

## OAHTC Pass-Through Calculation Spreadsheet INSTRUCTIONS FOR COMPLETION

Following are the instructions for completing the OAHTC Pass-through Calculation Spreadsheet. The instructions follow the order of the information requested on the form.

- **Ensure that all columns are filled out; the last column (M) will auto-calculate.**
- **Every unit should be listed in reports submitted to OHCS.**

### Worksheet SECTION

#### **Property (1C)**

List the full name of the property in the highlighted section, cell 1C.

#### **Unit # (Column A)**

List all units at the property.

#### **# of Bedrooms (Column B)**

List the number of bedrooms for the given unit.

#### **OHCS HOME Unit? (Yes or No) (Column C)**

Enter **Y** for *yes* or **N** for *no* to indicate if the unit is an OHCS HOME unit.

#### **Set-Aside % (Column D)**

Indicate the set-aside % for the given unit, i.e. 30%, 40%, 50% or 60%.

#### **LIHTC and/or OHCS HOME Max Rent (Column E)**

List the maximum rent amount for the given unit. If the unit is a LIHTC/HOME unit, then list the most restrictive amount.

#### **Utility Allowance (Column F)**

List the current utility allowance amount for the given unit.

#### **Rent Before OAHTC Deduction (Column G)**

This is a rent amount that will **auto-calculate** for you. The calculation uses the maximum rent amount that was entered and subtracts the current UA amount. This would be the highest amount of rent that could possibly be charged, prior to applying the OAHTC deduction.

NOTE: This is not necessarily a rent amount that is approved or currently in use.

#### **Required Pass Through (Column H)**

Indicate the required pass-through amount. This is the *average required amount of pass-through per unit*, and might not be what your property is actually applying to the given unit. This amount is found in the OAHTC Declaration.

#### **Net Rent Minus Pass-through (Column I)**

This is a rent amount that will **auto-calculate** for you.

#### **Tenant Payment (Column J)**

Indicate the current (and approved) tenant-paid rent amount for the given unit.

**PBV Subsidy Amount (if none, leave blank) (Column K)**

List the amount of project-based subsidy received for the unit. If there is no PBV assistance, **leave the cell blank**. NOTE: Adding a zero dollar amount (or an N/A) to this cell will prevent the auto-calculation (in Column M) from being accurate.

**HCV Subsidy Amount (if none, leave blank) (Column L)**

List the amount of housing-choice subsidy received for the unit. If there is no HCV assistance, **leave the cell blank**. NOTE: Adding a zero dollar amount (or an N/A) to this cell will prevent the auto-calculation (in Column M) from being accurate.

**Current Pass Through Savings considering only the avg/unit for Housing Choice Voucher units (Column M)**

This is an amount that will **auto-calculate** for you. The calculation will automatically place the average per unit amount in the cell for those units with HCV subsidy. The calculation will automatically show as zero dollars for any units with PBV, as pass-through cannot be demonstrated in units with project-based assistance.

**Lower SECTION**

**Number of Units OAHTC is being applied to**

Indicate the required number of units that the pass-through should be applied to. This is commonly the total number of units at the property; however, the total unit count will go down if there is an exempt staff unit in use. Pass through must not be applied to exempt staff units.

**Required Average Pass-Through per Unit per Month**

This is an amount that will **auto-calculate** for you. This amount should match the “*Required Pass Through*” amount previously entered in Column G.

**Annual Required Pass-Through Amount**

Indicate the total amount of pass-through required annually, based on the property’s OAHTC Declaration.

**Monthly Required Pass-Through Amount**

This is an amount that will **auto-calculate** for you.

**Required pass-through is met when this amount is zero or a negative value**

This value should reflect zero or a negative amount, and this will demonstrate the property is meeting or exceeding the required pass-through amount. If this value is great than zero, the property is not meeting pass-through and further adjustments need to be made to ensure compliance. The “**Total**” amount of pass-through is **auto-calculated** at the bottom of Column M, as well as showing the “**Average Per Unit/Per Month**” amount. These values compare against the required amount of pass-through to calculate the figure demonstrating the amount of pass-through at the property.