



Purpose

As part of the Ohio Housing Finance Agency's (OHFA's) commitment to fostering positive relationships with owners/ management agents involved in an OHFA-funded project, OHFA established an on-boarding process for owners/ management agents who are new to OHFA, have little to no experience in multifamily programs, or experiencing significant compliance issues which may jeopardize the viability of the project. It is at OHFA's discretion to determine which entities involved with a project will be required to participate in the on-boarding process.

On-Boarding Requirements

OHFA will require an owner/management agent to complete the on-boarding process if there is:

- Systemic noncompliance issues
- Frequent management company turnover
- Repeated unresponsiveness to OHFA
- Other ongoing issues as determined by OHFA, OR
- Owner(s)/ management agents have little or no experience with the funding programs on their project

Owners/management agents are required to:

1. Attend at least one meeting with OHFA compliance and asset management staff to discuss specific compliance requirements, provide guidance on reporting to OHFA, and any other appropriate topic such as:
 - Acquisition and rehab regulations/requirements including tenant transfers
 - OHFA forms and policies
 - Extended use regulations/requirements and best practices
 - LIHTC regulations/requirements
 - HOME regulations requirements
- OHFA may require an additional meeting is attended as determined on a case-by-case basis. Meetings are held on-line and may last up to two hours.
2. OHFA may also require the owner/management agent to attend an OHFA compliance training or a tax credit/ HOME training conducted by a national training company such as, but not limited to, Costello Compliance, US Housing Consultants, or OCCH's Affordable Housing Training Academy (AHTA). Completing additional training related to multifamily programs may be required.

An owner/ management agent who fails to complete the on- boarding process may be referred to OHFA's Office of Multifamily Housing to evaluate if the owner and/or management agent will remain in good partnership with the Agency.

Note: Owners are solely responsible for maintaining compliance with state and federal regulations and OHFA policy.