



**TRANSFORMATIONAL MIXED-USE DEVELOPMENT PROGRAM
FISCAL YEAR (FY) 2023
APPLICATION INSTRUCTIONS**

**Applications must be submitted to the Ohio Department of Development by
Friday, July 8, 2022, at 4:00 p.m. EST to be considered for the Fiscal Year 2023
round.**

General Instructions

I. Application and Forms

- A complete application submittal includes:
 - Transformational Mixed-Use Development program application;
 - Inclusion of all Owners of the Project site identified in the application that are to receive a portion of the tax credit;
 - All attachments as required;
 - Economic Impact Statement; and
 - Application fee.
- An application submitted without the required supporting forms and attachments will not be considered complete and will not be reviewed.
- In addition to the application, a \$2,500 non-refundable application fee is required at the time of submission. Applications fees are due in full to the Ohio Department of Development and must be received by July 8, 2022, at 4:00 p.m., EST. Any submitted application that does not also submit an application fee by this deadline will not be considered for the round. The application fee must be paid via electronic payment – contact transformational@development.ohio.gov for details.
- The application can be accessed through the Transformational Mixed-Use Development program’s webpage: development.ohio.gov/transformational. The application must be completed electronically and submitted through the Ohio Department of Development’s Web Portal.

II. Application Access

- The application works best with Chrome or Firefox web browsers. Using Internet Explorer or Microsoft Edge may cause unexpected issues in displaying/utilizing applications.
- For first-time Ohio Department of Development Web Portal users, an account must be created with a username/email address and password to begin/access applications. This username email/password will allow access to application(s) created under that login at any time before submittal and will also allow access to the application(s) for reference after submittal.

- Returning Ohio Department of Development Web Portal users may use their existing username/email address and password information to access their account IF they have logged in within the past six months.
- If it has been more than six months since the last login to the Web Portal, or the login password has been forgotten, the password must be reset to access the application. Click the “Forgot your password?” link under the “Log in” button.
- After the Login, the Applicant is directed to the Ohio Department of Development Applications Web Portal. Click “Transformational Mixed-Use Development Application” under the Tax Credit Applications section to advance through the portal.
- Once the Applicant reaches the Transformational Mixed-Use Development application list page, the Applicant can either begin a new application by clicking the red “New Application” button or revisit an existing, unsubmitted application by selecting it from the list and clicking the “Edit” button in the appropriate row.

III. Application Procedures

- The Applicant must complete the “Development Information” and “Lead Applicant Owner” information on the “Program Information Summary” tab and then hit “Save” or “Save & Next” at the bottom of the page to register the application in the system.
- An Applicant can save a partially completed application, exit from the system, and then log back in later and continue with the application by clicking “Edit” to select it from the list on the “Transformational Mixed-Use Development” application list page.
- The Applicant can move through the application by either using the “Previous” or “Save & Next” buttons on the bottom of each page or by clicking on the desired tab at the top of the application.
- The Applicant can save the application at any time by clicking the “Save” button at the bottom of any page. The Ohio Department of Development encourages saving each page of the application as it is completed.
- The Applicant can logout of the application and return to the application list by clicking the “Cancel” button at the bottom of any page.
- To return to the Ohio Department of Development Web Portal page, click the “Home” prompt at the top left-hand corner of any page.

Application Instructions

I. General Information

Each section of the application will require narrative answers that provide information about the Development and the proposed Project as identified in the application, including historical background, Development and Project parameters, and anticipated Impacts of the Development and Project. Additionally, the Economic Impact Study must be attached to the application at the time of submittal.

Some key points to the application include:

- The application can include multiple owners within a Project. If the application includes multiple owners, one of the owners (determined by the applicants) must be designated as the “Lead Applicant” for the Ohio Department of Development’s administrative purposes.
- For purposes of reference within the application, note the following definitions:

Development	This is the full scope of the Transformational Mixed-Used Development and the entirety of what will be implemented on the defined site.
Project	This is the portion of the Development that is being applied for in the application. This may be the entire Development (as described above) OR it may be a portion of the Development, i.e., a phase (or phases) of the total Development.

- The Economic Impact Statement must be provided with and attached to the application. An Economic Impact Statement framework is provided with application documents.
- A document can be attached to the application in one of two ways:
 - Upload a file from the applicant’s computer drive; or
 - “Drag and drop” by selected a file on the computer, “grab” it and drag it to the “Or drop files” icon next to the attachment prompt.

II. Project Information Tab

This section will request information regarding the application’s Project name, ownership, and contact persons for the application.

Development Information

- “Project Name” is the name the Project will be defined by for the purpose of the application round.
- “Local Jurisdiction” is the city, village, or township where the Project is/will be located.

Application Information

- “Lead Applicant” is either:
 - The single owner of all the property within the Project site; or
 - An owner in a multiple-owner Project site identified as the main administrative contact for the Ohio Department of Development
- “Lead Applicant” can be either an individual or an entity.
- Either a Social Security Number (“SSN”) **OR** a Federal Employer Identification Number (“FEIN”) should be entered, depending on what the Lead Applicant uses as its tax identification number. Only **one** of these fields should be completed.
- Ohio Charter Number is a unique number assigned to a business by the Ohio Secretary of State. If the Lead Applicant is an individual, this field will be left blank.
- If the Project site includes multiple owners, each owner must be a party to the application to be considered as a tax credit recipient. Click the “Add Additional Applicant Owners” as many times as necessary to add all the owners of the Project site.
- The “Percent of Tax Credit to be allocated” must total 100% among all the owners (both Lead and additional) listed in the application.

- Verification of ownership or leaseholder interest can include:
 - Copy or screenshot of the county auditor’s record for the parcel(s);
 - Executed sale and purchase agreement for the parcel(s) ONLY IF the deed is not yet available;
 - In the case of leaseholder interest, an executed lease agreement between the owner and the lessee. Note if the applicant is a sub-lessee, all property control between the owner and the sub-lessee must be shown.

Contact Information

- “Project Representative” is either:
 - The Lead Applicant if that applicant is an individual; or
 - A person who is a principal executive officer or other officer with signatory powers for the Lead Applicant.
- “Project Contact” is the individual that can be a primary point-of-contact for the Ohio Department of Development for questions regarding the information in the Application, if different from the Project Representative.
- “Trade Secret” is defined in the Ohio Revised Code Section 133.61(D).

III. Eligibility Tab

This section will require the applicant to verify that the Development and Project meet the eligibility requirements established in the programmatic statute and the Administrative Rules.

- “Major City” are those cities identified in the [Program Guidelines](#), Section 1.
- Select all use categories that will be included in the Project.
- For this program, a “committed” financing source can include private financing, public financing, or developer equity that has been secured or conditionally secured for the Project and evidenced through an executed agreement, source commitment letter, term sheet or (in the situation of equity) proof of available funds. Evidence of these financing sources will be required in the Financial Information tab.
- The Transformational Mixed-Use Development major factor narrative must include evidence as described in the [Program Guidelines](#), Section 3e.

IV. Financial Information Tab

This section collects information on the Financial Sources and Uses with respect to the Project budget.

Development and Project Costs

Development	This is the full scope of the Transformational Mixed-Used Development and the entirety of what will be implemented on the defined site.
Project	This is the portion of the Development that is being applied for in the application. This may be the entire Development (as described above) OR it may be a portion of the Development, i.e., a phase (or phases) of the total Development.

- “Total Development Investment” represents all costs associated with the Development since its inception. 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 Development and to be undertaken by the applicant(s).
- “Remaining Investment to Complete Development” represents all costs necessary to complete the full Development as presented in the completion schedule attached in this application, removing any costs already expended at the time of application submission.
- “Total Tax Credit Eligible Expenditures for the Project” includes eligible costs associated with the Project as defined in the [Program Guidelines](#).
 - Land and/or building costs incurred prior to the application submission are NOT eligible expenditures for the purpose of the application.
 - Only include costs directly paid for and incurred by the applicant(s).
 - Costs that are paid for by public entities are not eligible expenditures.
- “Transformational Mixed-Use Development Tax Credit Requested” shall equal no more than 10 percent of the estimated development costs for the Project as defined in the Total Tax Credit Eligible Expenditures, not to exceed \$40 million.

Project Use of Funds

- The project budget should include a detailed listing of all eligible costs associated with the project.
- The “Total Project Costs Anticipated” must equal the Total “Tax Credit Eligible Expenditures for the Project” amount provided.
- For each category, a “Description” box is provided to include additional information/clarification for the category, if necessary.
- For the “Other” category, identify the specific uses in the “Description” box.

Project Sources of Funds

Committed Sources of Funds:

- For this section, “committed” includes funds fully committed or conditionally committed to the Project.
- Committed sources DO NOT include funds spent prior to the application submission) other than architectural or engineering fees associated with the Project) or funds that will pay for public infrastructure.
- A separate row should be used for each unique funding commitment. If a committed source of funds is providing multiple commitments (ex: a local jurisdiction providing a loan and a grant), each commitment should be listed in its own row.
- “Committed Sources of Funds” is the name of the entity providing the funds for the Project.
- Attach documentation for all identified committed sources. All documentation must originate from the committed source entity providing the funding and must contain the dollar amount of funding for the Project. Committed sources without proper documentation will be removed from the percentage of funding committed.

- “Private Financing” in place can be demonstrated through any or all of the following documents:
 - Term Sheet signed by a bank, financial institution or other investment source declaring its total funding investment in the Project, the date that the investment will be made, the term of the investment and any conditions upon closing.
 - Executed Loan Agreement document demonstrating a commitment to loan a specific amount of funding for the Project, the date the commitment was made and an established period in which the investment will take place.
 - Commitment Letter signed by a bank, financial institution or other investment source declaring their total funding investment in the Project, the date the commitment was made and an established period in which the investment will take place.
- “Public Financing” can be documented through:
 - An approved council or commission ordinance;
 - Development agreement; or
 - Letter of commitment or approval letter from a jurisdiction or public agency.
- “Developer Equity” in place MUST include both:
 - A signed letter of commitment from the equity source containing the dollar amount committed; and
 - Information from a bank, financial institution or third-party accountant that clearly demonstrates the committed equity is unencumbered and available for this project.

Other Funds Under Consideration:

- A separate row should be used for each unique consideration. If the applicant is investigating multiple opportunities from the same considered source (ex: a loan and a grant from the local jurisdiction), each potential funding opportunity should be listed in its own row.
- “Considered Sources of Funds” is the name of the entity potentially providing the funds for the Project.
- Documentation for the considered amount must include the potential amount of funding being considered.
- Documentation for the consideration can include, but is not limited to, a letter of interest, a submitted application for funding, correspondence showing potential financing, etc.
- Provide narrative information for each considered source row as directed in the application.
- In the financing gap discussion, detail plans to transfer the tax credit to increase the capital stack as required in the [Program Guidelines](#).

V. Development and Project Details Tab

This section requests information about the Development as a whole and the Project the application is being made for.

Development Details

- Select whether the Project identified in the application is for the Development as a whole or a phase or phases of the larger Development.

Development	This is the full scope of the Transformational Mixed-Used Development and the entirety of what will be implemented on the defined site.
Project	This is the portion of the Development that is being applied for in the application. This may be the entire Development (as described above) OR it may be a portion of the Development, i.e., a phase (or phases) of the total Development.

Development Site Information

- If the Development cannot be identified by a specific address, please provide the closest intersection for reference.
- Provide all parcel numbers for the parcels included within the Development site, whether the parcels are included in whole or in part of the site.
- Provide all census tracts that are included either in whole or in part of the Development site and surrounding area. Note that the “surrounding area” has a different radius depending on the project. “Major City” projects have a surrounding area radius of ½ mile, while “General” projects have a surrounding area radius of 2 miles.
- Provide the total gross square footage for all of the buildings and parking structures included in the Development
- The attached Development site location map must be a map with streets clearly delineated, and the Development site identified via a defined boundary visible on the map.
- The Development site plan map must:
 - Delineate and identify streets within the Development site;
 - Give each planned building and parking structure a unique identifying number for reference; and
 - Identify any non-building uses (ex: recreation, green space, surface parking, building connections, etc.) on the map.

Development Construction Details

- “Anticipated construction start date” and “anticipated construction completion date” are for the Development as a whole. Note the start date may have already passed if the application is for a later phase of the Development.
- Attach a project schedule for the Development that includes design, permitting, construction start/end, tenant build-out, occupancy and other important milestones for the Development.
- If the Development includes a renovation of existing building(s), the vacancy rate of each building must be identified. Vacancy is measured over a one-year period ending on the date on which the application must be submitted. If the property was 100 percent vacant for the full year, a statement of vacancy must be provided. If the property was not 100 percent vacant, a table that demonstrates the average vacancy rate of the existing building must be attached.

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%	$\frac{A1\%+B1\%+C1\%+\dots}{12 \text{ months}} = FV1$	$\frac{S1 \text{ sq. ft.}}{T \text{ sq. ft.}} \times FV1 = FP1$
2	S2	A2%	B2%	C2%	FV2	FP2
3	S3	A3%	B3%	C3%	FV3	FP3
Total Sq. Ft.	$S1+S2+S3+\dots = T$	Total Average Vacancy Rate for Year				$FP1+FP2+FP3+\dots$

Development Building/Parking Structure Details

- For the table identifying buildings or structures to be renovated or constructed in the Development:
 - Use one row for each building or parking structure in the Development.
 - For the “Building or Parking Structure #” column, use the number assigned to the building or structure in the Development site plan map for identification and reference.
 - For “Planned uses for the building”, identify the anticipated use (ex: residential, office, retail, restaurant, hotel, etc.) for the building. For multi-use buildings, identify all proposed uses.
 - Indicate if the building has current tenant commitments (signed leases or letters of intent).
 - For documentation of physical scope, attach a copy of one of the following:
 - The architectural drawings cover page, clearly noting the total square feet of the building and/or each floor;
 - County auditor’s web page screen shot (if the building is being renovated) indicating the square feet of space proposed for the project; or
 - A letter from the architect to verify square feet of the building (if drawings are not available).
 - Add as many rows as necessary to include all buildings and parking structures in the Development.

Development Post-Construction Details

- For the percentage breakdown of uses, input for each listed end use the percentage each use will occupy in the Development based on the total building square footage planned for the Development.
 - For example, if the Development anticipates 350,000 SF in building space, and 100,000 SF of that is anticipated for a hotel, the percentage for “Hotel” in the Development is 28.6 % (100,000/350,000).
 - If the “Other” field is used, identify what the use(s) will be in the “Description of Other” field.
 - Percentage of uses must total 100%.

Tenant Commitments

- For the table identifying Tenant commitments for the Development:
 - Use one row for each committed Tenant in the Development.
 - For residential, parking, and “non-leasable” space, identify the uses for each building, as applicable.
 - For the “Building/Parking Structure #” column, use the number assigned to the building or structure in the Development site plan map to identify each building or structure.
 - “Committed Entity” is the business (or individual) with the executed lease or submitted letter of intent to lease.
 - For square footage, provide the total square footage of the space to be leased as identified in the executed lease or letter of intent to lease.
 - For use for space, provide the expected function in the space (ex: residential, office, retail, restaurant, hotel, etc.).
 - Provide evidence of site control through either:
 - An executed lease; or
 - A signed letter of intent written on the future tenant’s letterhead including the amount of space and length of commitment. For residential and parking use commitments, provide a commitment letter from the developer identifying the use and the square footage.
 - For “non-leasable” space in the Project (ex: common space), provide a commitment letter from the development identifying the space, the type of space, and the square footage.
- Add as many rows as necessary to include all committed tenants for the Development.

If the Applicant identified that the application is being made for “Phase(s) of the Development” at the top of the tab, the following section with additional questions will be added at the bottom of the tab:

Project Site Information

- Identify which phase or phases of the larger Development this Project as identified in the application comprises.

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Project	This is the portion of the Development that is being applied for in the application. This may be the entire Development (as described above) OR it may be a portion of the Development, i.e., a phase (or phases) of the total Development.

- Provide the total gross square footage for all of the buildings and parking structures included in the Project.
- To discuss how the Project fits in the scope of the Development, include a narrative that describes where the Project fits in the overall timeline and what land and building uses will be built within this Project.

- The Project site plan map must:
 - Identify the Development site and Project site via defined boundaries;
 - Delineate and identify streets within the Project site;
 - Give each planned building and parking structure a unique identifying number for reference; and
 - Identify any non-building uses (ex: recreation, green space, surface parking, building connections, etc.) on the map.
- Attach a project completion schedule for the Project that includes design, permitting, construction start/end, tenant build-out, occupancy and other important milestones for the Project.
- For the percentage breakdown of uses, input, for each listed end use, the percentage each use will occupy in the Project based on the total building square footage planned for the Project as defined.
 - Use the same sample calculation presented in the Development Details section as reference.
 - If the “Other” field is used, identify what the use(s) will be in the “Description of Other” field.
 - Percentage of uses must total 100%

VI. Impacts Tab

This section identifies the impacts that the Development and Project will have on the site and surrounding area.

Site Impacts

- Identify any review boards from whom the applicant needs approval to construct the Development. This may include, but is not limited to, zoning, architectural review, and/or historic review.
- For each review board’s approval process, discuss where in consideration the Development is at the time of application. For example, it may be in discussions with staff pre-application, application submitted but in review, in the approval process, or approved, etc. Also provide any significant dates, including any upcoming board hearing dates if the Development is still under consideration or approval dates if applicable.
- Transit stops should include stops for all types of public transit (ex: bus, vans, light rail) that operate on a predetermined route according to a predetermined schedule. The ½ mile radius should extend out from the boundary of the Development site.
- To describe how the Development and Project will support and enhance the surrounding area in terms of land use, provide information on how the Development and Project will affect the site and surrounding area in terms of the physical space, aesthetic, new land uses in the surrounding area, increased variation in types of uses, etc. This narrative tells the story of how the Development and Project will affect the physical space of the surrounding area.

- To describe how the Development and Project will impact and enhance the lives of the residents in the surrounding area, provide information of how the Development and Project will expand opportunities in terms of job creation/availability for the residents, increased commercial options (ex: a grocery store in a food desert), new land use opportunities (ex.: new open space, parks, or entertainment venues), etc. This narrative tells the story of how the Development and Project will affect the social environment of the surrounding area.
- For reference: <https://www.usgbc.org/leed/rating-systems/neighborhood-development> describes the LEED Certification: Neighborhood Development through the U.S. Green Building Council.
- If “Yes” is selected, additional questions will populate regarding the LEED certification process.
 - The different LEED certification levels are: Certified, Silver, Gold, Platinum. If considering LEED Certification: Neighborhood Development, provide the certification level that is being considered/advanced toward for the Development.
 - Provide information on the Development’s status in the LEED certification process for Neighborhood Development. Include information regarding the work plan, what stage of LEED certification the Development is in, and anticipated time to certification.

Employment Impact

Construction Jobs:

- “Full-Time Equivalent” (FTE) means the quotient obtained by dividing the total number of hours for which employees were compensated for employment in the project for the indicated year by two thousand eighty (2,080).
- Round the calculated FTE to the nearest whole number.
- Click the “Add Row” button to add as many years as necessary to complete the construction of the Project.
- Refer to the [Program Guidelines](#), Section 9c to review when a Project is considered “complete”.
- Attach documentation to support the FTEs and average hourly wage calculations.

Operations Jobs:

- “Full-Time Equivalent” (FTE) means the value obtained by dividing the total number of hours for which employees were compensated for operations jobs in the project that year by two thousand eighty (2,080).
- Round the calculated FTE to the nearest whole number.
- The information provided should be as of the first, second, third, fourth, and fifth anniversaries of the date the Project construction is completed.
- Refer to the [Program Guidelines](#), Section 9c to review when a Project is considered “complete”.
- Attach documentation to support the FTEs and average hourly wage calculations.

Tenant Jobs:

- “Full-Time Equivalent” (FTE) means the value obtained by dividing the total number of hours for which employees were compensated for tenant jobs in the project by two thousand eighty (2,080).
- Round the calculated FTE to the nearest whole number.
- The information provided should be as of the first, second, third, fourth, and fifth anniversaries of the date the Project construction is completed.
- Refer to the [Program Guidelines](#), Section 9c to review when a Project is considered “complete”.
- Attach documentation to support the FTEs and average hourly wage calculations.

Revenue Impacts

- “Current Market Value of Development Property” should be based on a recent sale, appraisal, or county auditor’s record for all parcels within the entirety of the site.
- “Future Anticipated Appraised Development” should be the Development valued based on an as-complete appraisal, income approach valuation or other documented valuation.
- “Future Anticipated Appraised Project” should reflect the anticipated value of the Project as identified in this application (if different than the Development). This value should be based on an as-complete appraisal, income approach valuation or other documented valuation.
- Using the text box, describe the methodology used to determine the anticipated appraised values.

Retail, Entertainment, Dining Operations

- The information for each year should be based on:
 - The anniversary date of construction completion (Year 1 – first anniversary of construction completion, Year 2 – second anniversary of construction completion, etc.); and
 - The aggregate annual amount expected.
- The information in this section should reflect any projections calculated for the Economic Impact Statement.

Sales, Income, Lodging and Property Taxes

- The information for each year should be based on:
 - The anniversary date of construction completion (Year 1 – first anniversary of construction completion, Year 2 – second anniversary of construction completion, etc.); and
 - The aggregate annual amount expected.
- The information in this section should reflect any projections calculated for the Economic Impact Statement.

VII. Economic Impact Statement

Guidance for the format and information required to be supplied in the Economic Impact Statement can be found in the “[Economic Impact Statement Framework](#)” document, available on the program webpage.

- Attach the Economic Impact Statement created by a third-party entity that verifies the increase in tax collection during the completion period will exceed 10% of the estimated eligible costs of the Project.
- The completion period is defined as the time-period between the day after application is certified by the Tax Credit Authority and the fifth anniversary of the day the Project is completed.
- The increase in tax collections include those derived from the economic activity occurring within the Development site and the surrounding area during the completion period.
- The increase in tax collections can include those taxes collected under chapters 718, 5705, 5739, 5741, and 5747 of the Ohio Revised Code.
- Increase in tax collections calculation may also include any amounts collected by an alternative method, such as through tax increment financing agreements, payments in lieu of taxes, and new community authority development charges.

VIII. Application Certification

- Review the certification statement and click the box at the beginning of the statement to verify.
- Print the name and the title of the Project Representative in the text box, as identified on the first page of the application. This will serve as a signature authorizing the application.
- Click the “Save” button at the bottom of the page to save the entire application.

Application Submittal

- If outside the application, first:
 - Log in to the Ohio Department of Development Web Portal. Click the “Transformational Mixed-Use Development Application” link to reach the application list page.
 - Select the application from the list by clicking the “Edit” button at the end of the row.
- Once inside the application to submit, review the application to verify all information is correct and all required fields are completed. Once an application is submitted it will be locked and unable to be edited.
- Click the “Application Certification” tab to advance to the last page of the application.
- Verify the certification statement box is checked and “Print Name” and “Title” fields are completed. This acts as signature authorization for submittal.
- Click the green “Submit Application” button at the bottom of the page. The application will be submitted to the Ohio Department of Development.
- If any required fields in the application were not completed, prompts will appear above the certification statement identifying which tabs still require information. Return to the tab(s) indicated and any fields still requiring information will be highlighted in red. Complete all the highlighted fields for each identified tab (click “Save” after updating each tab), return to the “Application Certification” tab, and click the green “Submit Application” button again to submit the application.

- Once the application is submitted, the individual completing the application will receive an email verifying the Ohio Department of Development's receipt.
- Click the "Cancel" prompt at the bottom of the page to return to the application list. The application that was just submitted should now have a date listed under the "Submitted Date" field and the access button will have updated from "Edit" to "View".
- Once submitted, the application cannot be altered, however it can be viewed by clicking the "View" button.

Applications will be accepted through July 8, 2022, at 4:00 p.m., EST.