



COMPETITIVE APPLICATION PROCESS

FRANKLIN COUNTY AFFORDABLE HOUSING MAGNET FUND

APRIL 14th, 2021



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Section 1 - General Information

Section 1.01 Competitive Application Process

The Franklin County Economic Development & Planning Department (the “County”) is now accepting Applications for affordable housing developments through the Franklin County Magnet Fund.

Section 1.02 Background Information

On August 20, 2019, the Franklin County Board of Commissioners, pursuant to Resolution No. 0616-19, increased the permissive real property transfer tax by a rate of ten cents (\$0.10) per hundred dollars of value. These additional general fund revenues were dedicated to the purpose of inducing the development of new affordable housing units throughout the county, including an initial pilot round of the Franklin County Magnet Fund.

Section 1.03 Purpose

The purpose of the Franklin County Magnet Fund is to provide gap financing for the “New Affordability” construction of eligible affordable housing development projects seeking an allocation of 4% Low-Income Housing Tax Credits from the Ohio Housing Finance Agency (“OHFA”).

OHFA defines “New Affordability” as the new construction of affordable housing units, and/or the renovation of existing structures to create units that are newly affordable from units that were not previously rent- or income-restricted or occupied. However, renovation of existing residential units, including those that are not currently rent- or income-restricted, are *not eligible* to compete in this pool.

It is the intention of the County to select multiple Applications for award, consistent with the program’s project eligibility requirements, and funding levels. Applicants whose Applications are selected will be provided with a financial commitment in the form of a Letter of Intent. Receiving a Letter of Intent *is not* a commitment of County funds – the receipt of County funds is contingent upon a successful award of The Ohio Housing Finance Agency’s 4% Low-Income Housing Tax Credits, and availability of project funds.

Section 1.04 Request for Applications Schedule

The schedule for the CAP is given below. These dates are tentative and subject to change and/or modification by the County, as necessary:

Key Dates	Event
4/14/2021	Competitive Application Process (“CAP”) period begins.
4/14/2021	Application instructions and documents are posted on Franklin County’s website for additional interested parties to retrieve.
4/14/2021	First date to schedule Pre-Application Eligibility Determination Meeting with the County; as well as first date to submit questions to the County.
4/28/2021	Last date to schedule Pre-Application Eligibility Determination Meeting with County.

5/5/2021	Deadline for Applicants to submit questions to Franklin County Economic Development & Planning, via email to jroth@franklincountyohio.gov , by 5:00 PM EST.
5/7/2021	Questions and Answers posted on Franklin County’s website.
5/19/2021	Applications due to Franklin County by 12:00 PM EST.
5/21/2021	Evaluation of applications completed by the County; Letters of Intent will be emailed to the selected applicants.

Section 1.05 Additional Key Dates

The schedule for additional key dates relevant to a successful Application is given below. Please note that dates are outside the control of the County and therefore subject to change. All items marked “TBD” are the responsibility of the Applicant.

Key Dates	Event
5/24/2021	First date to schedule <i>mandatory</i> 4% Bond Issuance Meeting with Columbus-Franklin County Finance Authority
6/4/2020	Last date to schedule <i>mandatory</i> 4% Bond Issuance Meeting with Columbus-Franklin County Finance Authority
TBD	Applicant successfully obtains 4% Tax Credits and, potentially, OHFA Bond Gap Financing
TBD	Applicant potentially secures additional other/alternative gap funds for the Application
TBD	Applicant receives a successful award of The Ohio Housing Finance Agency’s (OHFA’s) 4% Low-Income Housing Tax Credits.
TBD	Franklin County EDP presents successful OHFA projects to Housing Advisory Board
TBD	Franklin County EDP coordinates financial closing for Magnet Funds via County Commissioner Resolution
TBD	Final Deadline for Applicant to close via County Commissioner Resolution

Section 1.06 Statutory Authority

Funds will be granted under the statutory authority provided the Franklin County Commissioners under Ohio Revised Code 307.698 and Ohio Revised Code 176.

Section 2 - Instructions to Applicants

Section 2.01 Terms and Conditions

If awarded, the terms and conditions in this CAP shall become part of any resulting **LETTER OF INTENT** and/or any **Affordable Housing Development Agreement** between the Applicant (“Applicant”) and Franklin County (“County”) as signed by the Franklin County Board of Commissioners.

Section 2.02 Exclusions from Making an Application

Applicants who have assisted the County with the development of the Specifications included in this CAP document shall be excluded from consideration under this CAP.

Section 2.03 Conditional Commitment - Letter of Intent

It is the intent of the County to issue a Letter of Intent to the Applicant(s) who submit the highest-ranked Application(s).

The Letter of Intent is not an award of County funds – the receipt of County funds is contingent upon a successful award of The Ohio Housing Finance Agency’s (OHFA’s) 4% Low-Income Housing Tax Credits, and availability of project funds.

The Letter of Intent will remain active until one (1) year after issuance of the Letter of Intent, unless earlier terminated by the County.

Section 2.04 Attention to Detail

Careful attention must be paid to all requested items contained in the Application packet. Applicants are required to submit Applications in accordance with the requirements of the CAP documents. The entire set of documents contained in the CAP packet constitutes the CAP. Applicants must submit all information necessary to properly analyze the Applications.

Section 2.05 Additional Funding and Financing Sources

In addition to Franklin County Magnet Funds, local financial institutions have committed millions of dollars in below market rate debt for affordable housing projects that intend to utilize the 4% LIHTC tax credit in conjunction with tax-exempt bond executions. Franklin County Economic Development and Planning is strongly encouraging Applicants to seek out additional funding leverage from the Columbus-Franklin County Finance Authority, The Affordable Housing Trust of Columbus and Franklin County, the Ohio Housing Finance Agency, and other public, private, and non-profit entities.

Section 2.06 Specifications

Franklin County may use any form of specification it determines to be in the best interest of the County and that best describes the goods or services to be acquired. Specifications may be in the form of a design specification, a performance specification, or a combination thereof.

Section 2.07 Inquiry Process/Additional Information

During the preparation of their Application, any Applicant may submit questions in writing to the Franklin County Economic Development & Planning Department via email to: jroth@franklincountyohio.gov. Questions must be submitted

no later than May 5, 2021 at 5:00 PM EST. Applicants' sole line of communication relating to this CAP shall be through the Economic Development and Planning Department.

Section 2.08 Oral Explanations

The County will not be bound by oral explanations or instructions given at any time during the competitive application process or after the selection of the successful Applicant(s).

Section 2.09 Conflict of Interest

Each Applicant must answer the statement indicating whether the Applicant or any people that may work for or through the Applicant have a possible conflict of interest (e.g., employed by Franklin County, etc.) and, if so, the nature of the conflict. Franklin County has the right to reject an Application in which a conflict is disclosed or cancel the resulting letter of intent and/or affordable housing development agreement if any interest is later discovered that could give the appearance of a conflict.

Section 2.10 Representations and Warranties

The Applicant warrants the accuracy of information submitted and acknowledges that Franklin County will rely on the Applicant's information in making its selection and entering into an agreement with the successful organization.

Section 2.11 Application Preparation Costs

The County will not be liable for any costs incurred by an Applicant related to Applicant's response to this CAP.

Section 2.12 Application Instructions

Franklin County requires clear and concise Applications. Applicants should take care to completely answer questions and meet the CAP's requirements.

Each Applicant shall submit their Application via email to: jroth@franklincountyohio.gov.

Section 2.13 When Applications May Be Delivered

Franklin County Economic Development & Planning must receive Applications prior to and no-later-than 12:00 PM the day the Applications are due. Applications received after the specified date and time will be considered late and will not be reviewed.

Section 2.14 Where Applications Must Be Delivered

Applications electronically via email:

Each Applicant shall submit their Application via email to: jroth@franklincountyohio.gov.

Applications delivered in-person, via USPS, UPS, or Fedex:

Due to the COVID-19 pandemic, Applicants *will not* be permitted to deliver applications in person, via USPS, UPS, or Fedex.

Section 2.15 Clarifications, Amendments, and Addendums

If an Applicant discovers any inconsistencies, errors, or omissions in the CAP, the Applicant should request clarification from the Franklin County Economic Development & Planning Department. Such requests will be made only in writing. No other form for submitting clarifications is acceptable. Questions must be submitted, in writing, to the attention of Josh Roth at jroth@franklincountyohio.gov.

Requests for clarifications received after the stated deadline will not be considered unless the County ascertains that the answer to the clarification could result in a material change to the specifications which could affect all Applications.

During the Application process, Applicants may be furnished certain amendments / addendums covering additions and / or deletions to the CAP documents. Amendments / addendums will be included in the Application documents and will become a part of the agreement. Amendments / addendums may be issued at any time preceding the Application opening date.

All amendments and addendums, including clarifications and Q&A responses, will be posted to the Franklin County Economic Development & Planning Web Site under this CAP. Those interested in submitting a response to this CAP shall monitor that website for any amendments and addendums to assure complete compliance with specifications, terms and conditions.

If it is necessary to modify this CAP, Franklin County Economic Development & Planning will do so by written amendment or addendum only. All amendments / addendums will be posted to the Franklin County Economic Development & Planning website. Oral instructions are not binding.

Section 2.16 Corrections before Application Deadline

Prior to the Application Deadline, if an Applicant withdraws its Application and resubmits it with revisions, the revisions should be clearly identified and signed or initialed by the Applicant. The omission of an Applicant's signature or initials to a modification may result in an Application being determined to be not responsive.

It is the responsibility of the Applicant to resubmit a corrected Application within the time constraints of the established Application opening time and date. Failure to resubmit a corrected Application within the established time and date shall be considered late and will not be accepted. Corrected Applications received through the mail after the specified Application opening date and time will be returned to the Applicant unopened.

Section 2.17 Corrections after Application Deadline

After the Application Deadline, Applicant's may only withdraw their Applications as provided in Ohio Revised Code §9.31. Withdrawal of an Application after an Application Deadline exposes an Applicant to legal liability for sanctions, including costs for re-Application, or may result in an Application being awarded to the next lowest Applicant. Notice of a claim of right to withdraw an Application submitted in error, after the Application opening, must be made in writing and filed with Franklin County Economic Development & Planning within two (2) business days after the conclusion of the Application opening procedure.

Section 2.18 Application Rejections

This CAP is not intended to be, nor shall it be construed as a commitment or obligation of Franklin County to award any public money for a project, and Franklin County reserves the right to reject any or all of the Applications and advertise for

new Applications for the Program. Franklin County may reject any Application, in whole or in part, if any of the following circumstances are true:

- Applications which do not meet eligibility requirements with the specifications, terms, or conditions stated in the CAP.
- Franklin County determines that awarding any item is not in the best interest of the County.
- Franklin County determines that sufficient funding for the Program is unavailable.

Franklin County reserves the right to reject any or all of the Applications on any basis without disclosure of a reason. The failure to make such a disclosure will not result in the accrual of any right, claim, or cause of action by any unsuccessful Applicant against Franklin County.

Section 2.19 Affidavits and Declarations

A. Non-Collusion Certification

Applicants must sign and notarize Exhibit A-1 (Non-Collusion Affidavit) of Appendix A of the CAP, and by doing so the Applicant certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing Application; that such Application is genuine and not collusive or sham; that Applicant has not colluded, conspired or agreed, directly or indirectly, with any Contractor or person, to put in a sham Application; or colluded or conspired to have another not propose and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person to fix the cost of its Application, or that of any other Applicant, or to secure any advantage against any Applicant or any person or persons interested in the proposed contract and that all statements contained in the Application are true; and further, that the Applicant has not, directly or indirectly, submitted this Application, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.

B. Non-Discrimination / Equal Opportunity

The Applicant agrees that in the hiring of employees for the performance of work under the contract Applicant shall not, by reasons of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates. That the Applicant or any person acting on behalf of Applicant, shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity.

The Applicant must sign and notarize Exhibit A-2 (Non-Discrimination / Equal Opportunity Affidavit), of Appendix A of the CAP, and by doing so the Applicant certifies that he/she complies with the express language contained in §125.111 of the Ohio Revised Code regarding Non-Discrimination / Equal Opportunity.

All Applicants who contract with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in §122.71 of the Ohio Revised Code. Annually, each such Applicant shall file a description of the affirmative action program and a progress report on its implementation with the equal employment opportunity officer of the department of administrative services.

C. Small and Emerging Business Enterprise Information

For statistical purposes, Franklin County is seeking information on the size and demographic type of vendors replying to our call for applications. Utilizing Appendix A Exhibit A-3 (Small and Emerging Business Enterprise Information Form), Applicants are asked to indicate whether their company, business or organization meets the descriptions provided for a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Small and Emerging Business Enterprise (SEBE), a Woman Business Enterprise (WBE), an Encouraging Diversity, Growth and Equity Certified Business Enterprise (EDGE), a Local Economically Disadvantaged Enterprise (LEDE) or Veteran Business Enterprise (VBE). This is only for informational purposes and is not part of the evaluation process and will not be given any consideration with regard to an award.

D. Lobbyist/Consultant Declaration Form

In order to maintain transparency in the CAP process, each Applicant is required to list the name, company and address of any lobbyist or consultant that assisted them with the Application which they are now submitting to the County for their consideration for an award. The information should be provided utilizing Appendix A Exhibit A-4. If more than one Lobbyist or Consultant provided assistance, then the Applicant should provide one Exhibit A-4 for each one.

E. Delinquent Personal Property Tax Affidavit

By the signature affixed on Appendix A Exhibit A-5 (Delinquent Personal Property Taxes) of the CAP, the Applicant certifies that they are not charged with delinquent personal property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.

Section 2.20 Public Record and Treatment of Confidential and Proprietary Information

Pursuant to Ohio Revised Code 149.43, all information submitted by an Applicant shall be considered a public record. In the event the County receives any request for any information received as part of this CAP or resulting Letter of Intent or Affordable Housing Development Agreement, the County will immediately take steps to release the information to the requesting party.

Section 2.21 Limited Amount of Applications that can be Submitted by One Applicant

Applicants are limited to two (2) total application submissions per Applicant i.e. up to two separate projects applications, including partnerships.

Section 3 - Budget Details

Section 3.01 Program Funds

The Franklin County Board of Commissioners have appropriated \$4,000,000 (four million dollars) for the 2021 round of the Magnet Fund. The County will issue Letters of Intent, conditional upon successful procurement of 4% tax credits and all other needed funding sources, until Program Funds have been exhausted.

Section 3.02 Award Limit

The maximum per Application is outlined in the chart below on a per unit type basis, up to a maximum of \$1,350,000 (one million three hundred fifty thousand dollars).

Unit Type	Per Unit
Efficiency	\$12,000
1 Bedroom	\$15,000
2 Bedroom	\$19,000
3 Bedroom	\$23,000

Section 3.03 Fund Restrictions

Eligible Applications will be limited to those seeking an allocation from one of OHFA’s non-competitive “New Affordability” 4% tax credit rounds.

OHFA Defines “New Affordability” as the new construction of affordable housing units, and/or the renovation of existing non-residential structures to create units that are newly affordable. However, renovation of existing residential units, including those that are not currently rent- or income-restricted, are *not eligible* to compete in this pool.

In addition, the eligible use of funds is the same as those required by OHFA’s HDAP fund with the following exceptions:

- Applications that include Building Acquisition and any associated Demolition Costs must include a narrative as to the nature of the Buildings being acquired and why Demolition is necessary.
- Relocation Costs are not eligible.

Funding will only be considered truly committed and available upon passage of a resolution by the Franklin County Board of Commissioners and financial closing of an Affordable Housing Development Agreement.

A selected Application will at a minimum meet the following criteria:

- Successful Applications shall be expected to comply in all material respects with all statutes, laws, ordinances and governmental rules, regulations and orders to which it is subject or which are applicable to the final affordable housing project.

Section 3.04 Prevailing Wage

Developments receiving funding from Franklin County’s Magnet Fund may be subject to the Davis-Bacon Act or Ohio's prevailing wage law, depending on, but not excluding, funding amounts, funding sources, ownership, lease-back structuring, etc. Triggers set forth by the applicable laws determine when the laws apply.

The Applicant will be responsible for compliance with any state and federal wage rates that may be applicable to the affordable housing project. Appropriate wage rates must be factored into the Applicant’s construction budget.

For reference, but not limited to:

- Ohio Revised Code, Chapter 176.05: Establishing residential prevailing rate of wages.
- Ohio Revised Code, Chapter 4115: Wages and Hours on Public Works

Section 4 - Submission Requirements

Section 4.01 Application Selection Process & Project Timeline

Phase 1 – Applicant Schedules a Pre-Application Eligibility Determination Meeting

Although not required, it is strongly encouraged that a prospective Applicant schedule a Pre-Application Eligibility Determination Meeting with EDP staff before submission of the project Application.

This meeting will help the prospective Applicant understand if they are eligible to apply as well as if the parcel(s) being proposed that are under site control by the prospective Applicant are within one of the ranked corridors.

It is up to the prospective Applicant to email Josh Roth at jroth@franklincountyohio.gov to schedule a meeting. Once a date and time has been set, the meeting will be held virtually coordinated by Economic Development & Planning. Twenty four (24) hours before the meeting is held, the prospective Applicant is required to email Josh Roth at jroth@franklincountyohio.gov as much of the completed Application as possible, but must, at minimum, provide the description of the management team, details on prior LIHTC projects awarded, and Franklin County Auditor parcel ID number(s) for the proposed project site.

This meeting will discuss no other details but to confirm the two main eligibility requirements.

Phase 2 - Applicant Applies

The Applicant applies per Section 5 of this CAP.

Phase 3 – Determination of Award – Letter of Intent

If selected (per ranking), the Applicant is awarded a Letter of Intent from Franklin County Economic Development & Planning with a dollar amount of potential award.

Phase 4 –Bond Issuer – Columbus-Franklin County Finance Authority Partnership

Applicant works with either the Columbus-Franklin County Finance Authority (The Finance Authority) or Bond Issuer of Choice to determine bond issuing conduit partner for the 4% Low Income Housing Tax Credit program as administered by the Ohio Housing Finance Agency.

The Franklin County Magnet Fund process offers a unique partnership with the Columbus-Franklin County Finance Authority (Finance Authority). The Finance Authority offers a flexible structured lease program that can offer sales tax savings in combination with being issuing the bonds required by the 4% Low Income Housing Tax Credit program.

About the Columbus-Franklin County Finance Authority

The Columbus-Franklin County Finance Authority is a public agency that provides creative and timely financing solutions for economic development projects in Central Ohio. The Finance Authority was established in 2006 by legislative action of the Columbus City Council and the Franklin County Board of Commissioners, and is organized as a port authority under Ohio law.

In partnering with economic developers, government entities and banks, the Finance Authority provides creative funding options for projects in the private, non-profit and public sectors. Its portfolio of projects includes:

- Public improvement projects
- Mixed-use properties
- Energy efficiency improvements

The Finance Authority has provided more than two billion in financing and has been awarded an A- bond fund rating from Standard & Poor's Rating Services for its Central Ohio Bond Fund.

What is a Structured Lease?

A structured lease involves the Finance Authority owning and leasing a project to a company in order to provide financial or accounting advantages to a corporate user.

Benefits of a Structured Lease

In lease financings, the Finance Authority's tax-exempt status can be deployed to help developers and companies control costs of constructing a new building through sales tax exemption on the purchase of project building materials. As such, the Finance Authority's ownership of the asset is a condition of using this incentive. For a sizeable project, this financing structure can reduce construction costs dramatically through sales tax savings.

Capital Lease Structure

Under the capital lease the Finance Authority holds title to the project. The Finance Authority enters into a Lease with the lessee, which can be a company or a developer. The Lessee books the asset and any debt on its balance sheet. The lessee receives all ownership benefits for federal tax purposes, i.e. depreciation, interest expenses. Under the lease, the lessee typically has the right to purchase the asset for a nominal amount at the end of the lease. A right for the lessee to purchase the asset prior to the end of the lease term can be negotiated.

Role of the Finance Authority

The Finance Authority may:

- Own the project (via fee simple interest or ground lease);
- Arrange for construction;
- Lease the project directly to the business or to a master lessee; and
- Issue the lease bond debt (typically under a trust indenture).

The source of repayment for any bonds is the master lease, the terms of which are negotiated among the bondholder, the Finance Authority, the business and the developer.

In the sample calculation below, the capital lease structure assumes 50 percent of the project cost is construction materials. Note that some of the project savings are used to support the cost of the transaction, which, as a fixed cost of all 4% Low Income Housing Tax Credit projects in Ohio, presents a considerable advantage to using the Magnet Funds partnership with the Columbus-Franklin County Finance Authority.

Example:

- \$12 million new construction project (hard costs)
- Assume 50% of hard cost is for construction materials
- Franklin County tax sales tax of 7.50%
- Transaction fees and expenses taken from projected exemption amount
- Total Savings to Client in addition to zeroing out bond issuance costs = approx. \$350,000

Phase 5 – 4% LIHTC Application and Award from OHFA

The Applicant applies, and is awarded, a 4% Low Income Housing Tax Credit from the Ohio Housing Finance Agency.

Phase 6 – Additional Gap Funding & Financing

The Applicant is awarded, by other funding entities, any additional gap funding and financing to be able to make the project financially viable.

Phase 7 – Franklin County Housing Advisory Board

The Applicant, in coordination with Franklin County Economic Development and Planning Department staff, presents the Application for advisory opinion from the Franklin County Housing Advisory Board.

The purpose of the Franklin County Housing Advisory Board (“HAB”) is to expand and preserve the supply of affordable rental housing throughout Franklin County. The Mid-Ohio Regional Planning Commission (“MORPC”) administers the HAB, and its members are appointed by the Franklin County Board of Commissioners and the Mayor of Columbus. The HAB reviews and recommends to the Franklin County Board of Commissioners all requests for inducements or issuance of housing bonds. More information can be found here: <https://www.morpc.org/program-service/housing-advisory-board/>

Phase 8 – Board of Commissioners General Session Vote & Closing

The Applicant closes on County funds with a signed grant award contract approved by Resolution and signed by the Franklin County Board of Commissioners.

Section 4.02 Application Requirements

Completed OHFA Affordable Housing Funding Application (AHFA)

- Complete all relevant sections of the AHFA in its entirety. Exceptions include the “DCFA & Architectural,” “Program Certification,” and “Construction Certification” tabs.
- Please refer only to the components listed hereunder for additional County submission requirements. Do not refer to the submission requirements listed in the AHFA “Instructions” tab. Not all OHFA document submission requirements are requested by the County for review at this time.
- AHFA can be found on the Ohio Housing Finance Agency’s website at: <https://ohiohome.org/ppd/resources.aspx>

All the indicated items in the “County Magnet + Competitive HTC & 4% with BGF: Required Documents can be found below.

OHFA Application per QAP Guidelines		DUE WITH
Doc#	Document Naming Convention	County Magnet Fund
1	Affordable Housing Financing Application (AHFA)	■
2	Appraisal	
3	Architectural Plans & DCF Form including Construction Certification	
4	Authorization to Release Tax Information	■
5	Community Outreach Plan	
6	Competitive Support Documents (folder)	
7	Conditional Financial Commitments [1]	■
8	Condominimized Space Description	
9	Development Team Consultant Statement	■
10	Development Team Experience and Capacity Review	■
11	Evidence of Site Control	■
12	Exception Requests	
13	Federal Tax Identification Number Documentation	
14	Green Certification	
15	HCGF Application (if applicable, AHFA tab)	
16	Legal Description	
17	LIHTC Lease Addendum	
18	Limited Partnership Agreement	
19	List of Changes from Proposal Application	
20	Management Company Capacity Review (AHFA tab)	
21	Market Study	
22	Notification of Statewide Accessibility Groups	
23	Ohio Housing Locator	
24	Organizational Chart	■
25	Phase I Environmental Site Assessment	
26	Phase II Environmental Site Assessment (if applicable)	
27	Physical Capital Needs Assessment & Scope of Work	
28	Proposal Summary PDF	■
29	Public Notification	
30	Related Party Transaction Questionnaire	
31	Relocation Plan	
32	Rental Subsidy Contract	
33	Revitalization Plan	
34	Scattered Site Development Map	
35	Site Visit Documents	■
36	Supportive Services Plan & Providers	
37	Utility Allowance Information	
38	Zoning [2]	■

End Notes: County Magnet Fund: Required Documents

[1] Franklin County’s Magnet Fund may be the first conditional commitment for an Applicant’s proposed project and there may not be any of conditional commitments to report as of yet.

[2] Zoning does not have to be complete, but an update as to current zoning status and progress in receiving approval is required.

Section 4.03 Limited Amount of Applications that can be Submitted by One Applicant

Applicants are limited to two (2) total application submissions per Applicant, including partnerships.

Section 5 - Evaluation Process

Section 5.01 Eligibility

Applicant and Application eligibility are determined by the following five criteria:

- 1) **Application:** A complete Application per Section 4 of this CAP.
- 2) **Experience:** For an Applicant to be eligible, they must show demonstrated success and experience in developing prior Low-Income Housing Tax Credit (LIHTC) projects. Prior experience is defined as Developers who have successfully placed at least one LIHTC project in service in Ohio within the last 10 years. For the purposes of these guidelines, success is defined as having completed the project within the timeframes established in the Ohio Housing Finance Agency's (OHFA) QAP and as represented in their application to OHFA. Out-of-state developers who have not placed at least one LIHTC project in service in Ohio within the last 10 years, but who partner with an entity who meets the necessary requirements are eligible. The entity serving as the experienced partner in the project must act as the lead developer at all times which includes, but is not limited to: serving as the primary point of contact for OHFA throughout project development; and serving as the primary decision maker with respect to selection of third-party providers, general contractors, etc.
- 3) **Site Location:** For an Application to be eligible, the site parcel must be under some form of control (ownership, option, etc.) and be within at least ½ mile of one of the identified corridors provided on this map: <https://fca.maps.arcgis.com/apps/webappviewer/index.html?id=fc6a7b102f4e4b54a512d511fe10d0b5>
 - a. If, after all the Applications submitted are ranked by the tiered corridors system and there is still funding availability, Applications not located along the tiered corridor system but located within a Concentrated Job Center will be evaluated for the potential, as ultimately determined by the Director of Development, to be granted a letter of intent of funding. These Applications are considered eligible as well. Please refer to the section in the CAP that refers to "Ranking Criteria Exception" for more details about the Concentrated Job Center Application eligibility.
- 4) **Application Fee:** The application fee, as described in the Fee Schedule – Appendix B, shall be paid in full, via check referencing "Magnet Fund Application Fee", upon final submission of the application. Please include an electronic copy of the check in the electronic submission of the application.

Make all checks payable to:

FRANKLIN COUNTY BOARD OF COMMISSIONERS

Mail to:

Franklin County Economic Development and Planning
ATTN: Josh Roth, Magnet Fund Administrator
150 S. Front St., FSL Suite 10
Columbus, OH 43215-7104

- 5) **New Affordability Construction - 4% LIHTC:** One of the main goals of Franklin County's Magnet Fund is to induce more 4% Low Income Housing Tax Credit projects to induce additional new affordability construction projects in Franklin County. Therefore, Applications that will ultimately receive funding from Franklin County's Magnet Fund are required to apply, receive, execute upon, and utilize 4% Low Income Housing Tax Credits as provided by the Ohio Housing Finance Agency. They also are required to be New Affordability construction projects.

New Affordability is defined as the new construction or renovation of existing structures that create units that are newly affordable, meaning not previously rent- or income-restricted or occupied. Renovation of existing occupied units, including those that are not currently rent- or income-restricted, are not eligible to compete in this pool. OHFA will take into consideration how long the units have been vacant when determining whether or not a project qualifies to compete.

Section 5.02 Ranking Criteria

Rankings will be primarily based on spatial criteria. Affordable housing is not simply a housing issue – it also entails various access and determinants issues, including, very importantly, transportation and transit access. Therefore, Franklin County’s Magnet Fund is targeting the inducement of affordable housing projects along targeted current and future priority transit corridors in the County.

These corridors can be found within this map specifically designed for the Franklin County Magnet Fund: <https://fca.maps.arcgis.com/apps/webappviewer/index.html?id=fc6a7b102f4e4b54a512d511fe10d0b5>

Applications will fall into one of three categories, reflected by different colors on the Ranking Criteria Matrix below. Each Application will be ranked by the criteria detailed in the Ranking Criteria Matrix below. If several Applications are both ranked in the same category, the tie-breaker will be go to which Application has more two (2) bedroom units.

The colors on the Ranking Criteria Matrix below also align with the map provided above for reference.

Ranking Criteria Matrix

Ranked Projects	Distance	Target Corridor	Jurisdiction	Tie-Breaker
1 – 1 st Rank	1 / 4 mile	1 st Tier Corridor	Outside the City of Columbus	Number of 2 Bedroom Units
2 – 2 nd Rank	1 / 4 mile	1 st Tier Corridor	Inside the City of Columbus	Number of 2 Bedroom Units
3 – 3 rd Rank	1 / 2 mile	1 st Tier Corridor	Outside the City of Columbus	Number of 2 Bedroom Units
4 – 4 th Rank	1 / 2 mile	1 st Tier Corridor	Inside the City of Columbus	Number of 2 Bedroom Units
5 – 5 th Rank	1 / 4 mile	2 nd Tier Corridor	Outside the City of Columbus	Number of 2 Bedroom Units
6 – 6 th Rank	1 / 4 mile	2 nd Tier Corridor	Inside the City of Columbus	Number of 2 Bedroom Units
7 – 7 th Rank	1 / 2 mile	2 nd Tier Corridor	Outside the City of Columbus	Number of 2 Bedroom Units
8 – 8 th Rank	1 / 2 mile	2 nd Tier Corridor	Inside the City of Columbus	Number of 2 Bedroom Units

Section 5.03 Ranking Criteria Exception

If, after all the Applications submitted are ranked by the tiered corridors system and there is still funding availability, Applications not located along the tiered corridor system but located within a Concentrated Job Center will be evaluated for the potential, as ultimately determined by the Director of Development, to be granted a Letter of Intent.

Concentrated Job Center is defined as an area meeting either of the following criteria:

- Concentrated Job Center: Development is within a one-mile radius of 3,000 or more jobs; or
- Entry Level Job Access: Development is located in a census tract with an Entry Level Job Index score of at least 0.50 as defined in the USR Opportunity Index.

Submission:

- Applicants seeking qualification as being located within a Concentrated Job Center area must submit a screenshot of the “On the Map” query website demonstrating eligibility by following these directions:
 - Access <http://onthemap.ces.census.gov/>

- Enter the address of the site, or the nearest address and click “Search”
- Select the “Geocoder Result” that is returned for your address
- Click the “Selection” tab at the top of the page
- Click “Simple Ring” under “Add Buffer to Selection”
- Enter “1” into the “Radius” box
- Click “Confirm Selection”
- Click “Perform an Analysis on Selection Area.”
- Within the Analysis Settings box that will appear:
 - Choose “Work” under the first column
 - Choose “Area Profile” under the second column,
 - Choose 2018 under the third column
 - Choose “All Jobs” under the fourth column.
 - Click “Go” for results. The “Total All Jobs” Count is the relevant measurement.

b. Applicants seeking qualifications being located within an Entry Level Job Access area must submit a screenshot of the USR Opportunity Index with the census tract of the development highlighted and summary information, including Entry Level Job Access, displayed.

Potential Exception Applications Ranking in Case of a Tie-Breaker #1 ranking the highest and #6 ranking the lowest:

Concentrated Job Center:

- #1 = 5000+ jobs
- #2 = 4000 – 4999 jobs
- #3 = 3000 – 3999 jobs

Entry Level Job Access:

- #4 = Entry Level Job Access of 1.5
- #5 = Entry Level Job Access of 1.0 – 1.49
- #6 = Entry Level Job Access of 0.5-0.9

Section 5.04 Communication during Evaluation

During the evaluation process, unless requested by County as part of the evaluation process, any attempt on the part of the Applicant, the Applicant's agent(s), or any party representing the Applicant, to submit correspondence that is determined by County to be an attempt to compromise the impartiality of the evaluation or any party on the part of the Applicant, the Applicant’s agent(s), or any party representing the Applicant to communicate with any member of the County regarding the evaluation process may be grounds for immediate disqualification of the Applicant. A determination to cease the evaluation or reverse an award determination will be at the sole discretion of the County.

County may request additional information to evaluate an Applicant’s responsiveness to the Application or to evaluate an Applicant’s responsibility. If an Applicant does not provide the requested information, it may adversely impact the County's evaluation of the Applicant’s responsiveness or responsibility.