



COMPETITIVE APPLICATION PROCESS

FRANKLIN COUNTY AFFORDABLE HOUSING MAGNET FUND

MAY 26th, 2023



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Section 1 - General Information

Section 1.01 Competitive Application Process

The Franklin County Board of Commissioners, through the Franklin County Economic Development & Planning Department (the “County”), is now accepting applications for an award of funds to be used for affordable housing developments that qualify as “New Affordability” construction, as defined below, through the Franklin County Magnet Fund Program (the “Program”). For the purposes of this Application, an affordable housing project is defined as a site or sites together with any building or buildings located on the site(s) that are under common ownership, management, and financing and are to be assisted with Program funds as a single undertaking under this Application (the “Project”). The Project includes all activities associated with the site(s) and building. Eligible entities may submit the information and documents requested herein (the “Application”) for consideration for an award of Program funds.

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 encouraging the development of new affordable housing units throughout Franklin County.

Section 1.03 Purpose

The purpose of the Program 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 (“LIHTC”) 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.

The County intends 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 Letter of Intent (“LOI”) indicating the County’s reservation of Program funds in the amount set forth in the LOI. Receiving a LOI **is not** a commitment of Program funds. The receipt of Program funds is contingent upon a successful award of OHFA’s 4% LIHTC, and availability of Program funds.

Section 1.04 Request for Applications Schedule

The schedule for the Competitive Application Process (“CAP”) is set forth below. These dates are tentative and subject to change and/or modification by the County, as necessary:

Key Dates	Event
5/26/2023	CAP period begins.
5/26/2023	Application instructions and documents are posted on the County’s website for interested

	parties to retrieve.
5/26/2023	First date to schedule Pre-Application Eligibility Determination Meeting with the County; as well as first date to submit questions to the County.
6/07/2023	Last date to schedule Pre-Application Eligibility Determination Meeting with County.
6/16/2023	Deadline for Applicants to submit questions to Franklin County Economic Development & Planning, via email to EmanuelTorres@franklincountyohio.gov with a copy to JulissaTiruchelvam@franklincountyohio.gov , by 5:00 PM EST.
6/20/2023	Questions and Answers posted on the County’s website.
7/5/2023	Applications due to the County by 12:00 PM EST. (“Application Submission Deadline”)
8/4/2023	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 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
6/7/2023	First date to schedule <i>mandatory</i> 4% Bond Issuance Meeting with Columbus-Franklin County Finance Authority
6/30/2023	Last date to schedule <i>mandatory</i> 4% Bond Issuance Meeting with Columbus-Franklin County Finance Authority
TBD	Applicant successfully obtains 4% LIHTC 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 OHFA’s 4% Low-Income Housing Tax Credits.
TBD	The County coordinates financial closing for Program funds via Franklin 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 an applicant is selected, the terms and conditions in this application shall become part of any resulting **LOI** and/or any resulting **Affordable Housing Development Agreement** (the “Agreement”) between the Applicant and the County, which shall be signed by the Franklin County Board of Commissioners. A LOI is not a contract and is not binding on the parties.

Section 2.02 Exclusions from Making an Application

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

Section 2.03 Conditional Commitment - Letter of Intent

It is the intent of the County to issue a LOI to the Applicant(s) who submit the highest-ranked application(s).

The LOI is not an award of Program funds – the receipt of Program funds is contingent upon a successful award of the OHFA’s 4% LIHTC, and availability of Program funds.

The LOI will remain active until one (1) year after the date of issuance by the County, 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 application documents. The entire set of documents contained in the application packet constitutes the application. Applicants must submit all information necessary to properly evaluate the application.

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 in conjunction with tax-exempt bond executions. Franklin County Economic Development and Planning strongly encourages 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

The County may use any form of specifications 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 specifications, performance specifications, or a combination thereof.

Section 2.07 Inquiry Process/Additional Information

During the preparation of its application, any Applicant may submit questions in writing to the Franklin County Economic Development & Planning Department via email to: EmanuelTorres@franklincountyohio.gov with a copy to JulissaTiruchelvam@franklincountyohio.gov. Questions must be submitted no later than June 16th, 2023, 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 CAP 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. The County has the right to reject an application in which a conflict is disclosed or cancel the resulting LOI and/or 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 the County will rely on the Applicant's information in making its selection and entering into an agreement with the successful Applicant.

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

The County requires clear and concise applications. Applicants should take care to completely answer questions and meet the application's requirements.

Each Applicant shall submit their application via email to: EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@franklincountyohio.gov.

Applications must be submitted in electronic format only, neither hard copy, nor faxed, application submissions will be accepted. Applications not received by the scheduled application opening time will be disqualified without additional consideration.

Section 2.13 When Applications May Be Delivered

Franklin County Economic Development & Planning must receive properly completed applications no-later-than 12:00 PM the day the applications are due (the "Submission Deadline"). Applications received the Submission Deadline will not be considered.

Section 2.14 Where Applications Must Be Delivered

Applications electronically via email:

Each Applicant shall submit their Application via email to: EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@franklincountyohio.gov.

Section 2.15 Clarifications, Amendments, and Addendums

If an Applicant discovers any inconsistencies, errors, or omissions in the application, 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 Emanuel Torres at EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@franklincountyohio.gov, in accordance with the CAP schedule set forth in Section 1.04.

Requests for clarifications received after the stated deadline set forth in Section 1.04 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 submitted applications.

During the application process, Applicants may be furnished certain amendments / addendums covering additions and / or deletions to the application 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.

Franklin County reserves the right to postpone the application opening for its convenience. All amendments and addendums, including clarifications and Q&A responses, will be posted to the Franklin County Economic Development & Planning website found here: <https://development.franklincountyohio.gov/fc-magnet-fund>. Those interested in submitting an application response should monitor that website for any amendments and addendums to ensure 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 Submission Deadline

In the event that an Applicant wishes to correct, or update, a previously submitted Application, prior to the Application Submission Deadline, the Applicant must formally withdraw its previously submitted Application via written notice sent to EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@franklincountyohio.gov, prior to the Application Submission Deadline. The County will not consider Applications that have been formally withdrawn for an award of Program Funds. An Applicant may resubmit a previously withdrawn Application, or submit an updated or corrected Application, prior to the Application Submission Deadline, as set forth in Section 1.04, for the County's consideration. The County will not consider any Application submitted after the Application Submission Deadline.

Failure to resubmit a corrected application within the established time and date shall be considered late and will not be accepted.

Section 2.17 Corrections after Application Opening

Applicant may submit requests to update or correct its Application after the application opening. Requests to update or correct an application after opening should be submitted to EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@franklincountyohio.gov. The County shall consider an Applicant's request to update or correct an Application on a case-by-case basis, up to, and until, a LOI is issued by the County, or a determination of non-award is made by the County.

Section 2.18 Application Rejections

This CAP is not intended to be, nor shall it be construed as a commitment or obligation of the County to award any public money for a Project. The County reserves the right to reject any or all of the submitted 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 offer supplies or services that are not in compliance with the requirements, specifications, terms, or conditions stated in the application.
- The County determines that an award of Program funds is not in the best interest of the County.
- The 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 the 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 application, 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 / Diversity, Equity & Inclusion

The Applicant agrees that in the hiring of employees for the performance of work under the contract, the 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.

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 development.

C. Small and Emerging Business Enterprise Information

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) (collectively, “SEBE Entities”). Additionally, the County maintains aspirational goals for Applicants, developers, and other entities involved in the Affordable Housing Project to utilize SEBE Entities in the Projects. The County would like the Applicant to provide information as to how it may meet the County’s aspirational goal for utilizing SEBE Entities with these Projects. Applicant’s responses to these requests are for informational purposes only. Applicants are encouraged to provide a copy of its Diversity Equity and Inclusion policies, as well the number of Applicant’s employees dedicated to Diversity Equity and Inclusion activities.

D. Lobbyist/Consultant Declaration Form

In order to maintain transparency in the CAP, 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.

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 Maximum Number of Applications per Applicant

Applicant may submit up to a maximum of two (2) Applications. In the event that an Applicant submits more than one Application, each Application must be for a different Project, as defined in Section 1.01. Multiple Applications for the same Project will not be considered, even if the Applications were submitted by different Applicants.

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 2023 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 award, per application, is outlined in the chart below and shall be awarded on a per unit type basis, up to a maximum of One Million Three Hundred Fifty Thousand Dollars (\$1,350,000).

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

Section 3.03 Fund Restrictions

Successful applications will be limited to those currently seeking an allocation from one of OHFA’s non-competitive “New Affordability” 4% LIHTC 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 Program.

In addition, the eligible use of Program funds is the same as those required by OHFA’s Housing Development Assistant Programs (“HDAP”) 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.

Program funds will be formally awarded and available to the Applicant upon passage of a resolution by the Franklin County Board of Commissioners, which shall include a fully executed Affordable Housing Development Agreement the Applicant and the Franklin County Board of Commissioners, and payment of the Franklin County Resolution Closing Fee.

A successful application 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 Program 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 & Program Timeline

Step 1 – Pre-Application Eligibility Determination Meeting

Although not required, it is strongly encouraged that a prospective Applicant schedule a Pre-Application Eligibility Determination Meeting with Franklin County Economic Development & Planning Department (“EDP”) staff before submission of the project Application.

This meeting will help the prospective Applicant understand if they are eligible for an award of Program funds, as set forth on Section 5, as well as if the Site Location, as defined herein, of the proposed project is within one of the ranked corridors. This meeting will not discuss any other application or project details other than the project eligibility and Site Location.

It is up to the prospective Applicant to email Emanuel Torres at EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@franklincountyohio.gov, to schedule a meeting. Once a date and time has been set, the meeting will be held virtually, coordinated by EDP. Twenty four (24) hours before the meeting is held, the prospective Applicant is required to email Emanuel Torres at EmanuelTorres@franklincountyohio.gov, with a copy to JulissaTiruchelvam@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.

Participation by an Applicant in a Pre-Application Eligibility Determination meeting does not guarantee that an Applicant’s application will be successful, nor does it guarantee that an Applicant will be awarded Program funds.

Step 2 – Application Submittal

The Applicant submits a completed application as set forth in this Section 4. By submitting its application, Applicant agrees and understands that Applicant is responsible for all tax liability Applicant may incur as a result of any resulting award of Program funds. Applicant should consider all tax implications and the appropriate structure for this award prior to submitting an application.

Step 3 – Determination of Award and Issuance of Letter of Intent

EDP will notify a successful Applicant that it conditionally qualifies for receipt of Program funds via a LOI. The LOI will also state that the amount of Program funds being reserved for use by the Applicant. As stated herein, an Applicant’s receipt of Program funds is conditioned upon an award of a 4% LIHTC by OHFA and the payment of the application closing fee.

Step 4 – 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. Upon award of LIHTC from OHFA, Applicant shall submit its 42(m) letter to the County as confirmation of the LIHTC award by OHFA.

Step 5 – Board of Commissioners General Session Vote & Closing

The Applicant closes on County funds with a signed grant award contract approved by Resolution during the assigned General Session hearing, signed by the Franklin County Board of Commissioners and, payment in full of the Franklin County Resolution Closing Fee is made by the applicant.

- a) **Franklin County Resolution Closing Fee:** The Franklin County Resolution Closing Fee, as described in the Fee Schedule – Appendix B, shall be paid in full, via check referencing “Magnet Fund/Franklin County Resolution Closing Fee”, within two (2) weeks from the date of the General Session hearing in which the project grant award contract is approved.

Make all checks payable to:

FRANKLIN COUNTY BOARD OF COMMISSIONERS

Mail to:

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

Additional Considerations:

- a) **Additional Gap Funding & Financing**

In the event that the Applicant intends to seek or use funding from other entities, any additional gap funding, or financing to finance the Project, the County requests that Applicant provide such information with its Application. Information submitted in response to this request is for information purposes only and will not be considered during the County’s evaluation process.

- b) **Bond Issuer – Columbus-Franklin County Finance Authority Partnership**

Applicant may work with either the Columbus-Franklin County Finance Authority (the “Finance Authority”), or bond issuer of its choice, to determine bond issuing conduit partner for the 4% LIHTC program, as administered by the Ohio Housing Finance Agency.

The Franklin County Magnet Fund Program process offers a unique partnership with the Finance Authority. The Finance Authority offers a flexible structured lease program that can offer sales tax savings in combination with being able to issue the bonds required by the 4% LIHTC program.

In the event that Applicant intends to work with a bond issuer, the County requests that the Applicant disclose such intent and provide information regarding the bond issuer. This information is for informational purposes only, and will not be considered during the evaluation process.

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.**
- The 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	Condominiumized 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 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 5 - Evaluation Process

Section 5.01 Evaluation

Applicant and application will be evaluated on the following five criteria:

- a) **Application:** A complete application per Section 4 of this CAP.
- b) **Experience:** A successful Applicant will be able to 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.
- c) **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 an application is located along more than one tiered corridor, it will be ranked based on the closest corridor.
 - b. 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, as defined in Section 5.03, will be evaluated for the potential, as determined by the Director of Development for EDP, to be granted a letter of intent of Program funding. These applications are considered eligible as well. Please refer to Section 5.03 for more details about the Concentrated Job Center Application eligibility.
- d) **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: Emanuel Torres, Magnet Fund Administrator
150 S. Front St., FSL Suite 10
Columbus, OH 43215-7104

- e) **New Affordability Construction – 4% LIHTC:** One of the main goals of Franklin County's Magnet Fund Program is to encourage more 4% Low Income Housing Tax Credit projects and to promote additional new affordability construction projects in Franklin County. Therefore, successful applicants must 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, as defined herein.

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 social determinants issues, including, very importantly, transportation and transit access. Therefore, Franklin County’s Magnet Fund Program is targeting the construction of affordable housing projects along targeted current and future priority transit corridors in Franklin County.

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

Applications will fall into one of two 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. Applications will be ranked by their proximity to the nearest Target Corridor to which the project site is closest. 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 and there is still funding availability, applications not located along a tiered corridor, but located within a Concentrated Job Center will be evaluated for the potential to be issued an LOI, as ultimately determined by the County .

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

- Concentrated Job Center: Project site is within a one-mile radius of 3,000 or more jobs; or
- Entry Level Job Access: Project site 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 2019 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, including an Applicant’s eligibility. If an Applicant does not provide the requested information, it may adversely impact the County's evaluation of the Applicant’s submitted application.