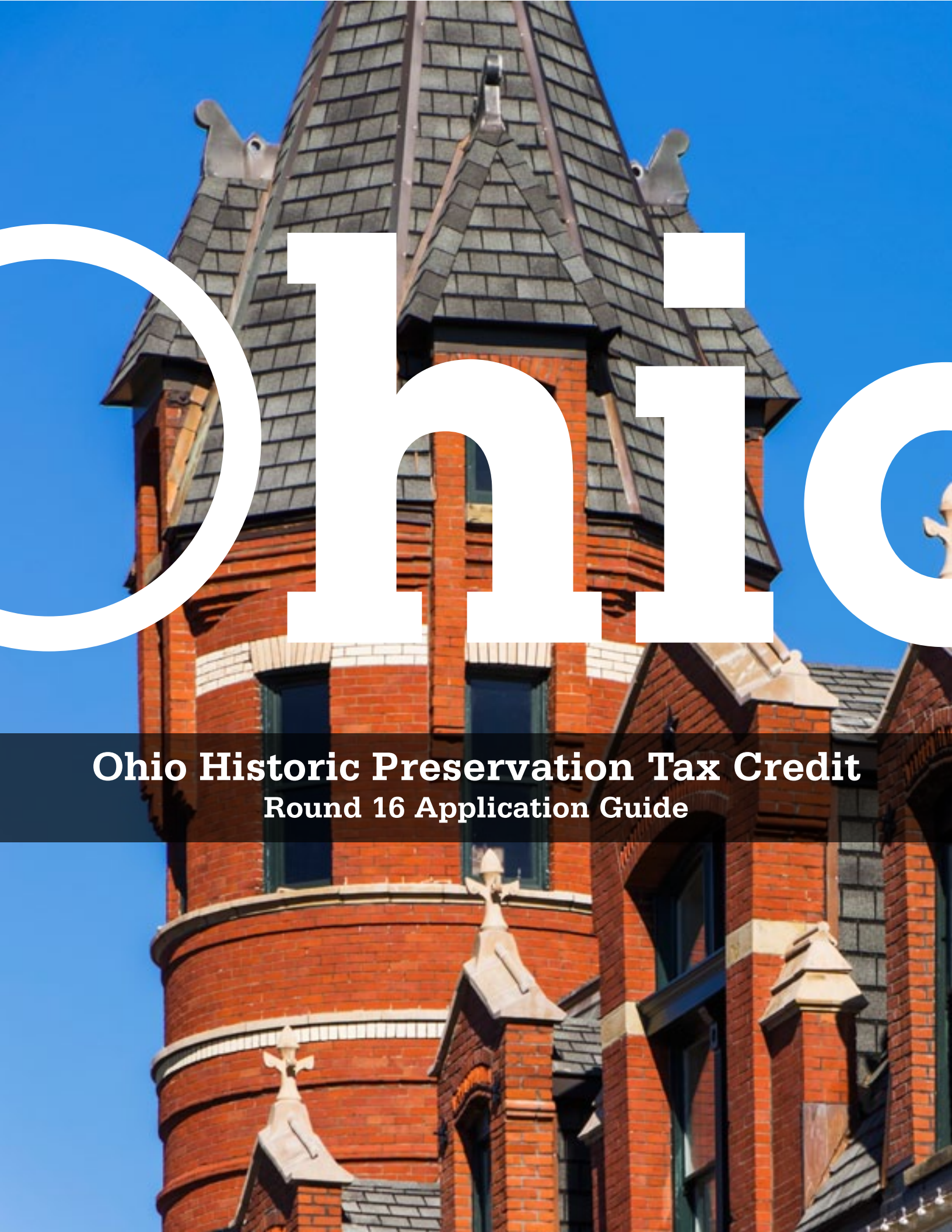

Ohio Historic Preservation Tax Credit

Round 16 Application Guide

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Ohio Development Services Agency

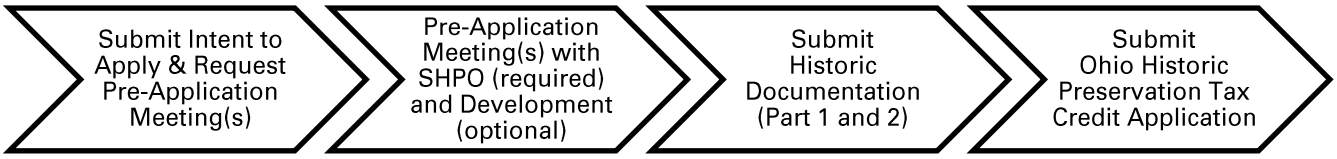
John R. Kasich, Governor **David Goodman**, Director

Application Process Overview

This guide is provided to assist applicants in understanding the application process and requirements for the Ohio Historic Preservation Tax Credit program. Applying to the program is a multifaceted process that includes both the Ohio Development Services Agency and State Historic Preservation Office (SHPO).

The competitive Ohio Historic Preservation Tax Credit application is submitted online for review by the Ohio Development Services Agency. Prior to this submission, applicants must complete an Intent to Apply form and may hold a pre-application meeting with Ohio Development Services Agency program staff to discuss their project and application.

Applicable Part 1 and 2 forms, documenting the historic designation and proposed rehabilitation of the historic building(s), are submitted in hard copy for review by the SHPO. Prior to submission, applicants must request and hold a required pre-application meeting with SHPO program staff to discuss their project and application.



Following submission of both the historic documentation and application, the SHPO and Ohio Development Services Agency have cure processes to request additional information during the application review period. Applicants are encouraged to review section 3 of the program policies for additional detail on the application schedule and procedures.

Round 16 Timeline

The following dates are important deadlines for Round 16:

- **Intent to Apply Submission Deadline:** February 16, 2016
- **SHPO Pre-Application Meeting Request Deadline:** February 16, 2016
- **Historic Documentation (Part 1 and 2) Deadline:** February 29, 2016
- **Application Deadline:** March 31, 2016
- **Application Review Period:** April 1 - May 31, 2016
- **Award Announcement:** on or before June 30, 2016

Program Contacts

Ohio Development Services Agency
Nathaniel Kaelin
Ohio Historic Preservation Tax Credit
Program Manager
Nathaniel.Kaelin@development.ohio.gov
(614) 728-0995

State Historic Preservation Office
Lisa Brownell
Tax Credit Application Coordinator
lbrownell@ohiohistory.org
(614) 298-2028

Application Fees

The table below outlines the fee required to submit an Ohio Historic Preservation Tax Credit application. The amount of the application fee is based on the total tax credit requested. Application fees are **due in full** before the application submission deadline and should be made out to 'Treasurer, State of Ohio.'

Tax Credit Requested	Application Fee
Less than $10,000	$50.00
$10,000 - $24,999	$100.00
$25,000 - $49,999	$250.00
$50,000 - $99,999	$500.00
$100,000 - $249,999	$750.00
$250,000 - $499,999	$1,000.00
$500,000 - $999,999	$1,500.00
$1,000,000 - $5,000,000	$2,000.00

Competitive Scoring

All applications are evaluated using a 100-point objective scoring process. Applicants self-score their application as part of the online submission. Scoring is verified by Ohio Development Services Agency program staff during the application review period. Prior to submission of the application, program staff can assist applicants in assessing potential competitiveness based on an anticipated self-score.

The competitive scoring includes 13 criteria that fall under two main considerations:

- **Regional Distributive Balance (30%)**
- **Potential Economic Impact (70%)**

Small and Intermediate Project Set-Asides

In order to ensure that a balance of small, intermediate, and larger projects are able to access the program, tax credit allocation is reserved in each round for small and intermediate scaled projects. Of the total available allocation in each round, 8% is set-side for small and 25% is set-aside for intermediate projects. Projects qualifying as small or intermediate compete for these set-aside pools before competing against larger project applications for the remaining allocation. The below table outlines the Qualified Rehabilitation Expenditures and maximum tax credit required to qualify for these set-asides.

	Small	Intermediate
Qualified Rehabilitation Expenditures (QREs)	Less than $1,250,000	$1 - $10 million
Maximum Tax Credit	$250,000	$2 million

Intent to Apply

The Intent to Apply form is available at https://development.ohio.gov/cs/cs_ohptc.htm.

Applicants must complete the Intent to Apply form no later than February 16, 2016. The Intent to Apply includes basic questions about the project, including rough cost estimates, contact information, and current status of historic designation and ownership or leaseholder interest.

Online Application

The program application is available at https://development.ohio.gov/cs/cs_ohptc.htm.

From the program website, expand 'Application Information' and select 'Round 16 Application.' At the link, enter your email address, project name, and validation code. The Ohio Development Services Agency will provide this login information through email for applicants that complete the Intent to Apply form.

TIPS

- Complete the application fields in order. Although the fields can be edited prior to final submission, initially completing fields out of order will change the order of the fields in the PDF that will be generated when the application submission is made.
- **Never** use your web browser's back button. Use the arrows at the bottom of each page (<< >>) to navigate forward and reverse.
- Information entered into each page will not be saved until the arrow at the bottom of each page (>>) is used to advance to the next page.
- The application will accept attachments in PDF, Excel, and Word format. However, PDF format is recommended for all attachments.
- Attachments cannot be deleted once uploaded, but can be replaced. To replace an attachment, simply select 'Browse' and upload a new attachment.
- Prior to submission, the application will allow applicants to review responses. The application will also generate a PDF that can be downloaded as a record of the submitted application.
- A Table of Contents will track your progress on the left side of your browser. To minimize or reopen this feature, click on the menu icon (three horizontal lines) in the upper left corner.

Step-by-Step Instructions

The following step-by-step instructions are provided to assist applicants in completing the online application. Applicants are responsible for reading all instructions prior to submission.

SECTION A — Eligibility Criteria

A1. Trade Secret Information

All applicants are strongly discouraged from including in an application any information that the applicant considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code. All information submitted in the application is public information unless a statutory exception exists that exempts it from public release. If any information in the application is to be treated as a trade secret, the applicant must:

- **IDENTIFY** each and every occurrence of the information within any attachments with an asterisk before and after each line containing trade secret information and underline the trade secret information itself.

  To determine what qualifies as trade secret information, refer to the definition of "trade secret" in Section 1333.61(D) of the Ohio Revised Code, which is reproduced below for reference:

  > (D) **"Trade Secret"** means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:
  >
  > (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
  >
  > (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

  The Ohio Development Services Agency requires non-disclosure agreements from all non-agency persons who may have access to applications containing trade secret information, including evaluators.

- **SELECT** the appropriate option to indicate if the application contains trade secret information.

  This page can be revisited at the end of the application process.

A2. Project Information Summary

- **COMPLETE** the Project Information fields. The 'Name of Building/Project' field should match the historic building name used on the applicable Part 2 form. A modern development name should only be used if the project includes multiple historic buildings.

- **COMPLETE** the Financial Information fields. These financial values are explained in C6 – Leveraged Investment.

- **COMPLETE** the Applicant Information fields. The 'Representative Name' should be the name of the authorized representative of the project applicant (owner of lessee). Should the individual or entity applying not have a Federal Employer Identification Number, Social Security Number, Ohio Secretary of State Charter Number, or Ohio Employer Withholding Number, mark these fields as "N/A." Please make all attempts to complete these fields.

- **COMPLETE** the Project Contact Information fields. The 'Contact Name' should be the name of the individual that should be copied on correspondence relating to the application and can be a consultant or other member of the development team.

A3. Description and Scope of Project

- **COMPLETE** the Description and Scope of Project fields in detail.

A4. Proof of Ownership or Leaseholder Interest

The applicant must be 1) the fee simple owner of the building(s) and not governmental entity or 2) a qualified lessee subject to a lease agreement for the building(s) and eligible for the federal historic preservation tax credit under 26 U.S.C. 47 and not a governmental entity, under Section 149.311 of the Ohio Revised Code.

- **SELECT** the appropriate option to indicate ownership or leaseholder interest.

- **ATTACH** one of the following in PDF format:

    - If the applicant is a fee simple owner, provide at least one of the following:

        a) Property deed or county auditor's card for all parcels; or
        b) Executed sale and purchase agreement for all parcels if the property was sold recently and a deed is not yet available. A deed or county auditors card will need to be provided to demonstrate the sale when available; or
        c) Executed closing documents for all parcels (settlement sheets).

    - If the applicant is a qualified lessee, provide an executed lease agreement for a term equal to or exceeding the lease term requirements under 26 U.S.C. 47(c)(2)(B)(vi), which requires a minimum of 27.5 years for residential rental property and 39 years for nonresidential real property.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT A4 – *project name*"

A5. Major Factor

The issuance of a tax credit must be a major factor in the applicant's decision to rehabilitate the historic building or to increase the level of investment in the rehabilitation.

- **SELECT** the appropriate option to indicate how the tax credit is a major factor in the project.

If the tax credit is a major factor in the applicant's decision to rehabilitate the historic building(s):

- **COMPLETE** the fields on the second page to explain why the tax credit is a major factor and indicate if any major rehabilitation work has commenced at the property.

If the tax credit is a major factor in the applicant's decision to increase the level of investment in the rehabilitation:

- **ATTACH** a third-party cost-certification of the costs incurred as of the application submission.
- **LABEL** the attachment with the following nomenclature: "ATTACHMENT A5 – *project name*"
- **COMPLETE** the fields on the second page to explain why the tax credit is a major factor, identify tangible additional investment planned, and indicate what work has commenced at the property.

A6. Pre-Application Meeting and Application Fee

All applicants **must** schedule a pre-application meeting with the SHPO prior to submitting an application.

- **ATTACH** the pre-application meeting confirmation or email from the SHPO.
- **LABEL** the attachment with the following nomenclature: "ATTACHMENT A6 – *project name*"
- **COMPLETE** the Application Fee fields. The application fee amounts are available on page 3 of this guide. The 'Name on Check' field should be the name of the individual or company that is listed at the top of the check as the account holder.
- **MAIL or DELIVER** your application fee to:

  Ohio Development Services Agency
  Office of Strategic Business Investments
  ATTN: Nathaniel Kaelin
  77 South High Street, 28th Floor
  Columbus, Ohio 43215

- **MARK** your application fee payment with the project name and address. Application fees are **due in full** before the application submission deadline and checks should be made out to 'Treasurer, State of Ohio.'

SECTION B — Rehabilitation Information

- **SELECT** the appropriate option to indicate if the project will be staged. A non-staged project is scheduled to be completed in 24 or less months. A staged project is scheduled to be completed in 60 or less months. Only staged projects are permitted to certify and seek a portion of the tax credits at the conclusion of project stages.

- **SELECT** the appropriate option to indicate the project type. A State Only Project means a project that does not seek Federal Historic Preservation Tax Credits. A Combined State and Federal Project means a project that seeks both federal and Ohio Historic Preservation Tax Credits and references a Federal Historic Preservation Certification Application.

B1. Historic Building Designation

- **SELECT** the appropriate option to indicate the historic designation of the building.

If the historic building(s) is located in a National Register or Certified Local Government historic district:

- **COMPLETE** the 'Name of Historic District' field.

For Combined Projects qualifying for the Ohio Historic Preservation Tax Credit due to local landmark or historic district listing by a Certified Local Government, the applicable documentation below must be submitted. This information must be submitted in addition to a preliminary Federal Part 1 Historic Preservation Certification Application (which must include a draft National Register of Historic Places nomination form).

- **ATTACH** one of the following:

    - If the building is designated as a local landmark by a Certified Local Government, provide a copy of the signed and dated local ordinance establishing the listing. The effective date of the local listing must be included.

    - If the building is located within a historic district designated by a Certified Local Government, provide a copy of the signed and dated local ordinance establishing the listing and a statement from the Certified Local Government contact person that the property contributes to the significance of the local historic district. The effective date of the local listing must be included. A copy of the historic district map showing boundaries and specific location of the property on the map must also be submitted as part of the attachment.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT B1 – *project name*"

B2. Historic Rehabilitation Information

For Combined Projects:

- **COMPLETE** the Data Submitted fields. If the application is submitted prior to submission of the Part 1 or Part 2, provide the anticipated date.

- **ATTACH** a copy of the Federal Part 1 Historic Preservation Certification Application cover pages for all historic buildings included in the project if the historic building(s) is not individually listed on the National Register of Historic Places and a Part 1 is applicable. Do not attach the entire Ohio Part 1 form, drawings or photographs.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT B2.2 – *project name*"

- **ATTACH** a copy of the Federal Part 2 Historic Preservation Certification Application cover pages for all historic buildings included in the project. Do not attach the entire Part 2 form, drawings or photographs.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT B2.3 – *project name*"

For State Only Projects:

- **COMPLETE** the 'Date Part 1 & 2 Submitted to SHPO' field. If the application is submitted prior to submission of the Part 1 & 2, provide the anticipated date.

- **ATTACH** a copy of the Ohio Part 1 & 2 Historic Preservation Certification Application cover pages for all historic buildings included in the project. Do not attach the entire Ohio Part 1 & 2 form, drawings or photographs.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT B2.1 – *project name*"

SECTION C — Scoring Criteria

Criteria A – Regional Distributive Balance

C1. Jurisdictional Balance

Definition: Weighted preference for applications in jurisdictions (municipalities or townships) where tax credits were not approved in previous rounds.

- **REFERENCE** Appendix A for information regarding previously approved applications in the jurisdiction.
- **SELECT** the appropriate scoring option based on the number of approved projects in the jurisdiction.

Jurisdictional Balance Scoring	Points
0 Projects	8
1-3 Projects	6
4-5 Projects	4
6-8 Projects	3
More than 8 Projects	2

C2. County Per Capita Balance

Definition: Weighted preference for applications in counties with lower per capita tax credits approved in previous rounds.

- **REFERENCE** Appendix B for information regarding previously approved tax credits in the county.
- **SELECT** the appropriate scoring option based on the number of approved tax credits in the county.

County Per Capita Scoring	Points
$0 - $9.99	7
$10 - $19.99	6
$20 - $29.99	5
$30 - $39.99	3
More than $40	2

The top scoring applicant from each jurisdiction (municipalities or townships) will receive the maximum 15 points for the C1 – Jurisdictional Balance and C2 – County Per Capita Balance. Applicants should complete scoring for these criteria using the values from Appendices A and B. Upon final scoring review, the Ohio Development Services Agency will adjust the scoring for the top scoring applicants from each jurisdiction to the maximum points for these questions (15 points total).

C3. Benefit to Low-Income in Jurisdiction

Definition: Weighted preference for projects that will create economic growth in distressed areas. This measure uses the poverty rate of the jurisdiction (municipality or township).

- **RESEARCH** the poverty rate in the jurisdiction by using the U.S. Census Bureau's American Factfinder:

  1) Open your web browser to http://factfinder.census.gov/
  2) From the FactFinder Main page, click on Advanced Search in the center of the page, then click on the "Show Me All" button.
  3) Select the 'Topics' search option on the left side of the screen.
  4) Select 'People,' then 'Poverty,' then "Poverty" nested under that.
  5) Close the 'People' topic and select the 'Dataset' topic, then select "2014 ACS 5-year estimates." Make sure 'Your Selections' box is now displaying "Poverty" and "2014 ACS 5-year estimates."
  6) Click on the 'Geographies' search option, and select the Address tab.
  7) Type in the project address and hit the 'Go' button.
  8) The results display different scopes of geography. For a city, look for "Place within State" under the Geography Type column, and click on its associated Geography Name. In the case of a township, look for "County Subdivision" under the Geography Type column, and click on the township name.*
  9) Close the 'Geographies' search option. Make sure 'Your Selections' box now includes the place name as a search selection.
  10) In the Search Results, select table S1701 "Poverty Status in the Past 12 Months."
  11) Print the Results page as a PDF.

  *Note: At Step 8, you can also select "Census Tract" which will provide the required information for C4 – Benefit to Low-Income in Census Tract at the same time.

- **SELECT** the appropriate scoring option based on the column marked "percent below poverty level" for the row marked "Population for whom poverty status is determined."

Benefit to Low-Income in Jurisdiction Scoring	Points
30% or greater poverty	5
25 - 29.99% poverty	4
20 - 24.99% poverty	3
15 - 19.99% poverty	2
Less than 15% poverty	1

- **ATTACH** the American Factfinder Results Page.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C3 – *__project name__*"

C4. Benefit to Low-Income in Census Tract

Definition: Weighted preference for projects that will create economic growth in distressed areas. This measure uses the poverty rate of the census tract.

- **RESEARCH** the poverty rate in the census tract by using the U.S. Census Bureau's American Factfinder:

  - Open your web browser to http://factfinder.census.gov/
  - From the FactFinder Main page, click on Advanced Search in the center of the page, then click on the "Show Me All" button.
  - Select the 'Topics' search option on the left side of the screen.
  - Select 'People,' then 'Poverty,' then "Poverty" nested under that.
  - Close the 'People' topic and select the 'Dataset' topic, then select "2014 ACS 5-year estimates." Make sure 'Your Selections' box is now displaying "Poverty" and "2014 ACS 5-year estimates."
  - Click on the 'Geographies' search option, and select the Address tab.
  - Type in the project address and hit the 'Go' button.
  - The results display different scopes of geography. For your tract, look for "Census Tract" under the Geography Type column, and click on its associated Geography Name.
  - Close the 'Geographies' search option. Make sure 'Your Selections' box now includes the census tract name as a search selection.
  - In the Search Results, select table S1701 "Poverty Status in the Past 12 Months."
  - Print the Results page as a PDF.

  Should the project be located within 1000 feet of a census tract boundary, the poverty rates of the tract containing the project and the neighboring tract may be averaged. Applicants seeking to use the average poverty rate of two census tracts for this measure must submit 1) a map of the project location showing the boundary of the tracts and 2) the U.S. Census Bureau's American FactFinder Results page for both census tracts. These items should be included in Attachment C4.

- **SELECT** the appropriate scoring option based on the column marked "percent below poverty level" for the row marked "Population for whom poverty status is determined."

Benefit to Low-Income in Census Tract	Points
50% or greater poverty	5
40 - 49.99% poverty	4
30 - 39.99% poverty	3
20 - 29.99% poverty	2
Less than 20% poverty	1

- **ATTACH** the American Factfinder Results Page.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C4 – *project name*"

C5. Benefit to Unemployed in County

Definition: Weighted preference for projects that will create economic growth in distressed areas. This measure uses the unemployment rate of the county during the month immediately preceding the start of the application period (December 2015 for Round 16).

- **REFERENCE** Appendix C for county unemployment rates, calculated by the Ohio Department of Job and Family Services.
- **COMPARE** the county unemployment rate to the state unemployment rate. The Ohio Unemployment Rate as of December 2015 was 4.6 percent.
- **SELECT** the appropriate scoring option based on the county unemployment rate.

Benefit to Unemployed in County Scoring	Points
Unemployment greater than 2% above Ohio rate	5
Unemployment 1-2% above Ohio rate	4
Unemployment within 1% of Ohio rate	3
Unemployment 1-2% below Ohio rate	2
Unemployment greater than 2% below Ohio rate	1

Criteria B – Potential Economic Impact

C6. Leveraged Investment

Definition: Weighted preference for applicants who leverage additional project investment. This measure is based on the Leveraged Investment Ratio:

Total Project Investment ÷ Tax Credit Requested = Leveraged Investment Ratio

- **VERIFY** the Financial Information fields to ensure the values updated correctly from A2 – Project Information Summary and meet the following guidelines:

  - **Total Project Investment** – All costs associated with the project from the beginning of the involvement by the current applicant or development entity. This figure includes acquisition costs, holding costs, marketing, parking lots or structures, new construction, additions, landscaping, site work, furniture and fixtures, and other investments directly related to the project and to be undertaken by the applicant.

  - **Remaining Investment to Complete Project** – All costs necessary to complete the full project scope listed in this application, removing any costs already expended at the time of application submission. This number represents the total amount needed to fully finance the project.

  - **Qualified Rehabilitation Expenditures (QREs)** – As defined in Section 149.311 of the Ohio Revised Code, Qualified Rehabilitation Expenditures means expenditures paid or incurred during the rehabilitation period, and before and after that period as determined under 26 U.S.C. 47, by an owner of a historic building to rehabilitate the building. Qualified Rehabilitation Expenditures include architectural or engineering fees paid or incurred in connection with the rehabilitation, and expenses incurred in the preparation of nomination forms for listing on the National Register of Historic Places. Qualified Rehabilitation Expenditures do not include any of the following:
    a) The cost of acquiring, expanding or enlarging a historic building;
    b) Expenditures attributable to work done to facilities related to the building, such as parking lots, sidewalks and landscaping;
    c) New building construction costs.

  - **Ohio Historic Preservation Tax Credit Requested** – As defined in Sections 5725.151, 5725.34, 5729.17, 5733.47 and 5747.76 of the Ohio Revised Code, the tax credit shall equal no more than 25 percent of the QREs and shall not exceed $5 million dollars. While the Ohio Development Services Agency grants tax credits, the actual claiming of tax credits is subject to limitations imposed under the Ohio Tax Code, Title 57 of the Ohio Revised Code.

    Although applicants may request tax credits up to 25 percent of QREs, applicants should request only the amount of tax credits necessary to complete the project. Reducing your request will increase the Leveraged Investment Ratio and may increase your score.

    Completing the Financial Information fields represents a commitment by the applicant to make the investments identified should the application be approved and should align with the Description and Scope of Project and Financial Information provided in the application. Costs associated with the rehabilitation of historic buildings that are not being rehabilitated in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation cannot be included in Leveraged Investment calculation.

- **SELECT** the appropriate option based on the calculated Leveraged Investment Ratio. If the Financial Information is adjusted, use the arrows at the bottom of the page (<<) to reverse and return to the page for the Leverage Investment Ratio to recalculate.

Leveraged Investment Scoring	Points
More than 10.0	10
9.1 to 10.0	9
8.1 to 9.0	8
7.1 to 8.0	7
6.1 to 7.0	6
5.1 to 6.0	5
4.1 to 5.0	3
4.0	1

- **ATTACH** a copy of the project budget. The project budget should include a detailed listing of all costs including: acquisition, construction, furniture, fixtures, equipment, construction interest, architectural design, engineering, taxes and insurance, legal and professional fees, financing fees, project overhead, development fees, marketing and advertising, and any other major expenditure involved in project. The project budget should demonstrate how the Total Project Investment, Remaining Investment to Complete Project, Qualified Rehabilitation Expenditure, and Ohio Historic Preservation Tax Credit Requested values were calculated.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C6 – *__project name__*"

C7. Financing Committed

Definition: Weighted preference for applicants who have financing and/or equity in place and are ready to begin development immediately.

- **VERIFY** the Ohio Historic Preservation Tax Credit field to ensure the value is correct.
- **COMPLETE** the Federal Historic Preservation Tax Credit field. The Federal Historic Preservation Tax Credit value should not exceed 20 percent of QREs.
- **COMPLETE** the table with each type of committed financial source (e.g. bank loans, developer equity, local incentives) and the amount each source will provide. A separate line should be used for each unique commitment and/or funder.
- **NOTE** the Attachment identifier next to each source. These will be necessary when attaching the documentation for each financial source.
- **ATTACH** documentation for all identified financing sources on the second page. All financing sources (Private Financing, Public Financing and Developer Equity) must be documented meeting the guidelines below. Financing sources without proper documentation will be removed from the percentage of financing committed.
    - **Private Financing** in place can be demonstrated through any or all of the following documents:
        a) Term Sheet: This document is signed by a bank, financial institution or other investment source declaring their total financial investment in the project, date in which the investment will be made, the term of investment and any conditions upon closing.
        b) Executed Loan Agreement: This is a legal document demonstrating a commitment to loan a specific amount of financing for the project, date the commitment was made and established period of time in which the investment will take place.
        c) Commitment Letter: This document is signed by a bank, financial institution or other investment source declaring their total financial investment in the project, date the commitment was made and established period of time in which the investment will take place. Letters of interest will be accepted but will not count toward the percentage of financing committed.
    - **Public Financing** in place can be documented through an approved council or commission ordinance, development agreement, letter of commitment or approval letter from a jurisdiction or public agency and must contain the dollar amount of financing for the project.

      Specific Public Financing Source Requirements:
        a) New Markets Tax Credits: Provide 1) a letter of commitment from a Community Development Entity (CDE) committing tax credits to the project and 2) a letter from the CDE verifying that the organization has remaining new markets allocation currently available for the project.

b) HUD Insured Loans (e.g. Section 220, 221, etc.): Provide 1) a term sheet or executed loan agreement from a HUD approved lender meeting the private financing guidance requirements for term sheets and agreements and 2) documentation from HUD approving the pre-application and inviting the applicant to submit the final firm application for the project (Invitation to Submit letter).

c) 4 Percent Housing Tax Credit: Provide a draft letter of eligibility from the Ohio Housing Finance Agency determining the project is eligible for credits. Any equity commitments for the credits are requested but will not count toward the percentage of financing committed.

d) 9 Percent Housing Tax Credit: Provide a letter of approval from the Ohio Housing Finance Agency approving a credit reservation for the project. Any equity commitments for the credits are requested but will not count toward the percentage of financing committed.

- **Developer Equity** in place requires at minimum 1) a signed letter of commitment from the developer containing the dollar amount committed and 2) information from a bank, financial institution or third party accountant that clearly demonstrates the committed developer equity is unencumbered and available for this project. Should more than 50% of the financing be documented with developer equity from an individual, a personal financial review will be conducted on the individual.

  Please Note: Deferred Developer Fee documentation will be accepted but will not count toward the percentage of financing committed.

- **LABEL** the attachments with the following nomenclature: "ATTACHMENT C7.XX – *project name*"

- **SELECT** the appropriate option to indicate whether the project will be awarded or seek additional state-administered funding.

- **SELECT** the appropriate scoring option based on the calculated Percentage of Financing Committed.

Financing Committed Scoring	Points
100% of financing in place	15
90% of financing in place	13
80% of financing in place	11
70% of financing in place	9
60% of financing in place	7
50% of financing in place	5
40% of financing in place	3
Less than 40% of financing in place	1

C8. Timeliness to Completion

Definition: Weighted preference for a non-staged project over a staged project. A non-staged project is scheduled to be completed in 24 or less months. A staged project is scheduled to be completed in 60 or less months. Only staged projects are permitted to certify and seek a portion of the tax credits at the conclusion of project stages.

- **SELECT** the appropriate scoring option based on the project staging.

Timeliness to Completion Scoring	Points
24-Month / Non-Staged	5
60-Month / Staged	1

- **ATTACH** a project completion schedule that includes design, permitting, construction start/end, tenant build-out, occupancy and other important project milestones. If the rehabilitation period is 60 months, provide documentation that explains reasoning for distributing the rehabilitation work over a period of 60 months. Also include a breakdown of the work to be completed within each stage.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C8 – *__project name__*"

C9. Physical Scope and Construction Jobs

Definition: Weighted preference for larger projects to maximize economic stimulus effect on a community by creating more immediate construction jobs and providing a larger area of physical improvement. Physical scope may include rehabilitated historic and non-historic buildings, building additions and new construction that is part of the project scope identified in the application. Non-conditioned spaces such as roof decks and open-air parking structures should not be included.

- **SELECT** the appropriate scoring option based on the project staging.

Physical Scope and Construction Jobs	Points
More than 120,000 square feet	10
100,000 to 120,000 square feet	9
80,000 to 99,999 square feet	8
60,000 to 79,999 square feet	7
50,000 to 59,999 square feet	6
40,000 to 49,999 square feet	5
30,000 to 39,999 square feet	4
20,000 to 29,999 square feet	3
10,000 to 19,999 square feet	2
Less than 10,000 square feet	1

- **ATTACH** a copy of the architectural drawings cover page, site plan or county auditor's web page indicating the square feet of space proposed for the project. Architectural drawings must clearly note total square feet of the building or each floor. Drawings submitted to the State Historic Preservation Office should not be referenced.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C9 – *__project name__*"

C10. Vacant Property

Definition: Weighted preference for buildings that are underutilized or not occupied and will generate a greater catalytic impact upon completion of their rehabilitation. Vacancy is measured over a one year period ending on the date on which the application must be submitted (April 1, 2015 to March 31, 2016 for Round 15).

- **SELECT** the appropriate scoring option based on the vacancy of existing building(s).

Vacant Property	Points
95% - 100% vacant	15
85 - 94.99% vacant	13
70 - 84.99% vacant	11
55 - 69.99% vacant	9
40 - 54.99% vacant	7
25 - 39.99% vacant	5
10 - 24.99% vacant	3
Less than 10% vacant	1

- **ATTACH** a table that demonstrates the average vacancy rate of the existing building(s) in the project, including the historic building(s) and any existing non-historic buildings. As demonstrated in the example table below, include a row for each floor, a column for each month of the one year period and columns for both the 12 month average vacancy and percentage of building vacancy for each floor.

  If the property was 100 percent vacant for the full year, a statement of vacancy may be provided in place of a floor-by-floor table.

  Example vacancy table:

Floor	Square Feet	Month A Vacancy	Month B Vacancy	Month C Vacancy	12 Month Average Vacancy	% of Building Vacancy
1	S1	A1%	B1%	C1%	$\frac{A1\%+B1\%+C1\%+\ldots}{12 \text{ months}} = FV1$	$\frac{S1 \text{ sq. ft.}}{T \text{ sq. ft.}} \times FV1 = FP1$
2	S2	A2%	B2%	C2%	FV2	FP2
3	S3	A3%	B3%	C3%	FV3	FP3
Total Sq. Ft.	S1+S2+S3+... =T	Total Average Vacancy Rate for Year				FP1+FP2+FP3+...

  During the application review period, the Ohio Development Services Agency may make site visits to assist in verifying project vacancy.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C10 – *project name*"

C11. Local Participation and Support

Definition: Weighted preference for applicants who have received support from their local jurisdiction (municipality or township) or county in one of three forms.

- **SELECT** the appropriate scoring option based on the highest level of participation.

Local Participation and Support	Points
Financial Commitment AND Letter of Support	5
Resolution of Support AND Letter of Support	3
Letter of Support	1
No Indication of Support	0

If the applicant is documenting any level of support:

- **ATTACH** a letter from the local jurisdiction or county supporting an Ohio Historic Preservation Tax Credit application for the project. The letter should be signed by a local elected official or administrators of planning, economic development or community development and must be dated within six months of the date this application was submitted.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C11.1 – *project name*"

If the applicant is documenting a Resolution of Support:

- **ATTACH** a resolution/ordinance from the governing body of the local jurisdiction or county (e.g. city/village council, city commission, county commission, etc.) supporting the project or Ohio Historic Preservation Tax Credit application. The resolution must be dated within one year of the date this application was submitted.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C11.2 – *project name*"

If the applicant is documenting Financial Commitment:

- **ATTACH** documentation of commitment from a jurisdiction and/or county that meets the Financing Committed Guidelines found in C7 – Financing Committed. The financial commitment can include loans, grants, tax abatements, land/building donations, and tax increment financing revenues and must support activities that are in close proximity and directly related to the project.

  The amount of commitment must exceed three percent of the Remaining Investment to Complete Project value.

  For tax abatements, if a final application or ordinance has not been approved but the jurisdiction has an established abatement program covering the geography of the project location, provide a letter from the local jurisdiction stating the proposed project meets the eligibility requirements for tax abatement.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C11.3 – *project name*"

If the applicant is documenting Financial Commitment via tax abatement:

- **ATTACH** an estimate for the total taxes projected to be abated over the length of the abatement and an explanation for how the estimate was calculated. This estimate will be used to verify that the amount of commitment will exceed three percent of the Remaining Investment to Complete Project value.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C11.4 – *__project name__*"

C12. Job Commitments

Definition: Weighted preference for projects with job and space commitments already in place. Space commitments for non-residential end uses must come from the actual business, institution, or other users that will occupy the space, not a master tenant.

- **SELECT** the appropriate scoring option based on the amount of the property leased, through a non-residential lease or residential developer commitment.

Job Commitments Scoring	Points
100% Leased	4
75% to 99.9% Leased	3
50% to 74.9% Leased	2
25% to 49.9% Leased	1
Less than 25% Leased	0

If the applicant has secured non-residential tenants:

- **ATTACH** an executed lease or signed Letter of Intent for each committed tenant in the project. Letter of Intent should be written on company letterhead and include the amount of space each tenant commits to occupy and the length of the commitment.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C12.1 – *__project name__*"

If the applicant has secured multiple non-residential tenants:

- **ATTACH** a table or description summarizing the total percentage of the project that has an executed lease or Letter of Intent in place.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C12.2 – *__project name__*"

If the applicant is developing residential units as part of the project:

- **ATTACH** a letter of commitment from the developer committing to construct the residential units. The letter should detail the amount of space the residential units will occupy.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT C12.3 – *__project name__*"

SECTION D — Cost-Benefit Analysis

Definition: Weighted preference for projects with the greatest return on investment (ROI). The Ohio Development Services Agency will conduct a cost-benefit analysis based on the data provided in this section and award up to six points based on the ROI from the project to state and local governments. These points are not self-scored by the applicant.

Cost-Benefit Analysis Scoring (Not Self-Scored)	Points
ROI of 2.0 over 10 years	6
ROI of 1.6 over 10 years OR ROI of 2.0 over 15 years	5
ROI of 1.2 over 10 years OR ROI of 1.6 over 15 years	4
ROI of 0.8 over 10 years OR ROI of 1.2 over 15 years	3
ROI of 0.4 over 10 years OR ROI of 0.8 over 15 years	2
ROI of 0.4 over 15 years	1
ROI less than 0.4	0

D1. Property Market Value and Proposed End Use

- **COMPLETE** the Property Market Value and Proposed End Use fields. The 'Current Market Value of Property' should be based on a recent sale, appraisal or county auditor's record. The 'Future Appraised Value, Post-Construction' should be based on the projected value based on an as-complete appraisal, income approach valuation or other documented valuation. For each end use, input the percentage each will occupy in the project, based on the total project area. The analysis will use this data to calculate property tax.

- **SELECT** the appropriate option to indicate whether the project will utilize the charitable property tax exemption authorized in Section 5709.121(B) of the Ohio Revised Code.

D2. Construction

- **COMPLETE** the Construction Jobs fields representing labor required to construct the project. The 'FTEs' should be based on annual aggregated employment (in whole numbers) of full-time (e.g. 40 hours/week) jobs lasting one year. Non-staged projects should only include impacts during the first two years. The analysis will use this data to calculate income taxes.

D3. Operations

- **COMPLETE** the Operations Jobs and Receipts fields representing labor required to operate the project and anticipated revenues (e.g. rents) once complete. The 'FTEs' should be based on annual aggregated employment (in whole numbers) of full-time (e.g. 40 hours/week) jobs lasting one year. The analysis will use this data to calculate income and sales taxes.

D4. Residents

- **COMPLETE** the Residents fields representing residential units anticipated to be occupied in the project once complete. The 'Income' should be based on the average per-unit resident annual income, not the aggregate income for all residents. The analysis will use this data to calculate income taxes.

D5. Tenants

- **COMPLETE** the Tenant Jobs and Receipts fields representing labor required by anticipated tenants and their anticipated revenues (e.g. sales). The 'FTEs' should be based on annual aggregated employment (in whole numbers) of full-time (e.g. 40 hours/week) jobs lasting one year. The analysis will use this data to calculate income and sales taxes.

D6. Hotels

If the applicant is developing a hospitality use as part of the project:

- **COMPLETE** the Hotels Rooms/Keys fields representing anticipated hotel impacts. The analysis will use this data to calculate lodging and sales tax for applicable projects.

D7. Cost-Benefit Data Documentation

- **ATTACH** a compiled PDF that includes documentation or references for the cost-benefit data input in D1-6. Acceptable documentation includes, but is not limited to, project pro formas, market studies, appraisals, contractor or architect estimates, business plans and labor or housing statistics.

- **LABEL** the attachment with the following nomenclature: "ATTACHMENT D – *project name*"

SUBMISSION

The final step in submitting the application is to complete and upload the Authorized Representative Declaration Form. The form can be downloaded on the submission page following Section D or found on page 32 of this document. This form acts as the official signature on the application.

- **ATTACH** a completed Authorized Representative Declaration Form.
- **LABEL** the attachment with the following nomenclature: "Authorized Representative – *project name*"

After uploading the Authorized Representative Declaration Form, the next page will provide the applicant one last opportunity to edit and/or review responses. This is the **FINAL** opportunity to edit the application.

Once the applicant is ready to submit the application, select the 'Submit Application & Generate PDF' button. If the applicant chose to continue editing, this button can be found by selecting 'Submit Applicant' in the Table of Contents. Clicking the 'Submit & Generate PDF' button will lock the application and no additional edits can be made.

After the 'Submit Application & Generate PDF' button is selected and the applicant advances to the next page, a downloadable version of the application responses will be generated in PDF format.

- **DOWNLOAD** the PDF of the application responses and save to your computer. This PDF can be distributed to all project partners as a record of the application submitted.
- **SCROLL** to the very bottom of the page and click the arrows (>>) to finalize submission of the application.

If the application has been successfully submitted, a summary of the 94 points that can be self-scored will appear.

REMINDER: Be sure to mail or deliver the application fee, as explained in A6 – Pre-Application Meeting and Application Fee. An application submission is not fully complete until the fee is received by the Ohio Development Services Agency.

Appendix A — Jurisdictional Balance

This appendix is provided as a reference for C1 – Jurisdictional Balance. Jurisdictions that are **not listed** below do not have approved applications and should receive the full points for this measure.

Jurisdiction	Approved Applications	Jurisdiction	Approved Applications
Akron	12	Marietta	1
Ashtabula	2	Mentor	1
Berea	2	Middletown	2
Bexley	1	Mount Vernon	1
Cambridge	1	Nelsonville	1
Canton	2	Newark	3
Chillicothe	1	North Canton	1
Cincinnati	90	Oberlin	1
Cleveland	72	Painesville	1
Columbus	27	Piqua	1
Cuyahoga Falls	1	Portsmouth	1
Dayton	5	Ravenna	1
Delaware	1	Russell Township**	1
East Liverpool	1	Sandusky	1
Eaton	1	Scott Township***	1
Findlay	3	Springfield	2
Granville	3	St. Clairsville	1
Hamilton	5	Toledo	7
Hamilton Township*	1	University Heights	1
Hayesville	1	Warren	2
Kent	1	Washington Court House	1
Kenton	1	Westerville	1
Lancaster	1	Wilmington	1
Lebanon	2	Worthington	1
Lima	1	Xenia	1
Lorain	1	Youngstown	9

*Hamilton Township, Warren County
**Russell Township, Geauga County
***Scott Township, Adams County

Appendix B — County Per Capita Balance

This appendix is provided as a reference for C2 – County Per Capita Balance. Counties that are **not listed** below do not have approved applications and should receive the full points for this measure.

County	Approved Tax Credits	Population (Census 2010)	Tax Credits Per Capita
Adams	$61,756	28,550	$2.16
Allen	$2,059,052	106,331	$19.36
Ashland	$234,400	53,139	$4.41
Ashtabula	$708,350	101,497	$6.98
Athens	$1,999,999	64,773	$30.88
Belmont	$750,000	70,400	$10.65
Butler	$6,695,461	368,130	$18.19
Clark	$7,502,584	138,333	$54.24
Clinton	$13,825	42,040	$0.33
Columbiana	$1,565,314	107,841	$14.52
Cuyahoga	$258,888,344	1,280,122	$202.24
Delaware	$3,749,323	174,214	$21.52
Erie	$1,827,903	77,079	$23.71
Fairfield	$71,000	146,156	$0.49
Fayette	$2,317,206	29,030	$79.82
Franklin	$42,168,350	1,163,414	$36.25
Geauga	$1,388,496	93,389	$14.87
Greene	$19,750	161,573	$0.12
Guernsey	$1,013,512	40,087	$25.28
Hamilton	$113,461,741	802,374	$141.41
Hancock	$450,000	74,782	$6.02
Hardin	$43,750	32,058	$1.36
Knox	$4,655,324	60,921	$76.42
Lake	$591,575	230,041	$2.57
Licking	$3,211,690	166,492	$19.29
Lorain	$3,980,000	301,356	$13.21
Lucas	$22,020,307	441,815	$49.84
Mahoning	$17,133,486	238,823	$71.74
Miami	$4,345,741	102,506	$42.39
Montgomery	$7,826,655	535,153	$14.63
Portage	$1,470,750	161,419	$9.11
Preble	$2,000,000	42,270	$47.31
Ross	$1,410,500	78,064	$18.07
Scioto	$1,543,630	79,499	$19.42
Stark	$20,000,000	375,586	$53.25
Summit	$23,339,909	541,781	$43.08
Trumbull	$1,589,799	210,312	$7.56
Warren	$3,385,622	212,693	$15.92
Washington	$2,315,614	61,778	$37.48

Appendix C — County Unemployment Rates

This appendix is provided as a reference for C5 – Benefit to Low-Income in County. The December 2015 Unemployment Rate for each Ohio County is provided in the table below.

The Ohio Unemployment Rate as of December 2015 was 4.6 percent.

County	Rate	County	Rate	County	Rate
Adams	8.0	Hamilton	4.1	Noble	8.9
Allen	4.4	Hancock	3.6	Ottawa	7.8
Ashland	5.1	Hardin	4.2	Paulding	4.5
Ashtabula	6.2	Harrison	6.6	Perry	6.3
Athens	5.6	Henry	5.5	Pickaway	4.6
Auglaize	3.5	Highland	6.2	Pike	7.6
Belmont	6.6	Hocking	5.8	Portage	4.8
Brown	6.0	Holmes	3.2	Preble	4.6
Butler	4.2	Huron	7.3	Putnam	3.8
Carroll	6.3	Jackson	7.7	Richland	5.6
Champaign	4.1	Jefferson	7.9	Ross	5.4
Clark	4.8	Knox	4.9	Sandusky	4.9
Clermont	4.2	Lake	3.7	Scioto	7.7
Clinton	5.7	Lawrence	5.6	Seneca	4.9
Columbiana	6.5	Licking	4.1	Shelby	4.2
Coshocton	6.3	Logan	4.1	Stark	5.1
Crawford	5.8	Lorain	4.5	Summit	4.8
Cuyahoga	4.0	Lucas	5.1	Trumbull	7.8
Darke	4.0	Madison	3.7	Tuscarawas	5.4
Defiance	4.7	Mahoning	7.3	Union	3.5
Delaware	3.3	Marion	5.2	Van Wert	3.8
Erie	6.1	Medina	3.2	Vinton	6.9
Fairfield	4.0	Meigs	8.1	Warren	3.9
Fayette	4.7	Mercer	3.1	Washington	6.5
Franklin	3.8	Miami	4.2	Wayne	3.8
Fulton	4.9	Monroe	10.7	Williams	4.1
Gallia	6.4	Montgomery	4.7	Wood	4.1
Geauga	3.3	Morgan	8.6	Wyandot	3.4
Greene	4.2	Morrow	5.1	**Source: Ohio Department of Job and Family Services**	
Guernsey	7.0	Muskingum	6.1		

Appendix D — Self-Scoring Summary

This appendix is provided to summarize the 13 competitive scoring criteria utilized to rank applications. After the application is submitted, a summary of the 94 points that can be self-scored will appear.

Criteria A – Regional Distributive Balance			
1. Jurisdictional Balance	0 Projects	8	
	1 - 3 Projects	6	
	4 - 5 Projects	4	
	6 - 8 Projects	3	
	More than 8 Projects	2	
	Total Possible Points	**8**	
2. County Per Capita Balance	$0 - $9.99	7	
	$10 - $19.99	6	
	$20 - $29.99	5	
	$30 - $39.99	3	
	More than $40	2	
	Total Possible Points	**7**	
3. Benefit to Low-Income in Jurisdiction	30% or greater poverty	5	
	25 - 29.99% poverty	4	
	20 - 24.99% poverty	3	
	15 - 19.99% poverty	2	
	Less than 15% poverty	1	
	Total Possible Points	**5**	
4. Benefit to Low-Income in Census Tract	50% or greater poverty	5	
	40 - 49.99% poverty	4	
	30 - 39.99% poverty	3	
	20 - 29.99% poverty	2	
	Less than 20% poverty	1	
	Total Possible Points	**5**	
5. Benefit to Unemployed in County	Unemployment greater than 2% above Ohio rate	5	
	Unemployment 1 - 2% above Ohio rate	4	
	Unemployment within 1% of Ohio rate	3	
	Unemployment 1 - 2% below Ohio rate	2	
	Unemployment greater than 2% below Ohio rate	1	
	Total Possible Points	**5**	
	Total Regional Distributive Balance Points	**30**	
Criteria B – Potential Economic Impact			
6. Leveraged Investment	More than 10.0	10	
	9.1 to 10.0	9	
	8.1 to 9.0	8	
	7.1 to 8.0	7	
	6.1 to 7.0	6	
	5.1 to 6.0	5	
	4.1 to 5.0	3	
	4.0	1	
	Total Possible Points	**10**	

7. Financing Committed	100% of financing in place	15	
	90% of financing in place	13	
	80% of financing in place	11	
	70% of financing in place	9	
	60% of financing in place	7	
	50% of financing in place	5	
	40% of financing in place	3	
	Less than 40% of financing in place	1	
	Total Possible Points	**15**	
8. Timeliness to Completion	Non Staged	5	
	Staged	1	
	Total Possible Points	**5**	
9. Physical Scope and Construction Jobs	More than 120,000 sq.ft.	10	
	100,000 - 120,000 sq.ft.	9	
	80,000 - 99,999 sq.ft.	8	
	60,000 - 79,999 sq.ft.	7	
	50,000 - 59,999 sq.ft.	6	
	40,000 - 49,999 sq.ft.	5	
	30,000 - 39,999 sq.ft.	4	
	20,000 - 29,999 sq.ft.	3	
	10,000 - 19,999 sq.ft.	2	
	Less than 10,000 sq.ft.	1	
	Total Possible Points	**10**	
10. Local Participation and Support	Financial Commitment AND Letter of Support	5	
	Resolution of Support AND Letter of Support	3	
	Letter of Support	1	
	Total Possible Points	**5**	
11. Vacant Property	95 - 100% vacant	15	
	85 - 94.99% vacant	13	
	70 - 84.99% vacant	11	
	55 - 69.99% vacant	9	
	40 - 54.99% vacant	7	
	25 - 39.99% vacant	5	
	10 - 24.99% vacant	3	
	Less than 10% vacant	1	
	Total Possible Points	**15**	
12. Cost-Benefit Analysis and Job Commitments	100% Leased	4	
	75% to 99.9% Leased	3	
	50% to 74.9% Leased	2	
	25% to 49.9% Leased	1	
	Job Commitments Total Possible Points	**4**	
	ROI of 2.0 over 10 years	6	
	ROI of 1.6 over 10 years OR ROI of 2.0 over 15 years	5	
	ROI of 1.2 over 10 years OR ROI of 1.6 over 15 years	4	
	ROI of 0.8 over 10 years OR ROI of 1.2 over 15 years	3	
	ROI of 0.4 over 10 years OR ROI of 0.8 over 15 years	2	
	ROI of 0.4 over 15 years	1	
	Cost-Benefit Analysis Total Possible Points	**6**	
	Total Potential Economic Impact Points	**70**	

Authorized Representative Declaration Form

This form must be completed and attached to the application prior to final submission.

I hereby attest that the information I have provided in this application is, to the best of my knowledge, correct. I understand that falsification of representations in this application may subject the applicant to criminal sanctions including fines and/or imprisonment pursuant to Section 2921.77 of the Ohio Revised Code and make the applicant ineligible for future state assistance pursuant to Section 9.66 of the Ohio Revised Code.

Authorized Representative's Signature:

_____ Date: _____
(Original Signature only)

Authorized Representative's Name: _____

Authorized Representative's Title: _____