

## **Allocation Deadline Guidance, including negative points and late fees**

**All deadlines are the LATEST you may submit items. You may ALWAYS submit earlier!** If a due date falls on a weekend or holiday, the due date is the next business day. All deadlines are the responsibilities of Owners.

**Forms and Checklists are on OHFA's website.**

### **Electronic Submissions**

- Electronic submissions will be accepted to meet deadlines.
- Exception is the LURA.

### **Final Cost Certifications – due February 28<sup>th</sup> after placed in service year.**

- No exceptions, no drafts, no extensions.
- Subject to 2 negative points and \$100/day late fee.
- If a “corrected” cost cert comes in after the deadline, still subject to negative points and \$100/day from deadline until “corrected” cert received. Corrected means a whole new Cost Certification. If responding to OHFA’s question(s), it is not considered “corrected” for this purpose.
- The final Cost Certification deadline also applies to 4% Bond Developments.

### **LURA/Final Packet – due November 1 of placed in service year.**

- On October 1, OHFA will send an email blast reminding everyone of the November 1 deadline. A LURA must be filed if claiming Credits for that year.
- This reminder is only a courtesy and an attempt to ensure all LURAs are submitted timely. If for some reason, you do not get a reminder, the deadline is the same.
- Subject to 2 negative points and 3 negative points for the fee, plus \$100/day late fee.
- The LURA deadline also applies to 4% Bond Developments.

### **Carryover Agreements and Allocation Checks**

- Hard deadline of date outlined in award letter. Usually two weeks after Board Meeting.
- Subject to 2 negative points and 3 negative points for the fee, plus \$100/day late fee.
- The Allocation check deadline also applies to 4% Bond Developments.

### **Carryover Packets – due on the date specified in the Carryover Agreement**

- Only one 60-day extension may be given.
- Subject to 2 negative points at one year deadline. Subject to \$100/day late fee after the 60 days.
- OHFA **CANNOT** waive, or extend in any way, the date in which 10% of costs must be expended.

### **PIS Acknowledgement Form-due no later than 30 days after Building is Placed in Service**

- OHFA will not assess late fees or negative points for these.
- May be viewed as part of general review of capacity if not submitted on time.
- The PIS Acknowledgement Form deadline also applies to 4% Bond Developments.

**Quarterly Reports – due January 10, April 10, July 10 and October 10**

- Subject to 2 negative points and \$10/day late fee.
- The quarterly report deadline also applies to 4% Bond Developments.
- Required until 8609s are issued.
- Quarterly reporting for compliance may overlap with Allocation, refer to the compliance manual for details.