



## Ohio Administrative Code

### Rule 122:30-1-03 Application and award procedure.

Effective: December 16, 2021

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(A) Application period. Each fiscal year for which funds are allocated for the program there will be a minimum of one but no more than two application periods in accordance with division (B) of section 122.4019 of the Revised Code. The authority will set the number of days each application period will remain open. No late applications will be accepted by development except for good cause or due to state of Ohio network error.

(1) For each fiscal year, the application period will begin on the date, or dates if the authority determines there will be two application periods in a fiscal year, determined by the authority.

(2) The director will post application materials and the scoring criteria developed by the authority on the program website at least thirty days prior to each application period and provide notification of each application period through the automated notification process established by section 122.4024 of the Revised Code prior to the opening of each application period.

(B) Submission of applications. Upon receipt of an application from an applicant, development will promptly review the application for completeness.

(1) Applications submitted by certified mail will be deemed received by development on the date delivered to the address indicated in the application materials.

(2) Applications submitted in person will be deemed received when physically delivered to and accepted by an authorized individual at the address indicated in the application materials.

(3) Applications submitted by electronic mail will be deemed received at the time indicated by the electronic time stamp given by the electronic mailbox indicated in the application materials.

(4) Applications uploaded to the designated program website will be deemed received at the time indicated by the time stamp assigned by the program website.



(C) Incomplete applications.

(1) Notice. If, upon its review of a submitted application, development determines that an application is incomplete, development will notify the applicant by electronic mail of what information or documentation is needed for the application to be complete. Applicants are solely responsible for providing an accurate email address in an application and monitoring the provided email address for notifications from development or the authority related to an application. An applicant's failure to receive an email notification because it provided an incorrect email address or because an email notification was filtered is not good cause.

(2) Resubmission. In its notice development will provide the applicant instructions for providing the missing information and the deadline date to provide missing information to complete the application. Applicants will have no less than the difference in time from the date of notice of an incomplete application to the end of the application period. If the period of time from the date of notice to the end of the application period is less than twenty-four hours, the director may grant the applicant a number of additional days only for good cause, as determined by the director.

(3) Incomplete application determination. Any applicant that submits an application in an application period that is found incomplete on development review, is provided proper notice, and the applicant either fails to resubmit the missing information within the required time or submits additional information that, upon review by development, is insufficient to complete the application is not eligible for scoring for a program grant by the authority in that application period. An applicant that submits an incomplete application in any one application period may reapply for the program in future application periods.

(D) Complete applications.

(1) If following receipt and review of a submitted application or timely resubmission of missing information from an incomplete application development determines that an application is complete, it will notify the applicant in writing through electronic mail.

(2) In accordance with division (C)(1) of section 122.4019 of the Revised Code, development will



post on the program website for each complete application submitted on or before the last day of the application period, the name of the applicant, contact information of the applicant, and a list of all residential addresses included in the complete application by no later than five days following the end of an application period. For applications that were granted an extension beyond the last day of the application period and are then found to be complete applications, development will post the same information no later than five days after its determination that the application is complete.

(3) In accordance with division (C)(2) of section 122.4019 of the Revised Code, development will post all public record information from each complete application submitted on or before the last day of the application period on the program website no later than thirty-five days from the end of an application period. For applications granted an extension beyond the last day of the application period and are then found to be complete applications, development will post the same information no later than thirty-five days after its determination that the application is complete.

(E) Challenge period. For sixty-five days from the close of an application period a challenging provider, as defined by division (A) of section 122.4030 of the Revised Code, may challenge a complete application in accordance with section 122.4030 to 122.4036 of the Revised Code and rule 122:30-1-04 of the Administrative Code.

(F) Scoring by authority.

(1) Development will provide complete applications to the authority for scoring at the earlier of (a) the end of the challenge period for complete applications that are not challenged; (b) the authority determining a challenge is rejected; or (c) the authority's acceptance under section 122.4035 of the Revised Code of a revised application timely submitted by the applicant to the authority in response to a whole or partially suspended application under an initially upheld application challenge under section 122.4034 of the Revised Code and rule 122:30-1-04 of the Administrative Code.

(2) For each application period the authority may set a minimum score for a complete application to be awarded funds under the program. In the event the authority sets a minimum score for an application period, the authority is not required to make full or partial awards to complete applications receiving the minimum score.



(3) For applications that receive the same score in an application period the authority may distinguish between individual scoring criteria to determine which complete applications to fund, whether to fully fund both applications, whether the applications should receive partial awards, or to otherwise distinguish between applications as the authority may deem necessary to award funds.

(G) In accordance with sections 122.4040 and 122.4041 of the Revised Code, the authority will score complete applications delivered to it by development and award funds allocated for program grants each fiscal year to complete applications from the highest scored completed applications down each application period to the extent funds are available for grants in the fiscal year. Any complete applications pending, whether due to exhaustion of funds available for program awards for the fiscal year awarded to complete applications that received higher scores, exhaustion of funds during the duration of an ongoing challenge, or otherwise will be deemed denied at the end of the fiscal year, in accordance with division (B) of section 122.4018 of the Revised Code. Any applicant denied at the end of a fiscal year may reapply in future application periods.

(H) Each applicant awarded funds by the authority will receive notification of award in writing by electronic mail. As required by division (C) of section 122.4043 of the Revised Code, the authority will notify all applicants of the award decisions for the application period by email at the earlier of when all awards have been made for the application period or the exhaustion of funds for the fiscal year.