



TECHNICAL ADVISORY

March 16, 2011

To: Partners of Oregon Housing and Community Services

From: Bob Gillespie
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RE: Schedule change for third-party site reviews for 2011 Consolidated Funding Cycle (CFC)
Acquisition Rehabilitation Projects

The third-party site review requirement

As part of the [2011 CFC](#), OHCS requires a third-party site review for all acquisition rehabilitation (including preservation) project applications. During the review, a team of industry experts will compare the property condition to the capital needs assessment in order to verify if the proposed scope of work will sustain the physical structure for 30 years. The team may then recommend changes to the scope of the rehabilitation.

The department is fortunate to have a team with considerable construction industry expertise to conduct these reviews. The team has set aside two days a week to complete the reviews.

The timeline

On-site reviews will start the week of March 28, 2011, and end in early May, after the April 15, 2011, CFC deadline.

To ensure all applicants have equal opportunity to respond to the team's recommendations and submit a revised scope of work, the department has established the following process:

- The team will not discuss results of the on-site review with the applicant or their development team during the review.
- Each applicant will receive a written summary of the team's findings and recommendations after all site visits have been completed. OHCS expects to issue the letters by mid-May.
- All applicants will have 30 days to address recommendations outlined in the letter, revise the scope of rehabilitation and, if applicable, revise the Sources and Uses of Funds. The submittal date for these materials will be the same for all applicants. OHCS will include the due date in the team's findings letter.
- OHCS will evaluate the revised proposals.

Next steps

Your [Regional Advisor to the Department](#) will contact you with the date of the third-party site review of your project, and can answer any other questions you might have.