, sobriety, criminal history and other unnecessary conditions. No drug/alcohol testing may be performed as a condition of eligibility.

## **V. Supportive Housing Program**

OCD proposes the following changes for State Fiscal Year (SFY) 2019:

#### **Eligible Activities:**

- The length of time to assist program participants attain permanent housing and housing stability as part of the transitional housing component has been shortened from a 4- to 24-month period to a 4-



to 12-month period.

- OCD removed bridge funding, which includes first month's rent, security deposit and utility payments, from the list of eligible activities of the permanent supportive housing component.

**Equal Access:**

- OCD added language to indicate that supportive housing projects must ensure they comply with the Equal Access to Housing Final Rule.

## **VI. Housing Assistance Grant Program**

OCD proposes the following changes for SFY 2019:

**Equal Access:**

- OCD added language to indicate that supportive housing projects must ensure they comply with the Equal Access to Housing Final Rule.

## **VII. Housing Opportunities for Persons with AIDS Program**

OCD proposes the following changes for PY 2018:

**Equal Access:**

- OCD added language to indicate that supportive housing projects must ensure they comply with the Equal Access to Housing Final Rule.

## **VIII. Community Development Program**

OCD proposes the following changes for PY 2018:

**State Agency Coordination:**

- As part of all Community Development Programs (Allocation, Critical Infrastructure, Neighborhood Revitalization and Downtown Revitalization), projects including funding from the Ohio Department of Transportation (ODOT) must be bid, contracted and administered by the local government awarded CDBG funds.

### **Allocation Program**

**Community Development Implementation Strategy (CDIS):**

- OCD recommends applicants for PY 2019 Allocation Program conduct the Community Development Implementation Strategy (CDIS) in 2018 to allow adequate time to identify and develop projects. PY 2019 communities are not required to submit the CDIS until Allocation applications are due.

**Public Service Activities:**

- Communities may request a waiver to exceed the 15 percent cap. Waiver requests must be submitted to OCD as an application attachment, and will be considered on a case-by-case basis.

**Planning Activities:**

- Communities may use no more than \$15,000 for eligible planning activities. Previously, this amount had been set at \$10,000.

### **Neighborhood Revitalization Grants**

**Rating System Principles:**

- Program impact will now take into consideration historical performance and the progress of other projects currently funded with OCD-administered funds. Previously, program impact only

considered the progress of currently funded Neighborhood Revitalization Grant activities.

## **Downtown Revitalization Grants**

### **Program Design:**

- Program impact will also take into consideration the applicant community's and identified administrator's capacity to complete federal, state, and programmatic requirements. Program impact will also take into consideration historical performance and the progress of other projects currently funded with OCD-administered funds. Previously, program impact only considered the progress of activities currently funded with OCD-administered funds.

## **Critical Infrastructure Grants**

### **Grant Ceiling:**

- The amount available has been increased from \$300,000 to \$500,000.

### **Administration:**

- The amount available for administration has been increased to a maximum of \$30,000 or 10 percent of the total CDBG project cost, whichever is less. The previous version of this plan included the amount of \$20,000 or 10 percent of the total CDBG project cost.

### **Program Investment Area:**

- Communities' Critical Infrastructure Condition Certification must now include the impact that the current infrastructure condition has on the service area's residents in addition to the previously requested targeted infrastructures existing conditions catalogue and explanation of how the program will improve conditions.

### **Local Program Benefit/National Objective:**

- Communities are advised to seek technical assistance from OCD prior to the application submission deadline.

### **Application Timing:**

- Applications will be reviewed in three rounds with applications due in June, January and April.
- Grantees committing PY 2018 Allocation Program grant funds to a first round Critical Infrastructure project must reprogram the Allocation funds to other CDBG- eligible activities if the Critical Infrastructure application is not approved by September 1, 2018.
- Communities may not commit PY 2018 or PY 2019 Allocation Program grant funds to a Round Two or Round Three Critical Infrastructure project.
- Critical Infrastructure applications not approved for funding will either be denied or returned for revision. OCD will inform applicants in writing of its decision. Communities with applications returned for revision are strongly encouraged to consult OCD for technical assistance prior to resubmission. If an application is returned for revision more than once, the community will be required to conduct an in-person technical assistance meeting with OCD prior to resubmission. Applications that meet threshold requirements, but are not funded, may be resubmitted in the next round.

### **Rating System Principles:**

- In addition to the minimum threshold requirements, applications will now be reviewed using the following criteria:
  - 1) Distress (30 points): Distress points will be calculated based on the LMI percent of the service area and the LMI percent of the community responsible for maintaining the project infrastructure.
  - 2) Leverage (10 Points): Leverage points will be calculated based on the extent to which the community will leverage other resources; leverage will be based upon the amount of other resources as compared to the total grant request and the extent to which the community will coordinate efforts with other proposed funding partners. Leverage points will be awarded to

applicants using all or part of their Economic Development Revolving Loan Funds as matching dollars for Critical Infrastructure activities.

- 3) Program Design (60 points): Program design points will be calculated based on the project's criticality as demonstrated by the application narrative, photographs, Critical Infrastructure Condition Certification, and additional supporting documentation. Points will also be awarded based on the impact the current condition of the infrastructure has on the identified beneficiaries and the number of individuals expected to benefit from the project. Also, included are readiness to proceed, useful life, and the proposed project's ability to meet the critical need identified.

Program impact will also take into consideration the applicant community's and identified administrator's capacity to carry out federal, state, and programmatic requirements. Administrative capacity will include experience in administering the following aspects of OCD administered programs; grant agreement(s) compliance; adhering to program regulations and policies; resolving monitoring and/or audit findings; and progress in completing activities. Program impact will also take into consideration historical performance and the progress of other projects currently funded with OCD-administered funds.

## **IX. Economic Development Loan and Public Infrastructure Grant Program**

OCD proposes the following changes for PY 2018:

### **Economic Development Loan Program**

#### **Administrative Costs:**

- Units of general local government receiving grants for economic development projects shall be allowed a maximum of \$20,000, not to exceed 10 percent of the project request, for general administration and implementation. Previously, this amount was set at \$10,000.

### **Economic Development Public Infrastructure Grant Program**

There are no major changes proposed to the program.

### **Residential Public Infrastructure Grant Program**

#### **Grant Ceiling:**

- The amount available has been increased from \$600,000 to \$750,000.

#### **Administration:**

- The amount available for administration has been increased to a maximum of \$30,000 or 10 percent of the total CDBG project cost, whichever is less. The previous version of this plan included the amount of \$20,000 or 10 percent of the total CDBG project cost.
- Projects not requesting CDBG funds for household connections will be limited to a maximum of \$20,000 in administration.

#### **Local Program Period:**

- OCD removed language indicating that cities and villages with one open Residential Public Infrastructure Program (RPIG) grant and counties with two open RPIG grants are not eligible to apply for funding.

## **X. Target of Opportunity Grant Programs**

OCD proposes the following changes for PY 2018:

## **CDBG Economic and Community Development Target of Opportunity Grant Program**

### **Eligible Projects:**

- Youth Homelessness Demonstration Program projects are now listed as an eligible project.
- Initiatives of the Director of the Ohio Development Services Agency that include CDBG eligible activities.

## **New Horizons Fair Housing Assistance Program**

There are no major changes being proposed for PY 2018.

## **Ohio Housing Trust Fund (OHTF) Target of Opportunity Grants**

There are no major changes being proposed for SFY 2019.

## **Program Goals, Objectives, Performance Measures and Indicators**

This section provides information on performance measures that were developed as part of the PY 2015-2019 Consolidated Plan Strategy. Note, the data for the performance indicators is based on the projected outcomes that were stated in the grant application and grant agreement based on the allocation of the latest fiscal year's funding, although the program period for many grants extends beyond a single year period. While these outcomes may vary to some extent from the actual outcomes, historically the variation has been negligible. Therefore, the Office of Community Development has concluded that it is of more value to begin the process of performance measurement based on grant award information than wait for two years or more when the grants are completed and actual outcome data is available.

Regarding long-term goals, it should be noted that the U.S. Department of Housing and Urban Development funding has been declining for several years, while costs have continued to escalate due to a variety of factors. In such an environment, it becomes increasingly difficult to attempt to measure performance as compared to long-term production goals established several years ago. Instead, the performance measures and indicators are focused on communicating the nature and extent of the impacts of programs contained in the Consolidated Plan, particularly as they affect Ohio's communities and residents.

The following Annual Goals and Objectives were developed as part of the PY 2015 – 2019 Consolidated Plan submitted to HUD in IDIS. Though a great deal of "output" measurement data (number of units, linear feet, etc.) is reported to HUD annually, HUD is looking for "outcome" data that shows how HUD programs impact communities. Recently, HUD developed as part of the eCon Planning Suite a prescribed method to report accomplishments based on funding sources in order to meet the 5-year strategic goals. The Annual Goals and Objectives are selected from a limited number of Goal Outcomes Indicators and Units of Measurements, thus the measurements that are currently reported differ from the previously reported performance measures in that they are not as specific. The following are the reported outcomes for PY 2016 that are associated with the goals defined in the Consolidated Plan:

### **Housing Preservation and Accessibility Goal**

To provide funding for a flexible, community-wide approach to preserving and making accessible affordable owner and rental housing for low- and moderate-income (LMI) households by bringing the housing unit up to program standards and codes, eliminating hazards and deficiencies in major systems, and reducing maintenance cost.

<b>Goal Outcome Indicator</b>	<b>Unit of Measurement</b>	<b>Reported Outcome</b>
Rental units Rehabilitated	Household Housing Unit	191
Homeowner Housing Rehabilitated	Household Housing Unit	938

### **Creating New Affordable Housing Opportunities Goal**

To provide funding for a flexible, community-wide approach to creating new affordable housing opportunities for low- and moderate-income (LMI) persons.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Rental Units Constructed	Household Housing Unit	105
Homeowner Housing Added	Household Housing Unit	19

### Supportive Housing and Fair Housing

Provide supportive housing services to assist lower-income households with acquiring or maintaining housing, which can include downpayment assistance, fair housing activity with CDBG funds or tenant based rental assistance through the use of HOME funds. Additional supportive housing activities can include activities funded through the New Horizons Fair Housing Assistance Program that allows for the funding of activities that affirmatively further fair housing through the use of CDBG funds.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Direct Financial Assistance to Homebuyers	Households Assisted	8
Tenant-based rental assistance / Rapid Rehousing	Households Assisted	133

### Homelessness and Supportive Housing Goal

To provide a continuum of housing/services to prevent persons from becoming homeless and rapidly re-housing persons when homelessness does occur by: providing homelessness prevention services and assistance; moving persons from homelessness to permanent housing through the provision of housing placement, emergency shelter, rapid re-housing, and project-based transitional housing; and providing long-term permanent supportive housing to homeless persons with disabilities. The estimated total number of outcomes for the PY 2016 CAPER will include households and persons assisted with ESG funds.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Tenant-based rental assistance / Rapid Rehousing	Households Assisted	549
Homeless Person Overnight Shelter	Persons Assisted	18,610
Homelessness Prevention	Persons Assisted	967

### HOPWA Goal

The HOPWA Program provides annual information on program accomplishments in meeting the program's performance outcome measures: maintain housing stability; improve access to care; and reduce the risk of homelessness for low-income persons and their families living with HIV/AIDS.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Tenant-based rental assistance / Rapid Rehousing	Households Assisted	1,167

### Community Development Infrastructure/Facilities Goal

Improve the public facilities and infrastructure in lower-income areas through LMI area-wide benefit activities, in Slum and Blight areas or on a spot Slum and Blight basis.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	478,965
Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	70

Facade treatment/business building rehabilitation	Business	86
Buildings Demolished	Buildings	33

### **Community Development Public Services Goal**

Provide direct assistance to LMI persons, such as housing assistance, or needed services currently unavailable in the community.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	179,913

### **Community Development Health and Safety Goal**

Address LMI persons' basic health and safety needs by providing households with potable water and/or sanitary sewage systems that meet state and federal standards, improved fire protection due to equipment and facilities acquired or improved with community development assistance and addressing imminent or immediate threats caused by natural disasters or other causes.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	34,382

### **Economic Development Goal**

The principal goal is to create and retain permanent, private-sector job opportunities, principally for low- and moderate-income persons, through the expansion and retention of business and industry in Ohio communities. The Microenterprise Program is funded with OHTF funds.

Goal Outcome Indicator	Unit of Measurement	Reported Outcome
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	67,640
Jobs created/retained	Jobs	95
Businesses assisted	Businesses Assisted	4

## **Comments on the Draft PY 2018 Ohio Consolidated Plan**

### **Comments and Responses on the Draft PY 2018 Ohio Consolidated Plan and PY 2018 National Housing Trust Fund Allocation Plan and PY 2018 National Housing Trust Fund Allocation Plan**

The Office of Community Development held the 30-day public comment period beginning on March 1, 2018, along with a Public Hearing that will take place on March 8, 2018, in the Riffe Center on the 19<sup>th</sup> Floor. In addition to the Public Hearing that took place on March 8, 2018, an additional opportunity to comment on the draft PY 2018 Consolidated Plan took place beginning April 30, 2018. The purpose of this comment period was to allow for the public to comment on the federal budget that was released and how it would impact the programs offered by OCD. All information that was made available for public viewing and comment along with the memos announcing these opportunities was posted on the ODSA website at [https://development.ohio.gov/cs/cs\\_ocp.htm](https://development.ohio.gov/cs/cs_ocp.htm).

All comments received along with the corresponding responses prepared by OCD concerning the Draft PY 2018 Ohio Consolidated Plan have been included below:

**Comment:** Support for the CDBG Downtown Revitalization Grant Program has been received. The program helps removes slum and blight and improves the downtown by creating jobs and LMI housing.

**Response:** OCD has set-aside approximately 50 percent of its CDBG funds for the CD Program, which includes a competitive DT Revitalization Program. OCD also sets funds aside for a Target of Opportunity Program. Rehabilitation of historic buildings is one of the eligible activities.



Program Year 2018

# NATIONAL HOUSING TRUST FUND ALLOCATION PLAN

Office of Planning, Preservation and Development | **June 2018**



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# 1. Introduction

## 1.1. NHTF Overview

The National Housing Trust Fund (NHTF) was established by Title I of the Housing and Economic Recovery Act of 2008 (HERA), Section 1131 (Public Law 110-289) to increase and preserve rental housing as well as increase homeownership for very low- and extremely low-income families, including those experiencing homelessness, through formula grants to states. HERA authorized Fannie Mae and Freddie Mac (the GSE's) to set aside 4.2 basis points of unpaid principal purchases. 65 percent of those set asides are dedicated to the National Housing Trust Fund while the remaining 35 percent is reserved for the Capital Magnet Fund. Contributions to the NHTF were originally scheduled to begin in FY2010 but suspended following the GSE's conservatorship. In December 2014, the GSEs were instructed to set aside NHTF funds beginning in FY2015.

HERA did not make the labor standards of Davis-Bacon applicable to the NHTF and the U.S. Department of Housing and Urban Development (HUD) did not require Davis-Bacon labor standards in the NHTF Final Rule. Ohio Prevailing Wage requirements may apply.

The Affirmatively Furthering Fair Housing requirements applicable to HUD funding recipients and all fair housing laws do apply to NHTF activities, including HUD's April 4, 2016, guidance regarding the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions.

On February 8, 2016, Governor Kasich sent a designation letter to HUD Secretary Julian Castro identifying the Ohio Development Services Agency (ODSA) as Ohio's NHTF administrator and the Ohio Housing Finance Agency (OHFA) as the allocating entity. HUD interpreted this designation to name ODSA as the Grantee and OHFA as the Subgrantee. OHFA will not subgrant any NHTF funds.

The State is required to submit an annual National Housing Trust Fund Allocation Plan; this document serves that purpose. HUD has not yet published the program year 2018 Housing Trust Fund Allocation Notice.

## 1.2. Ohio's NHTF Planning Process

**Original Allocation Plan:** OHFA hosted a NHTF Public Forum on February 25, 2016, to discuss implementing Ohio's expected allocation. The forum was attended by federal, state, and local agencies; advocacy organizations; and members of the development community. Following the Public Forum, OHFA posted an online, open invitation encouraging interested parties to attend three Advisory Group Work Sessions. Held between March and May 2016, these sessions identified and refined the following public objectives for the NHTF: achieving lower rents in Housing Tax Credit properties, allocating dollars to support non-Housing Tax Credit multifamily developments, and

preserving existing affordable housing through the leveraging of 4 percent Housing Tax Credits. The Advisory Group did not recommend preferences or limitations to a particular segment of extremely- or very-low income households; accordingly, Ohio does not intend to limit beneficiaries or give preferences to a particular segment of the extremely low income population in its NHTF program.

With this information, OHFA submitted a draft Allocation Plan for posting to ODSA's website commencing the formal comment period on June 24, 2016. A public forum on the draft Allocation Plan was held on June 21, 2016, and a public hearing was held on June 26, 2016. In response to the feedback received through these public comment opportunities, a final Allocation Plan was completed, revised to incorporate HUD suggestions, and received HUD approval on December 30, 2016.

**Program Year 2018 (PY18) Updates:** This PY18 Allocation Plan builds upon the original allocation plan to implement best practices identified in operations of the NHTF program and to incorporate changes and revisions necessary to comply with the Interim Rule or HUD approval requirements. This PY18 Allocation Plan was released for public comment on February 1, 2018, and was the subject of a Public Hearing on February 20, 2018. The final draft was submitted to HUD for approval on or around April 23, 2018.

Note that all NHTF activities must adhere to the requirements of 24 CFR Part 93; to any extent this Allocation Plan conflicts with that Interim Rule, the Rule shall govern. These guidelines may be subject to change pending developments in federal and state legislative requirements and/or OHFA policy. All awards are contingent upon the availability of funds to OHFA.

Questions concerning the NHTF should be directed to:

Ohio Housing Finance Agency  
Office of Planning, Preservation & Development, 4<sup>th</sup> Floor  
57 East Main Street  
Columbus, Ohio 43215  
[NHTFAllocation@ohiohome.org](mailto:NHTFAllocation@ohiohome.org)  
<http://ohiohome.org/ppd/housingtrust.aspx>

Also See: §93.303(d)(3)

### 1.3. Ohio Consolidated Plan Housing Needs

As a formula block grant, NHTF allocations must be made in accordance with Ohio's Consolidated Plan (ConPlan). ODSA, through a public input process, develops the five-year ConPlan to identify affordable housing and community development needs and implements a framework to address those needs.

As articulated in the ConPlan, the goal of OHFA's Housing Development Assistance Program (HDAP) is "to support the capacity of housing development organizations and



to provide financing for eligible housing developments to expand the supply of decent, safe, affordable housing for very low-income to moderate-income persons and households in the state of Ohio.” HDAP and, through it, NHTF complement and advance the following policy objectives identified in the Program Year 2015-2019 ConPlan:

1. **Homeless and Supportive Housing.** Provide a continuum of housing/services to prevent persons from becoming homeless and rapidly re-housing persons when homelessness does occur.
2. **Housing Preservation and Accessibility.** Provide funding for a flexible, community-wide approach to preserving and making accessible affordable owner and rental housing for low- and moderate-income households by bring the housing unit up to program standards and codes, eliminating hazards and deficiencies in major systems, and reducing maintenance cost.
3. **Creating New Affordable Housing Opportunities.** Provide funding for a flexible, community-wide approach to creating new affordable housing opportunities for low- and moderate-income persons.
4. **Supportive Housing/Fair Housing.** Provide supportive housing services to assist lower-income households with acquiring or maintaining housing.

Also See: 24 CFR §91.101

## 2. Distribution of Funds

### 2.1. Description of Distribution of Funds

As permitted by the Interim Rule, up to 10 percent of the to-be-announced PY18 allocation will be used to offset administrative costs. All programmatic funds will be distributed through OHFA’s existing Housing Development Assistance Program. Subject to applicant demand and qualification, OHFA anticipates the following subcategories of NHTF assistance will be issued through HDAP:

- 60 percent to Bond Gap Financing (BGF).
- 40 percent to Housing Development Gap Financing (HDGF).

If there are insufficient qualifying applications to commit the full NHTF award through BGF or HDGF, any remaining funds will be distributed through the Housing Credit Gap Financing program.

Applicants must meet all eligibility criteria for an HDAP award through the Ohio Housing Trust Fund (OHTF) or HOME program; however, applicants are not required to obtain OHTF or HOME funding in order to qualify for a NHTF award. OHTF/HOME HDAP sections of the application will be scored before NHTF.

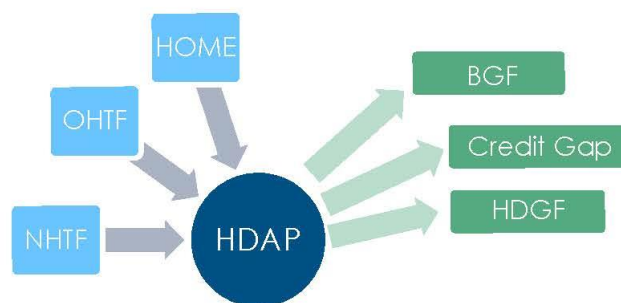
HDAP funds are awarded on a competitive basis. Final awards are based upon project need. It is OHFA’s intention that NHTF funds will be used to expand the overall number

of housing units available to the Extremely Low Income (ELI) population and to prevent supplantation of existing resources that are already creating ELI units. Therefore, OHFA reserves the right to reject any application that does not appear to contribute to increasing the number of ELI units.

Applicants may apply for the following maximum NHTF award amounts:

Program	# Affordable Units	HOME/OHTF Max Request	NHTF Max Request	Combined HDAP Per Unit Limit
<b>BGF</b>	150 Units or Less	\$1,500,000	\$500,000	N/A
<b>BGF</b>	151 Units or More <sup>1</sup>	\$2,500,000	\$500,000	\$10,000
<b>BGF</b>	Any Unit Count <sup>2</sup>	\$0	\$750,000	N/A
<b>HDGF</b>	Any Unit Count	\$500,000	\$750,000	N/A

Awarded funds are structured as a deferred loan with payment due on sale. The mandatory rental affordability period and the loan term are 30 years. The interest rate is 0.00%.



All HDAP funds, including those utilizing NHTF, must receive approval from the OHFA Board.

Also See: §91.220(5)(B), §93.200

## 2.2. Eligible Activities

NHTF funds may be used for the production, preservation, and rehabilitation of affordable rental housing. This specifically includes but may not be limited to new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, financing costs, and relocation expenses of any displaced persons. NHTF

<sup>1</sup> See the [BGF Local Initiative Option](#) section in the Consolidated HDAP Guidelines for requirements.

<sup>2</sup> BGF applicants that choose to forego OHTF and/or HOME funds and seek only NHTF funds may request up to \$750,000 in those resources.

funds may only be used for public housing in limited circumstances. See 24 CFR §93.203 for further information.

Due to the limited amount of funding available in the 2018 funding cycle, Ohio's NHTF funds are not available for operating subsidies or to refinance existing debt secured to rental housing units.

All NHTF activities must meet minimum standards as set forth in the current [HDAP Consolidated Program Guidelines](#), the [Multifamily Underwriting and Implementation Guidelines](#), the [Design & Architectural Standards](#), and all other [multifamily program guides](#) utilized by the development. Awardees must adhere to the standards set forth in OHFA's [Uniform Relocation Documents](#) to minimize displacement of residents during rehabilitation activities.

Minimum rehabilitation standards are governed by the [Housing Rehabilitation Handbook Part II](#) as issued by ODSA. This guide includes standards for:

- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local Codes, Ordinances, and Zoning Requirements; and
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to NHTF-assisted housing.

NHTF funded housing must meet the accessibility requirements in 24 CFR part 8, which implements section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. For "Covered multifamily dwellings," as defined at 24 CFR 100.201, the housing must meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619). Note that NHTF funds may be used for improvements that permit use by a person with disabilities, even if they are not required by statute or regulation.

If the remaining useful life of one or more major system is less than the affordability period, NHTF recipients will be required to establish a replacement reserve and make monthly payments to the reserve that are adequate to repair or replace the systems as needed.

Rental housing owners may limit tenants or give a preference in accordance with 24 CFR §93.303(d)(3) only to the extent such a preference complies with all fair housing requirements and is described in the ConPlan.

Also See: §91.220(5)(B-H), §93.200, §93.320(k)(5), §91.301, §93.301(b)(1)(ii)



### 2.3. Maximum Per-Unit Development Subsidy

NHTF may not be used in connection with luxury housing. NHTF expenditures must be reasonable and based on actual costs. The maximum per unit development subsidy shall be the same as the HOME maximum per unit subsidy limit as determined by HUD. See §221(d)3 – 234 for further information. These limits vary by bedroom and, in some program years, geographic location. The current HOME Program limits are specifically incorporated herein and set forth below:

Efficiency	1br	2br	3br	4br
<b>\$137,361.60</b>	\$157,466.40	\$184,276.80	\$247,708.80	\$271,908.00

The designation of HOME maximum per-unit subsidy limits is justified, reasonable, and appropriate under the NHTF Interim Rule. The decision to use the HOME subsidy limits is reinforced by internal analysis of the total development costs of affordable multifamily rental housing properties in Ohio from 2010-2015. Despite significant differences between individual projects, the data showed relatively little geographic variation. There was only an 11 percent difference in average development costs amongst our three largest counties; similarly, there was only a 13 percent difference between the average of the three largest counties and the balance of our smaller areas. Accordingly, the data do not support consistently higher development costs in some geographic areas over others.

Setting the NHTF maximum per-unit subsidy limits at the existing HOME limits is allowed by HUD and cost data indicate the use of the HOME limits is appropriate as the initial baseline cap for the amount of NHTF investment that may be put into any NHTF-assisted unit. However, it is important to note that the cap is not the only mechanism OHFA will use to allocate no more NHTF funds than allowable and necessary for project quality and affordability. Each application for NHTF funding will be reviewed and analyzed in accordance with OHFA's Multifamily Underwriting & Implementation Guidelines. Further, OHFA staff has extensive experience in this area, including through its allocation and administration of the HOME Program. The review includes an examination of sources and uses, including any operating or project based rental assistance, and a determination that all costs are reasonable. Through its underwriting process, OHFA will ensure that the level of NHTF subsidy provided: 1) does not exceed the actual NHTF eligible development cost of the unit, 2) that the costs are reasonable and in line with similar projects across the state, 3) the developer is not receiving excessive profit, and 4) NHTF funding does not exceed the amount necessary for the project to be successful for the affordability period.

Also See: §91.300, §93.320(k)(5)

### 2.4. First Time Homebuyer

Ohio does not intend to use any NHTF funds for homebuyer activities in the 2018 funding cycle. As such, there are no applicable resale, recapture, or affordability provisions related to homebuyer activities.

§91.220(5)(E-F), §93.320(5)(v-vi), §93.304(f), §93.305

### 2.5. Eligible Applicants

Eligible applicants include private for-profit housing developers, not-for-profit 501(c)(3) and 501(c)(4) organizations, and public housing authorities. Additional eligibility criteria are set forth in the [HDAP Consolidated Program Guidelines](#) and incorporated herein. Applicants must qualify meet all HDAP eligibility criteria to qualify for HDAP funding through NHTF.

Applicants must demonstrate sufficient experience and capacity to:

- Own, construct, rehabilitate, manage, and operate affordable multifamily rental housing;
- Undertake, comply, and manage eligible NHTF activity; and
- Manage other programs that may be used in conjunction with NHTF funds including, but not limited to, HDAP.

Applicants must make acceptable assurances that it will comply with the requirements of the NHTF program during the entire program period.

## 3. Application Requirements

### 3.1. HDGF Application Fee

For applicants seeking NHTF funding in concert with a HDGF proposal, a \$3,000.00 NHTF Final Application fee will be assessed in addition to all other fees set forth in the [HDAP Consolidated Program Guidelines](#).

### 3.2. Threshold Requirements

Applicants must submit a qualifying HDAP application and meet all requirements of that program. Refer to the [HDAP Consolidated Program Guidelines](#) for further information.

Applicants must complete a NHTF Supplemental Application. The Supplemental Application will collect the following mandatory information; failure to respond to or satisfy these threshold requirements will result in removal from NHTF consideration.

- a. Experience and Capacity
- b. Project Feasibility
- c. Description of eligible activities to be conducted with NHTF funds
- d. Statement describing how the application meets the priority housing needs of the State
- e. Statement describing developer's ability to obligate and implement in a timely manner
- f. Statement describing how the project meets state housing needs
- g. Statement describing if/how NHTF units will be integrated with higher income units
- h. Statement describing potential for resident success
- i. Statement describing method for achieving affordability
- j. Statement describing tenant recruitment and selection process
- k. Certification of Compliance with all NHTF requirements



In no case shall rent plus utilities on any NHTF-assisted unit(s) exceed 30 percent of Area Median Income (AMI). In addition to other HDAP affordability requirements<sup>3</sup>, NHTF funded projects must also commit to providing affordable rents to extremely low income households. In addition to OHTF/HOME requirements, the greater of the following must also be provided to qualify for a NHTF award:

- 10 percent of affordable units will be rent restricted at 30 percent of 30 percent AMI
- 5 units will be rent restricted at 30 percent of 30 percent AMI

Developments utilizing both OHTF/HOME and NHTF funding must incorporate the rent restrictions for each funding type without overlap.

All NHTF rent restrictions must be reflected in the Affordable Housing Financing Application (AHFA) or Gap Financing Application (GFA). OHFA encourages all attempts to reduce rents below the 30 percent of AMI minimum requirements. If an applicant does not qualify, or is not selected for NHTF funding, OHFA will reevaluate the budget for HDAP funding through OHTF/HOME with or without the additional NHTF rent restrictions and applicants may amend the budget accordingly at the final application.

To promote inclusionary screening practices, recipients of NHTF funds shall consider mitigating criteria in deciding whether to select any tenant-applicant, including but not limited to in the following circumstances:

1. Tenant-applicants lacking proof of employment and/or income at three or more times the monthly cost of rent;
2. Tenant-applicants with no credit history; and
3. Tenant-applicants with an eviction history.

NHTF Recipients must adhere to all guidance contained in HUD's [Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions](#) including but not limited to prohibitions on exclusionary policies based on arrests without convictions and requirements to consider mitigating circumstances for conviction records.

Also See: §91.220(5)(B), §93.250, §93.302(b)(1)(i), §93.320(5), §91.320(k)(5)(ii)

### 3.3. Competitive Requirements

In addition to threshold criteria, the NHTF Supplemental Application will collect the following competitive scoring information. Points for each criterion will be awarded at the discretion of OHFA. Applications with the highest scores will be selected for funding. For applications including multiple or scattered sites, all sites must meet competitive criteria to earn points.

Each of the following competitive criteria are designed to provide priority funding for rental projects based on the merits of the application meeting the priority housing needs

<sup>3</sup> All HDAP developments must commit to one of the following selections, based on the location of the proposed project: (A) HUD Participating Jurisdiction: A minimum of 40 percent of the affordable units must be affordable to households with incomes at or below 50 percent of AMI (B) Non-HUD Participating Jurisdiction: A minimum of 35 percent of the affordable units must be affordable to households with incomes at or below 50 percent of AMI

identified in the ConPlan including the presence of substandard housing, severe overcrowding, and cost burdened residents.

Category	Points	Point Breakdown
Rent Affordability in Addition to Minimum Requirements	30	30 Pts – Additional 10% units affordable at or below 15% AMI 20 Pts – Additional 10% units affordable at or below 30% AMI 10 Pts – Additional 5% units affordable at or below 30% AMI
Geographic Diversity <sup>4</sup>	30	30 Pts – USR Opportunity Index Rating “Very High” 20 Pts – USR Opportunity Index Rating “High” 10 Pts – USR Opportunity Index Rating “Moderate”
Affordability Leveraging	20	20 Pts – Commitment of one or more of the following subsidies on 100% of NHTF-assisted units: <ul style="list-style-type: none"> <li>▪ Section 8 or Rural Development Rent Subsidy</li> <li>▪ New Units with 811 Rent Subsidy</li> <li>▪ Other local, state, or federal subsidy as determined by OHFA that limits tenant rental contribution to 30% of gross household income</li> </ul> 15 Pts – Commitment of one of the above subsidies on at least 50% of total units in the development 10 Pts – Commitment of one of the above subsidies on at least 25% of total units in the development
Local Leveraging	10	5 Pts – >50% Financing is from non-federal <sup>5</sup> sources 5 Pts – Project does not request OHTF/HOME HDAP
Duration of Affordability Period	5	5 Pts – Budget demonstrates positive or breakeven cash flow through year 30
Meeting Priority Housing Needs	5	5 Pts – Proposal “Preserves Affordable Housing” or “Creates New Affordable Housing Opportunities” (defined ConPlan goals to meet priority housing needs of the State)

Also See: §91.220(5)(A), §93.320(5)(i), §91.320(k)(5)(i)

### 3.4. Priority Funding Based on Merits in Meeting Housing Need

In the event of a tie score, the following waterfall of creative and innovative elements or increased affordability standards, each designed to meet priority housing needs identified in the ConPlan, will determine funding priority:

1. Developments seeking Ohio 811 Project Rental Assistance Program rental subsidy, as evidence by an 811 pre-approval letter
2. Developments that receive the most points under the Geographic Diversity category
3. Developments with other funding requiring affordability restrictions beyond 30 years

<sup>4</sup> This geographic distribution priority is consistent with Ohio's ConPlan and the certification that Ohio will affirmatively further fair housing. The Opportunity Mapping Tool and additional information is available on OHFA's website at <https://ohiohome.org/ppd/opportunitymap.aspx>.

<sup>5</sup> Non-Federal Funding Sources include but are not limited to equity, OHTF, private debt, Federal Home Loan Bank's Affordable Housing Program, foundations, in-kind donations, tax abatements, and other state and local resources.

4. Developments with the most units affordable at or below 30 percent AMI
5. Developments offering units with 3+ bedrooms that are affordable at or below 30 percent AMI

Also See: §91.220(5)(A), §93.320(5)(i), §91.320(k)(5)(i)

#### **3.4.1.Submission Instructions**

Submissions will flow through the HDAP program. All applicants must submit a complete HDAP application and a NHTF Supplemental Application. Please see the [HDAP Consolidated Program Guidelines](#) for full application instructions.

#### **3.4.2.Contract Execution & Draws**

All recipients of NHTF must execute an agreement, as drafted by OHFA, that meets the requirements of 24 CFR §93.404. A [Guide to Drawing the HDAP](#) was created to assist applicants as they work with OHFA staff during the construction phase.

### **4. Performance Goals & Benchmarks**

Performance goals in PY18 are subject to HUD allocation amounts, which are not yet available. OHFA expects that in PY18, NHTF will support approximately fifteen new or preserved housing developments and will create approximately 250 units with rents that do not exceed 30 percent of 30 percent AMI and are therefore affordable to extremely low income families. Recipients of NHTF funds will be responsible for compliance with applicable reporting, file and physical inspections, and record keeping requirements described in guidance published on the [OHFA Office of Program Compliance](#) website.

Also See: §93.320(k)(5)(iii), §91.220(5)(C)