

Ohio

Ohio Historic Preservation Tax Credit Round 8 Application



Department of
Development

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Ohio Historic Preservation Tax Credit Program

Round 8 Timeline

The following dates are important deadlines for Round 8 of the Ohio Historic Preservation Tax Credit Program:

- Application Period Opens: February 1, 2012
- Applications Due: March 30, 2012
- Application Review Period: April 3 - June 15, 2012
- Award Announcement: on or before June 30, 2012

Application Instructions

This worksheet will provide guidance on what information and documentation are required for an application to the Ohio Historic Preservation Tax Credit Program. Please read all instructions carefully before compiling your application and contact the Office of Redevelopment at historic@development.ohio.gov or (614) 995-2292 if you have any questions about the application.

- Any applications received after the last day of the submission window will not be considered.
- The Ohio Historic Preservation Tax Credit Program materials are available online at development.ohio.gov/Urban. Complete the application as a PDF form and print out for submission with original signature by the authorized representative of the applicant, along with the attachments required in each section.
- On all applications, only original signatures of the applicant's authorized representative will be accepted, no copies shall be considered.
- Applicants must provide the following:
 - » Two completed original applications in hard copy form; and
 - » Two electronic copies of the application submitted on compact disc (no flash drives).
- You may submit forms and payment via U.S. mail, delivery service, or in person to:
Ohio Department of Development, Office of Redevelopment
77 South High Street, 26th Floor, Columbus, Ohio, 43215

*The Office of Redevelopment is open between 8:00 a.m. and 5:00 p.m., Monday-Friday.

For the electronic application submission:

- Submissions should include this application document, completed; and all attachments as listed in the appendix.
- Each document should have a descriptive label with the name of the applicant followed by the name of the document, or attachment number if applicable (Applicant X: Attachment 2.3).
- Attachments can be any Microsoft, Adobe, or other common application types.
- If available, include a folder of select exterior and interior photos of the historic building(s) in the application for communications purposes.

For the original application submission:

- Applications must be submitted in three-ring binders only.
- Each section of the application must be tabbed to delineate application Sections A, B, and C.
- All pages must be numbered (e.g. A1, A2, B1, etc.). Hand numbering will be accepted.

Section A - Eligibility Criteria

1. Owner Declaration Form

PROVIDE AS ATTACHMENT A1

I hereby attest that the information I have provided 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 ORC 2921.77 and make the applicant ineligible for future state assistance pursuant to ORC 9.66.



Authorized Representative's Signature:

(Original Signature only)

Date: _____

Authorized Representative's Name and Title: _____

2. Authorization to Release Tax Information

PROVIDE AS ATTACHMENT A2

I, _____, (name of taxpayer) hereby authorize the Ohio Department of Taxation and any of its agents and/or employees to release my tax records to the Ohio Department of Development (Development). I understand that these records may be used by Development to ensure my taxpayer compliance with all tax laws and to verify the information reported to Development for various purposes relating to evaluation of potential tax credits. Except as authorized by this waiver, Development must maintain the confidentiality of the information received pursuant to O.R.C. 1347.15(H) with respect to this waiver.

I certify under penalties of perjury that I am the taxpayer identified below or an agent authorized to certify on its behalf.

Company Name: _____

Authorized Agent's Name and Title: _____

Authorized Agent's Signature:

(Original Signature only) Date: _____

Company Address: _____

Company Telephone: _____

- Social Security Number (if an individual): _____
- Federal Employer Identification Number: _____
- Ohio Charter Number: _____
- Ohio Franchise Tax Identification Number: _____
- Commercial Activity Tax Account Number: _____
- Ohio Employer Withholding Account Number: _____
- Ohio Vendor's License Number: _____
- Ohio Consumer's Use Tax Account Number: _____
- Ohio Direct Pay Permit Number: _____



3. Project Information Summary

PROVIDE AS ATTACHMENT A3

PROJECT INFORMATION

Name of Building/Project: _____

Address: _____

City: _____, Ohio Zip: _____

County: _____ Residential Units: _____

Parcel Number(s): _____

Permanent Jobs Created: _____ Construction Jobs Created: _____

Project Square Feet: _____ Site Acreage: _____

Start Date (MM/DD/YYYY): _____ End Date (MM/DD/YYYY): _____

FINANCIAL INFORMATION

Total Project Investment: _____

Remaining Investment to Complete Project: _____

Estimated Qualified Rehabilitation Expenditures: _____

Ohio Historic Preservation Tax Credit Requested: _____

OWNER INFORMATION

Project Owner: _____

Tax Class (LLC, S/C-Corp, Partnership, Individual, Other): _____

Representative Name and Title: _____

Representative Company: _____

Mailing Address: _____

Telephone: _____ Email: _____

PROJECT CONTACT INFORMATION

Contact Name and Title: _____

Contact Company: _____

Mailing Address: _____

Telephone: _____ Email: _____

4. Description and Scope of Project

PROVIDE AS ATTACHMENT A4

Project Description: Provide a summary of the project (1-2 pages) describing its importance to the State of Ohio and the community and neighborhood in which the project is located. The description should include (1) goals of the project, (2) history of project property, (3) economic benefits, (4) community benefits, and (5) anticipated or secured tenants.

Project Scope: Provide a summary that describes the rehabilitation work proposed as part of the project. A brief rehabilitation description should be included for every floor of the building (both floors included and excluded from the scope) and for improvements that will be made to the entire structure (e.g. exterior rehabilitation, building systems, etc.).

5. Proof of Ownership

PROVIDE AS ATTACHMENT A5

Eligibility Criteria: The applicant is the fee simple owner of the building and is not a governmental entity under section 149.311 of the Ohio Revised Code.

Is the applicant the fee simple owner of the historic building?

Yes

No

DOCUMENTATION REQUIRED

1. Property deed or county auditor’s card for all parcels; or
2. 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
3. Executed closing documents (settlement sheets) for all parcels.

6. Major Factor

PROVIDE AS ATTACHMENT A6

Eligibility Criteria: The issuance of a tax credit is a major factor in the applicant’s decision to rehabilitate the historic building or to increase the level of investment in the rehabilitation of the historic building.

The tax credit is a major factor in the decision to:

- Rehabilitate the historic building(s)
 Increase the level of investment in the rehabilitation

DOCUMENTATION REQUIRED

1. If the tax credit is a major factor in the decision to rehabilitate the historic building(s), provide a declaration statement explaining how the tax credit is a major factor in the decision. Also provide documentation that major rehabilitation work has not commenced beyond stabilization, defined as the act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present (National Park Service, 1983).

2. If the tax credit is a major factor in the decision to increase investment in the rehabilitation, provide a third-party cost certification of costs incurred as of the application submission. The applicant must not have incurred more than 25% of the total project Qualified Rehabilitation Expenditures as of the application submission. Applicants must provide documentation committing to expend the remaining 75% of the total project Qualified Rehabilitation Expenditures after application approval.

- If the applicant performed the rehabilitation work prior to receiving a positive recommendation on an applicable Part 2 Historic Preservation Certification Application for the project, the Qualified Rehabilitation Expenditures incurred prior to application approval will not be eligible for calculation of the tax credit.

SECTION B - Rehabilitation Information

Definition: 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. A State Only Project means a project that does not seek Federal Historic Preservation Tax Credits.

Type of Project

State Only Project

Combined State and Federal Project

1. Historic Building Designation

PROVIDE AS ATTACHMENT B1

Type of Historic Designation

Building(s) individually listed on the National Register of Historic Places

Building(s) designated a local landmark by a Certified Local Government

Building(s) located in a National Register Historic District

Building(s) located in a National Park Service Certified Local Historic District

Building(s) located in a Historic District designated by a Certified Local Government

Name of the Historic District, if applicable:

DOCUMENTATION REQUIRED - Certified Local Government Designations

For Combined Projects qualifying for the Ohio Historic Preservation Tax Credit Program 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).

1. 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.

2. 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.

2. Historic Rehabilitation Information

PROVIDE AS ATTACHMENT B2

State Only Projects must complete an Ohio Part 1 & 2 Historic Preservation Certification Application available on-line at development.ohio.gov/Urban.

Combined State and Federal Projects must complete a Federal Part 1, if applicable, and Federal Part 2 Historic Preservation Certification Application.

Applicants are **strongly encouraged** to submit the Ohio Part 1 & 2 or Federal Part 1 and Federal Part 2 to the Ohio Historic Preservation Office (OHPO) well ahead of the application submission deadline. If a complete Part 1 and Part 2 are not submitted by the application submission deadline, the application will not be considered in that round of funding.

Please note that the Ohio Historic Preservation Tax Credit Application does not take the place of any Federal Historic Preservation Certification Application requirements for Combined State and Federal Projects.

For State Only Projects, date Ohio Part 1 & 2 was submitted to the OHPO: _____

For Combined Projects, date Federal Part 1 was submitted to the OHPO: _____

For Combined Projects, date Federal Part 2 was submitted to the OHPO: _____

DOCUMENTATION REQUIRED

1. For State Only Projects, provide the Ohio Part 1 & 2 Historic Preservation Certification Application (or a copy of the signed cover page if already submitted) as Attachment B2.
2. For Combined Projects, if applicable, provide the Federal Part 1 Historic Preservation Certification Application (or a copy of the signed cover page if already submitted) as Attachment B2.1.
3. For Combined Projects, provide the Federal Part 2 Historic Preservation Certification Application (or a copy of the signed cover page if already submitted) as Attachment B2.2.

PART C - Scoring Criteria

Instructions: The following scoring criteria worksheets are for the aid of applicants to walk through each measure used to evaluate applications. The self-scores for each of the following criterion are to be populated in the Self-Score Spreadsheet provided as a separate Microsoft Excel document. Provide the Self-Score Spreadsheet as Attachment C10.

Criteria A. Regional Distributive Balance

The top scoring applicant from each jurisdiction (municipalities or townships) will receive the maximum 15 points for the Questions 1 and 2 (Jurisdictional Balance and County Per Capita Balance). Applicants should complete scoring for these questions using the values from Appendices 1 and 2. Upon final scoring review, the Ohio Department of Development will adjust the scoring for the top scoring applicants from each jurisdiction to the maximum points for these questions (15 points total).

1. Jurisdictional Balance

Definition: Weighted preference for applications in jurisdictions (municipalities or townships) where tax credits were not approved in previous rounds. The information regarding previously approved applications is available in Appendix 1.

SCORING

0 Projects	8
1-3 Projects	6
4-5 Projects	4
6-8 Projects	3
More than 8 Projects	2

Maximum Score = 8

Your Score: _____

2. County Per Capita Balance

Definition: Weighted preference for applications in counties with lower per capita tax credits approved in previous rounds. The information regarding previously approved applications is available in Appendix 2.

SCORING

\$0 - \$9.99	7
\$10 - \$19.99	6
\$20 - \$29.99	5
\$30 - \$39.99	3
More than \$40	2

Maximum Score = 7

Your Score: _____

3. Benefit to Low-Income in Jurisdiction

PROVIDE AS ATTACHMENT C1

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).

SCORING

25% or greater poverty	5
20-24.99% poverty	4
15-19.99% poverty	2
Less than 15% poverty	1

Maximum Score = 5

Your Score: _____

DOCUMENTATION REQUIRED

Provide the U.S. Census Bureau American FactFinder Results page documenting the “percent below poverty level” for the local jurisdiction (municipality or township) available at: <http://factfinder2.census.gov/>

Steps for using American FactFinder:

- 1) Make sure ‘Your Selections’ is empty.
- 2) Expand ‘Topics’ and ‘Dataset.’
- 3) Under ‘Dataset,’ select “2000 SF 3 Sample Data” and add to ‘Your Selections.’
- 4) Click on ‘Geographies’ and select the ‘Address’ tab.
- 5) Type in the project address and click ‘Go.’
- 6) Under the ‘Geography Results,’ select “Place” and add to ‘Your Selections.’*
- 7) Expand ‘Topics’ and ‘Poverty.’
- 8) Click on ‘Poverty’ and select “Poverty Status in 1999 of Individuals: 2000.”
- 9) Print the ‘Results’ page.

*Note: At Step 6, you can also select “CensusTrack” which will provide the required information for Question 4 at the same time.

4. Benefit to Low-Income in Census Tract

PROVIDE AS ATTACHMENT C2

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

SCORING

60% or greater poverty	5
40-59.99% poverty	4
15-39.99% poverty	2
Less than 15% poverty	1

Maximum Score = 5

Your Score: _____

DOCUMENTATION REQUIRED

Provide the U.S. Census Bureau American FactFinder Results page documenting the “percent below poverty level” for the local jurisdiction (municipality or township) available at:
<http://factfinder2.census.gov/>

Steps for using American FactFinder:

- 1) Make sure ‘Your Selections’ is empty.
- 2) Expand ‘Topics’ and ‘Dataset.’
- 3) Under ‘Dataset,’ select “2000 SF 3 Sample Data” and add to ‘Your Selections.’
- 4) Click on ‘Geographies’ and select the ‘Address’ tab.
- 5) Type in the project address and click ‘Go.’
- 6) Under the ‘Geography Results,’ select “Census Tract” and add to ‘Your Selections.’*
- 7) Expand ‘Topics’ and ‘Poverty.’
- 8) Click on ‘Poverty’ and select “Poverty Status in 1999 of Individuals: 2000.”
- 9) Print the ‘Results’ page.

5. 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 2011 for Round 8). Unemployment rates, calculated by the Ohio Department of Job and Family Services, are available in Appendix 3.

The Ohio Unemployment Rate as of December 2011 was 8.1 percent.

SCORING

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

Maximum Score = 5

Your Score: _____

Criteria B. Potential Economic Impact

6. Leveraged Investment

PROVIDE AS ATTACHMENT C3

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

$$\text{Total Project Investment} \div \text{Tax Credit Requested} = \text{Leveraged Investment Ratio}$$

Financial Information (automatically updated from Project Information Summary):

Total Project Investment: _____

Remaining Investment to Complete Project: _____

Estimated Qualified Rehabilitation Expenditures: _____

Ohio Historic Preservation Tax Credit Requested: _____

Leveraged Investment Ratio: _____

SCORING

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

Maximum Score = 10

Your Score: _____

DOCUMENTATION REQUIRED

Provide a copy of the project budget meeting the guidelines below.

Leveraged Investment Guidelines:

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. In addition to a project budget, the below financial information must be provided and will be used to evaluate the Leveraged Investment and Financing Secured criterion.

- Total Project Investment – Every cost associated with the project from the beginning of the current owner’s involvement. This figure includes acquisition costs, holding costs, marketing, parking lots or structures, new construction, additions, landscaping, furniture, site work, and other investments related to the project.
- Remaining Investment to Complete Project – All costs necessary to complete the full project scope listed in this application. 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 includes 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 stated in sections 5725.151, 5725.34, 5729.17, 5733.47, and 5747.76 of the Ohio Revised Code, “The credit shall equal twenty-five percent of the dollar amount indicated on the certificate, but the amount of the credit allowed...shall not exceed five million dollars.”

Completing the above financial categories 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.

7. Financing Secured

PROVIDE AS ATTACHMENT C4

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

SCORING

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

Maximum Score = 15

Your Score: _____

DOCUMENTATION REQUIRED

Provide documentation from financing sources (Private Financing and Developer Equity) meeting the guidelines below. Financing sources without proper documentation will be removed from the percentage of financing secured.

Financing Secured Guidelines:

- Federal Historic Preservation Tax Credits – For Combined Federal and State Historic Preservation Tax Credit projects, the submitted Qualified Rehabilitation Expenditures (QREs) listed in application will be multiplied by 20 percent to determine the financing in place from the federal historic preservation tax credit for the project.
 - o Example: \$1 million in QREs x 20 percent = \$200,000 of financing in place
- Ohio Historic Preservation Tax Credits – For all applicants the submitted QREs listed in the application will be multiplied by 25 percent to determine the financing in place from the state historic preservation tax credit for the project.
 - o Example: \$1 million in QREs x 25 percent = \$250,000 of financing in place

- Private Financing – Demonstration of private financing in place can be demonstrated through any or all of the following documents:
 - o **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.
 - o **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.
 - o **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 secured.
- Developer Equity - Demonstration of developer equity in place requires at minimum a signed letter of commitment from the developer and information from a bank, financial institution, or third party accountant that clearly demonstrates the committed developer equity is unencumbered and available for this project.

8. Timeliness to Completion

PROVIDE AS ATTACHMENT C5

Definition: Weighted preference for a non-staged project over a staged project. A non-staged project is scheduled to be completed in 24 months. A project is staged if it is scheduled to be complete in the duration of 60 months. Only staged projects are permitted to certify at project stages.

SCORING

24-Month/Non-Staged	5
60-Month/Staged	1

Maximum Score = 5

Your Score: _____

DOCUMENTATION REQUIRED

Provide the 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.

9. Physical Scope and Construction Jobs

PROVIDE AS ATTACHMENT C6

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.

SCORING

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

Maximum Score = 10

Your Score: _____

DOCUMENTATION REQUIRED

Provide 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 Ohio Historic Preservation Office should not be referenced.

Physical scope may include rehabilitated spaces, building additions, and new construction that is part of the project scope identified in the application.

10. End Use and Job Commitments

PROVIDE AS ATTACHMENT C7

Definition: Weighted preference for end uses that generally maximize economic impact and projects with job commitments already in place. The score is based off a value that is calculated by the percentage of the project devoted to each end use and the percentage of each end use space that already has an end user commitment. See the End Use & Job Commitments tab in the Summary Self-Score Spreadsheet Excel document to determine the project value.

SCORING

10	10
9 to 9.9	9
8 to 8.9	8
7 to 7.9	7
6 to 6.9	6
5 to 5.9	5
4 to 4.9	4
3 to 3.9	3
Less than 3.0	1

Maximum Score = 10

Your Score: _____

DOCUMENTATION REQUIRED

Provide the following documentation:

End Use: Provide a table that describes the end uses proposed as part of the project. A table row should be included for every floor of the building (both floors included and excluded from the scope) and identify the total square feet and the percentage of total square feet each end use will occupy on the floor. The historic rehabilitation information provided to the Ohio Historic Preservation Office must be consistent with the end uses proposed.

Job Commitments: Provide an executed lease or signed letter of commitment for each committed tenant in the project. For residential end uses, provide a letter of commitment from the project developer committing to construct the residential units. The commitment letters must be written on company letterhead and include the amount of space each tenant commits to occupy and the length of the commitment.

Excel Tab: Provide a copy of the completed End Use & Job Commitments tab in the Summary Self-Score Spreadsheet Excel document.

11. Vacant Property

PROVIDE AS ATTACHMENT C8

Definition: Weighted preference for buildings that are under utilized or not occupied. Vacancy is measured exactly one year before the date on which the application must be submitted (March 30, 2011 for Round 8).

SCORING

100% vacant	15
90-99.99% vacant	13
80-89.99% vacant	11
70-79.99% vacant	9
60-69.99% vacant	7
50-59.99% vacant	5
40-49.99% vacant	3
Less than 40% vacant	1

Maximum Score = 15

Your Score: _____

DOCUMENTATION REQUIRED

Provide a table that demonstrates the vacancy rate of the historic building to be rehabilitated as of March 30, 2011. A table row should be included for every floor of the building (both floors included and excluded from the scope) and identify the total square feet vacant and occupied and the percentage of total square feet vacant on the floor.

12. Local Participation and Support

PROVIDE AS ATTACHMENT C9

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

SCORING

Financial Commitment	5
Resolution of Support	3
Letter of Support	1
No Indication of Support	0

Maximum Score = 5

Your Score: _____

DOCUMENTATION REQUIRED

Provide the appropriate documentation to demonstrate the level of local participation and support for the project.

1. Financial Commitment: Provide documentation meeting the Financing Secured Guidelines for Private Financing found in Question 7. The financial commitment from the jurisdiction and/or county can include grants, loans, tax abatements, 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 3 percent of the Remaining Investment to Complete Project value.

2. Resolution of Support: Provide a resolution/ordinance from the local jurisdiction or county's governing body (e.g. city/village council, city commission, county commission, etc.) and dated within one year of the date this application was submitted that identifies the project by name as a high priority initiative for future development in the community.

3. Letter of Support: Provide a letter from the local jurisdiction or county. The letter should be signed by a local elected official or administrators of planning, economic development, or community development.

Appendix 1. Jurisdictional Balance Score

This appendix is provided as a reference for Question 1 of Section C. The the score for each jurisdiction (municipality or township) is provided in the table below. If there are no existing approved applications in the jurisdiction, the application will receive the maximum score for this measure (8 points).

Jurisdiction	Approved Applications	Jurisdictional Balance Score
Akron	10	2
Ashtabula	1	6
Berea	1	6
Cambridge	1	6
Canton	2	6
Cincinnati	24	2
Cleveland	42	2
Columbus	4	4
Dayton	3	6
Delaware	1	6
Hamilton	3	6
Ironton	3	6
Lebanon	1	6
Lima	2	6
Marietta	2	6
Newark	1	6
Oberlin	1	6
Painesville	1	6
Piqua	1	6
Port Clinton	1	6
Portsmouth	1	6
Russell Township (Geauga County)	1	6
Sandusky	2	6
Scott Township (Adams County)	1	6
Springfield	1	6
St. Clairsville	1	6
Toledo	5	4
Urbana	1	6
Warren	1	6
Youngstown	6	3

Appendix 2. County Per Capita Balance Score

This appendix is provided as a reference for Question 2 of Section C. The score for each county is provided in the table below. If there are no existing approved applications in the county, the application will receive the maximum score for this measure (7 points).

County	Approved Tax Credits	Population (Census 2010)	Tax Credits Per Capita	County per Capita Score
Adams	\$51,975	28,550	\$1.82	7
Ashtabula	\$4,684,052	106,331	\$44.05	2
Allen	\$639,350	102,728	\$6.22	7
Belmont	\$750,000	70,400	\$10.65	6
Butler	\$2,291,320	368,130	\$6.22	7
Champaign	\$794,250	40,097	\$19.81	6
Clark	\$2,954,903	138,333	\$21.36	5
Cuyahoga	\$119,470,377	1,280,122	\$93.33	2
Delaware	\$4,225,909	174,214	\$24.26	5
Erie	\$3,476,407	77,079	\$45.10	2
Franklin	\$8,775,859	1,163,414	\$7.54	7
Geauga	\$1,388,496	93,389	\$14.87	6
Guernsey	\$1,129,313	40,087	\$28.17	5
Hamilton	\$32,538,364	802,374	\$40.55	2
Lake	\$371,500	227,511	\$1.63	7
Lawrence	\$3,812,232	62,450	\$61.04	2
Licking	\$431,260	166,492	\$2.59	7
Lorain	\$2,000,000	301,356	\$6.64	7
Lucas	\$11,844,838	441,815	\$26.81	5
Mahoning	\$8,399,793	238,823	\$35.17	3
Miami	\$4,345,741	102,506	\$42.39	2
Montgomery	\$4,702,150	535,153	\$8.79	7
Ottawa	\$625,000	41,428	\$15.09	6
Scioto	\$1,543,630	79,499	\$19.42	6
Stark	\$38,412,652	375,586	\$102.27	2
Summit	\$6,588,881	541,781	\$12.16	6
Trumbull	\$630,815	210,312	\$3.00	7
Warren	\$934,250	212,693	\$4.39	7
Washington	\$3,189,652	61,778	\$51.63	2

Appendix 3. County Unemployment Rates

This appendix is provided as a reference for Question 5 of Section C. The December 2011 Unemployment Rate for each Ohio County is provided in the table below.

County	Rate	County	Rate	County	Rate
Adams	12	Hamilton	7.5	Noble	11.1
Allen	8.1	Hancock	7.8	Ottawa	13.3
Ashland	8.6	Hardin	8.6	Paulding	7.4
Ashtabula	9.9	Harrison	8.3	Perry	10.2
Athens	7	Henry	9.1	Pickaway	8.8
Auglaize	6.3	Highland	10.8	Pike	14.3
Belmont	7.6	Hocking	8.9	Portage	7.2
Brown	10.8	Holmes	5.1	Preble	8.9
Butler	7.9	Huron	10.9	Putnam	7.2
Carroll	8.3	Jackson	10.1	Richland	9.3
Champaign	7.5	Jefferson	9.9	Ross	8.9
Clark	8	Knox	7.6	Sandusky	8.2
Clermont	7.8	Lake	6.6	Scioto	11.5
Clinton	11.1	Lawrence	7.9	Seneca	8.6
Columbiana	8.8	Licking	7	Shelby	7.7
Coshocton	10	Logan	7.8	Stark	8.1
Crawford	9.9	Lorain	7.3	Summit	7.3
Cuyahoga	7.1	Lucas	8.4	Trumbull	8.6
Darke	7.7	Madison	7.1	Tuscarawas	7.5
Defiance	7.8	Mahoning	8.3	Union	6.2
Delaware	5.3	Marion	8.4	Van Wert	8.2
Erie	8.2	Medina	5.9	Vinton	11.1
Fairfield	6.8	Meigs	11.8	Warren	7
Fayette	7.7	Mercer	4.9	Washington	8.1
Franklin	6.3	Miami	7.6	Wayne	6.6
Fulton	8.6	Monroe	9.6	Williams	8.8
Gallia	9.2	Montgomery	8.5	Wood	7.4
Geauga	5.8	Morgan	11.7	Wyandot	9.4
Greene	7.6	Morrow	8.3	Source: Ohio Department of Job & Family Services	
Guernsey	9.3	Muskingum	10.7		

Appendix 4. Application Checklist

This appendix is provided as a reference for applicants to check the completion of all attachments requirements in the application.

Submitted (check)	Attachment	
Section A: Basic Project Information		
	A1	Owner Declaration Form
	A2	Authorization to Release Tax Information
	A3	Project Information Summary
	A4	Description and Scope of Project
	A5	Proof of Ownership
	A6	Major Factor Declaration
Section B: Rehabilitation Information		
	B1	Historic Building Designation
	B2	Historic Rehabilitation Information
Section C: Scoring Criteria		
	C1	Benefit to Low Income in Jurisdiction
	C2	Benefit to Low Income in Census Tract
	C3	Leveraged Investment
	C4	Financing Secured
	C5	Timeliness to Completion
	C6	Physical Scope and Construction Jobs
	C7	End Use and Job Commitments
	C8	Vacant Property
	C9	Local Participation and Support
	C10	Self-Score Sheet