

OHCS 2016 Notice of Funding Availability (NOFA) Training

Welcome



NOFA Training Agenda

- **Welcome**
- **Dates to Remember**
- **NOFA Application Process**
- **NOFA Document Overview**
- **NOFA Submission Overview**
- **Threshold Detail**
- **Competitive Scoring Detail**
- **Program Submission**
- **Program Highlights**
- **General Reminders**
- **Dates to Remember**
- **Questions**

NOFA Process – Dates to Remember

- Release date: June 29th
- Questions should be posed to:
 - General Inquiry: MFNOFA@oregon.gov *Please include the NOFA number or name (LIHTC / HOME) in the subject line of the email*
 - LIHTC / OAHTC program: Teresa Pumala, Teresa.Pumala@oregon.gov ; 503.986.2122
 - HOME program: Carole Dicksa, Carole.Dicksa@oregon.gov; 503.986.2137
- FAQs will be published at regular intervals
- Questions until: August 29th

NOFA Process – Dates to Remember

- Close date: September 12th
- Administrative Review: September 12th – September 15th
- Threshold Review: September 15th – September 23rd
- Scoring: September 24th – October 28th
- Finalize and Recommendations: October 28th – November 9th
- State Housing Council Presentation: November 18th meeting

Two 2016 NOFAs

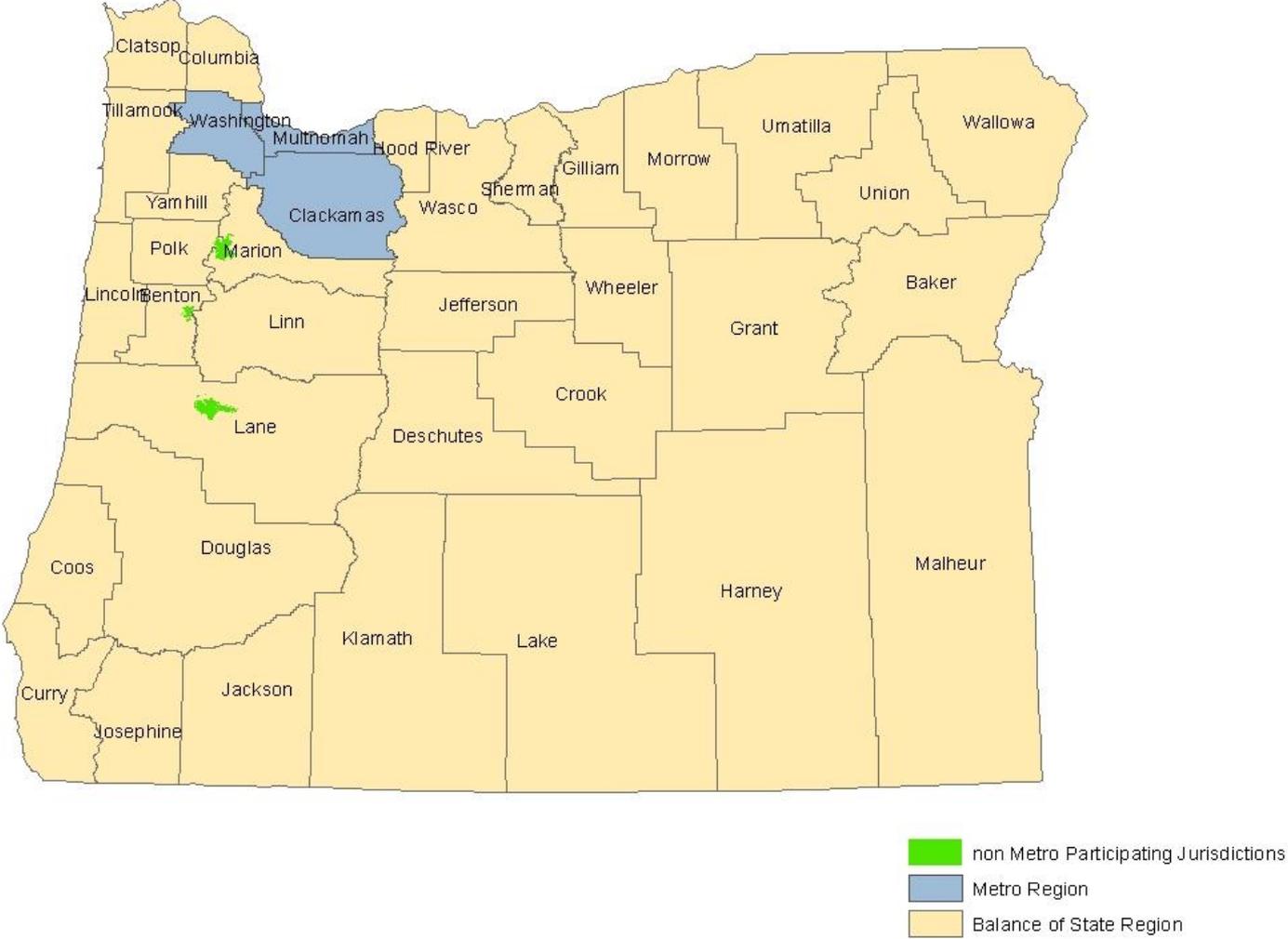
9% LIHTC NOFA

- You must be requesting 9% LIHTC's
- Other funds are available, see NOFA
- This is offered on a regional competitive basis

HOME NOFA

- You must be requesting OHCS HOME Funds without 9% LIHTC
- Other funds are available, see NOFA
- This is offered on a statewide competitive basis **EXCEPT** for counties or cities that have their own HOME funds

Regions



LIHTC NOFA Allocations

LIHTC NOFA will allocate the following funds to the Metro, Non Metro Participating Jurisdiction, and Balance of State Regions

\$8,700,000	in 9% LIHTC; of which 35% will be included in a Preservation set-aside
	<ul style="list-style-type: none"> - Metro Region: \$4,002,000 of which \$1,400,700 is set aside for Preservation & Public Housing undergoing preservation transaction - Non Metro Participating Jurisdiction Region: \$1,479,000 of which \$517,650 is set aside for Preservation & Public Housing undergoing preservation transaction - Balance of State Region: \$3,219,000 of which \$1,126,650 is set aside for Preservation & Public Housing undergoing preservation transaction
\$2,000,000	in HOME funds
\$4,000,000	in Gap funds
\$10,000,000	in OAHTC
\$150,000	in HELP
\$1,500,000	in LIWP

LIHTC NOFA Allocations continued

Balance of State Region Rural Community Target

NEW

- Soft target of 50% of State funds is established for Projects located in communities with fewer than 25,000 people.
- If no Projects meet the minimum requirements, the minimum competitive score, or if the remaining soft target funds are not enough to fund the next high scoring Project, the funds will be returned to the regional pool and the next highest scoring Project will be funded.

HOME NOFA Allocations

HOME NOFA will allocate the following funds to Balance of State Region:

\$3,000,000	in HOME funds
\$1,500,000	in Gap funds
\$2,000,000	in OAHTC
\$150,000	in HELP
\$600,000	in LIWP

Funding request Limits

- Organizations may request more than 10% of the allocated 9% LIHTC credits, however if more than 10% is requested the project must also submit a 4% LIHTC pro forma. No sponsor may receive more than 20% of the allocated 9% LIHTC credits in any one year. *NEW*
 - In 2016, ten percent (10%) of the total 9% LIHTC OHCS annual allocation amount is determined to be: \$870,000; twenty percent (20%) is determined to be: \$1,740,000.
- Minimum \$500,000 HOME request with LIHTC *NEW*

Maximum \$1.8MM in OAHTC	Gap Funding Request Limits	Metro and non Metro Participating Jurisdiction Regions	Balance of State Region
	LIHTC NOFA; using LIHTC & OHCS HOME	n/a	\$200,000
	LIHTC NOFA; using LIHTC and no OHCS HOME	\$400,000	\$400,000
	HOME NOFA	n/a	\$500,000

Documents

General Manual

- Establishes guidelines that apply to all projects, regardless of the funding source(s).

Qualified Allocation Plan (QAP)

- Establishes guidelines for LIHTC program

Program Manuals (HOME, OAHTC, GHAP, etc)

- Establishes guidelines that apply to projects that use each programs funds.

Project Development Manual (PDM)

- Establishes design and construction standards that apply to OHCS funds.

NOFA documents (LIHTC and HOME)

- Establishes the process, thresholds, and competitive scoring elements used for each NOFA

NOFA Instructions (LIHTC and HOME)

- Detail the instructions for the NOFA submission, including what Attachments (forms and materials) need to be submitted for the Administrative, Threshold, and Competitive Scoring Review.

The NOFA Process

- **Consolidated Process:** The Department offers funding for multi-family affordable housing projects in a **consolidated process** called the **Notice of Funding Availability (NOFA)**.
- **Simultaneous Application:** Each NOFA is comprised of several sources of **program funds**. In one document, an applicant can request these funds from multiple programs **simultaneously**.
- **Complete Packaging:** It is important to note the Applicant must **complete all** application, threshold and competitive scoring materials, as well as **the supplemental materials** for each program.

The NOFA Submission

- Part 1:** Application Data Submission
- Part 2:** The Applicant and Project Information Submission
- Part 3:** The Threshold Submission
 - MWESB Engagement
 - Readiness to Proceed
 - Development Team Capacity
 - Ownership Integrity
 - Total Development Cost Per Unit
 - Program Compliance Review
- Part 4:** Competitive Scoring Submission
 - Questionnaire
 - Pro Forma
 - Financial Assumptions
 - Resident Services Plan
 - Tenant Survey & Relocation
 - Architectural Submission Attachments & Capital Needs Assessment
 - Replacement Reserve Analysis
 - Construction Hard Cost Estimate
 - Green Building
- Part 5 - 8:** The Supplemental Program Materials

Part 1: Application Data Submission Attachments

- 1.1: NOFA Cover Sheet
- 1.2: Application and Charge Transmittal
- 1.3: Authorization and Acceptance Signature Authority Form
- 1.3A: Board of Directors Resolution (if required)
- 1.4: Organizational Documents Attachment
- 1.5: Application Submission Checklist



Part 1: APPLICATION SUBMISSION

- NOFA Cover Sheet
- Charge Transmittal
- Authorization and Acceptance
- Board Resolution
- Submission Checklist

Part 2: Applicant and Project Information Submission

The following information is required on the form:

- Applicant and Project information
- Development Team information
- Department Based Program Funding Requests
- Unit Type and funding Program designation
- Target Population
- Rent Table
- Site and Building information



Part 2: APPLICANT AND PROJECT INFORMATION

This information is critical to providing a thorough snapshot of the project. It is used throughout the review process to orient the reader to the project highlights.

Part 3: Threshold Submission

- 3.1:** Minority Women and/or Emerging Small Business (MWESB) Engagement plan
- 3.2F:** Readiness to Proceed
- 3.2G:** Development Team Capacity
- 3.2H:** Ownership Integrity
- 3.2I:** Total Development Cost Per Unit

No submission is required for the Program Compliance Threshold review

Part 3.1: MWESB Engagement Plan

New requirement for 2016

MWESB Definition

- Minority-owned Business Enterprise (**MBE**): 51% or more owned and controlled by recognized minority group (Black or African American, Hispanic American, Native American, Asian Pacific American, Subcontinent Asian American)
- Women-owned Business Enterprise (**WBE**): 51% or more owned and controlled by women
- Emerging Small Business (**ESB**):
 - Tier I: less than or equal to 19 employees, less than or equal to \$1.8 million construction / less than or equal to \$738,000 non-construction
 - Tier II: less than or equal to 29 employees, less than or equal to \$3.6 million construction / less than or equal to \$1.2 million non-construction
- Service-Disabled Veteran-owned Small Business (**SDV**): 51% or more owned and controlled by service-connected disabled veteran

Part 3.1: MWESB Engagement Plan

New requirement for 2016

Does not change any HOME Program reporting requirements at project completion

3.1 Submission is used for both threshold and competitive scoring

Focus is on engagement of qualified contractors, outreach

Include your plans and experience conducting outreach and engaging Minority-owned, Women-owned, Service-Disabled-Veteran-owned contractors / sub contractors and Emerging Small Business

Resource available:

- Business Oregon *Minority, Women and Emerging Small Business* registry
<http://www.oregon4biz.com/How-We-Can-Help/COBID/>
- Includes Service Disabled Veteran owned firms as of 2016

Part 3.2F: Readiness to Proceed

A: Zoning & Site Control:

Project must be zoned for intended purpose; provide Certification. Applicant must have site control demonstrated through appropriate documentation.

B: Federal Project Resource Status

Applicant must have initiated process with resource provider; ie, provide evidence of application.

C: Development Schedule

Applicant must complete OHCS form.

D: Project Site Visit / Checklist

Need to have initiated contact by July 7th (Site.Visit@oregon.gov) per Technical Advisories

Part 3.2G: Development Team Capacity

A: Capacity Worksheet

This form contains all the key categories that the reviewers need to properly evaluate the sponsor's experience and capacity.

When a sponsor notes that they do not have experience or capacity in a certain area, they must indicate the action plan that will mitigate this risk.

B: Real Estate Holdings

This is a form that identifies all the real holdings of the sponsor or sponsors and what their current balances, values, net income, LTV's and debt service covers are.

To the extent that a project listed on the schedule has a material problem, such as negative cash flow or < 1.0 Debt Service Cover, the sponsor must provide a written explanation of the situation and its mitigation plan.

Part 3.2H: Ownership Integrity

- Ownership Integrity questionnaire; these are financial representations regarding such matters as fraud conviction, bankruptcy, and debarment.

Part 3.2I: Total Development Cost / Unit

Total Development Cost / Unit calculated by unit size on the summary page of the pro forma; listed as Development & Construction Cost / Unit Type.

Development & Construction Cost / Unit Type				tot sq ft	tot units	Dev & Const cost/unit
		0 bedroom		0	0	-
		1 bedroom		0	0	-
		2 bedroom		0	0	-
		3 bedroom		0	0	-
		4 bedroom		0	0	-
		5 bedroom		0	0	-
					Common Areas:	0
					Development & Construction Costs	\$0
					Dev & Const Cost / Res Sq Ft:	-

Threshold submission: complete the form, listing your project development & construction cost / unit type in the provided table. Provide explanation for any unit costs that exceed the listed maximums.

Urban limits apply to all projects in the Metro Region; as well as any that meet at least two of the Urban project criteria (more than 4 stories, required structured parking, elevator, on urban infill site)

Threshold Program Compliance

No submission required, this is an internal review of application and program supplemental forms against program requirements.

Note: Fair Housing Compliance is part of Program Compliance

Competitive Scoring Submission

4.1: Questionnaire

Provides information for scoring Need, Impact and Preferences

4.2: Pro Forma

4.3: Financial Assumptions

4.4: Resident Services

4.5: Tenant Survey & Relocation

4.6: Architectural Review, includes Capital Needs Assessment (CNA)

4.7: Replacement Reserve Analysis

4.8: Construction Hard Cost Estimate

4.9: Green Building Worksheet

Provides information for
scoring Financial Viability
and Capacity

Part 4: COMPETITIVE SCORING SUBMISSION

 [Questionnaire \(Need, Impact, Preferences\)](#)

 [Pro Forma.zip](#) | [Zip Instructions.pdf](#)

 [2014 Uses Equations](#)

 [Financial Assumptions](#)

 [Resident Services Plan](#)

 [Tenant Survey and Relocation](#)

Competitive Scoring Overview

Weight	Category
20%	Need
40%	Impact
	New Construction and Acquisition/Rehabilitation Preservation & Public Housing undergoing preservation transaction
10%	Preferences
15%	Financial Viability
15%	Capacity

LIHTC NOFA and HOME NOFA scoring have minor variations; this review is specific to LIHTC NOFA.

4.1: Competitive Scoring Questionnaire

Captures information for: Need, Impact, and Preferences

Notes / Reminders:

- Data as well as narrative responses are incorporated
- Remember your audience: format and organize thoughts
- Review committee is not responsible for reviewing the entirety of your project application and attachments; provide any and all information you would like them to know in your Questionnaire responses

Formatting in Excel:

- Add paragraph breaks within a cell by typing ALT+Enter
- Use traditional font formatting; bold / underline / italics
- Add additional space in narrative section by click/dragging to stretch the size of the row OR by adding rows to the selected area

4.1: Competitive Scoring Questionnaire

- Includes **Scoring Criteria** for data driven elements; specific numeric points attributed to specific data values
- Includes **Scoring Guidance** for narrative elements; role is to provide increased clarity to applicants and the external scoring committee as to the type of points that should be attributed to a variety of scenarios.

Scoring Guidance is not intended to be comprehensive of all project scenarios, nor is it indicative of any preferences for population types or the full span of items that could be reported and included in responses. Applicants are encouraged to provide information that is directly applicable to their proposed project, the guidance is intended to be a structure through which these narratives can be weighted. *New*

Scoring Guidance is placed in the narrative box for individual questions, please delete in order to enter your project specific response. *New*

Competitive Scoring: Need

Target Populations: 5 points

- Matrix assigning higher points to projects that serve households with children and/or Special Needs populations (including but not limited to veterans, elderly, people with disabilities, previously incarcerated persons, survivors of domestic violence)

Severity of Need: Maximum 9 points

- Can be met with listed criteria around: Population Growth, Rental Housing Age, Severe Housing Burden, Affordable Housing Gap (or Affordable Housing Percent for Preservation)
- Data provided by OHCS for Population Growth, Rental Housing Age, and Severe Housing Burden

Competitive Scoring: Need

Equitably Served Geography: Maximum 6 points

- Need Distribution (each City / County percentage of the State's Severe Rent Burdened and Low-Income (60% or less) Renter Households)
- Affordable Housing Inventory (sum of each city / county funded affordable housing units)
- Underserved Geography calculation compares the Actual Distribution of the Affordable Housing units to how the Affordable Housing Units would be distributed using the Need Distribution calculation
- The bigger the gap in Actual vs Theoretical distribution the more points
- Each community will be able to use the better of their City or County rating.
- If scattered site, scoring will be based on weighted average based on units.

Competitive Scoring: Impact

Two versions of the Impact Scoring:

- New Construction and Acquisition / Rehabilitation Projects
- Preservation Projects & Public Housing undergoing preservation transaction

Measurements are on the same scale, but Preservation Criteria is more focused on the impact to the tenant and risk of loss to the community while New Construction and Acq/Rehab focuses on the impact to the community and tenant outcomes

Competitive Scoring: Impact for New & Acq/Rehab

- Plan alignment (6 points)
- HOME Leverage (2 points)
- State Initiative / Policy Alignment (5 points)
- Service Delivery (6 points)
- Affirmative Fair Housing Marketing (5 points)
- Location Efficiency (8 points)
- Location Preferences (8 points)

Competitive Scoring: Impact for Preservation

- Tenant Impact (15 points)
- Risk of Loss (6 points)
- Prudence of Investment (6 points)
- Plan Alignment (2 points)
- HOME Leverage (1 point)
- Service Delivery (3 points)
- Affirmative Fair Housing Marketing (3 points)
- Location Efficiency (2 points)
- Location Preferences (2 points)

Competitive Scoring: Impact

Notes / Reminders:

If it is a scattered site project; provide information pertaining to ALL SITES

Use Scoring Guidance in narrative boxes; delete the guidance to enter your own response ***NEW***

1- Plan alignment (6 points)

Project applicants are asked to identify connections between the proposed Project and established local, regional and/or state published plans, including but not limited to Consolidated Plans and planning efforts of Regional Solutions Teams, Coordinated Care Organizations, Early Learning Hubs, or Workforce Investment Boards, Oregon Consumer Advisory Council, the Mental Health Planning and Advisory Council, or State Olmstead Plan. If a project is scattered site, address this question for each project site

Scoring Guidance: the below examples are for illustrative purposes only and do not intend to indicate a preference or priority for serving the elderly over other populations.

+6 example: called out as a specific effort and priority in one or more concerted planning efforts, responding to multiple plans prioritization of aging in place by creating substantial partners with coordinated care (and other) organizations and the housing provider to plan and implement the housing to strategically address identified need

+5 example: responding to multiple plans prioritization of aging in place by identifying elderly target population with key services for aging in place, and formalized partnerships for client referrals and demonstrated conceptual input by organizations involved in planning for the target population in the community

Competitive Scoring: Impact

Updated items in 2016:

- **HOME leverage points:** now apply to all regions in the state. You are asked to provide the **committed** funding sources and amounts. If you are in a jurisdiction that awards a source like Tax Increment Financing in your location in lieu of HOME as a source of gap funding, you may get these points if you provide an explanation that demonstrates that fact that is satisfactory to the Scoring Committee. ***NEW***
- **Service Delivery components:** now streamlined into one question (was 3 in 2015). As demonstrated in the Scoring Guidance there are examples specific to populations that are service dependent as well as those that are not; clear direction to Scoring Committee that full points are allowable for both project types. *Note:* Scoring Committee does not review the full Resident Services Plan in 4.4 submission, please include all information they will need in your narrative response. ***NEW***

Competitive Scoring: Impact

Updated items in 2016:

- **Affirmative Fair Housing Marketing:** new application requirement in 2016. Concept is to provide maximum points to those projects who make commitments to achieve beyond the minimum requirements of the AFHMP. Examples are provided in the Scoring Guidance. ***NEW***

Competitive Questionnaire includes a worksheet where you will establish your commitments under a few components of the Affirmative Fair Housing Marketing Plan; complete plan is not submitted at application. If funded, this information will be relayed to your Compliance Specialist to ensure follow through on these commitments.

Competitive Scoring: Impact

Updated items in 2016:

- **Location Preferences:** new requirement in 2016. Applicants can get points for EITHER being in a: ***NEW***
 - Vulnerable Gentrification Area
 - OR
 - Opportunity Area
- In order to be considered a Vulnerable Gentrification Area there MUST be a Revitalization Plan on concerted and collaborated Revitalization Effort underway; this response will be reviewed by Scoring Committee for determination.
- Data is populated by OHCS in the worksheet based on project Census Tract
- Data is also available to be viewed in a mapping interface, available online through links provided in worksheets.

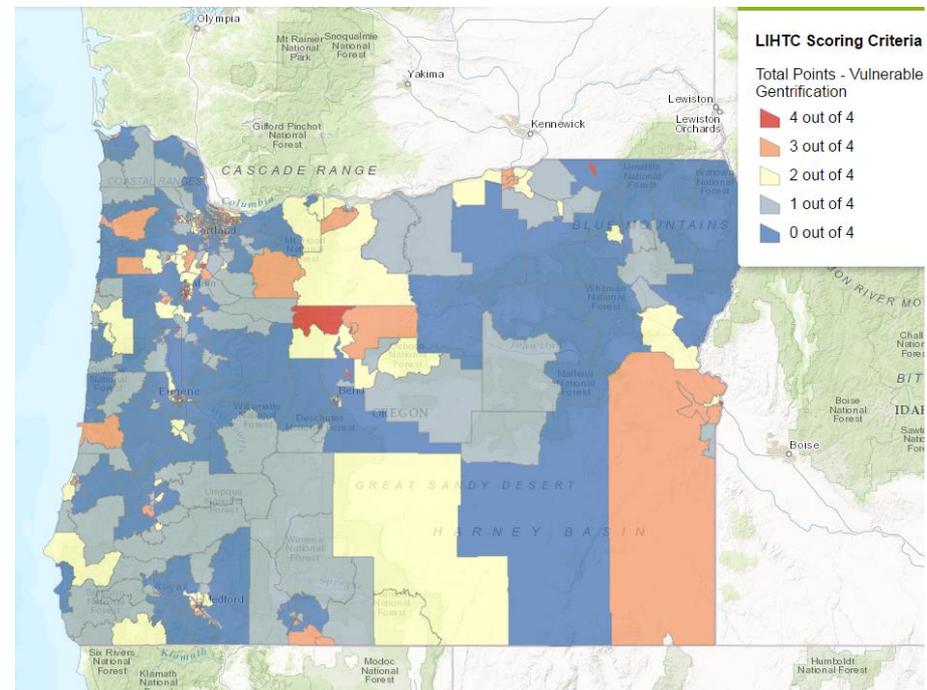
Competitive Scoring: Impact

Updated items in 2016:

Location Preferences: Mapping Links in Competitive Scoring workbook as well as on the Multifamily Funding Data Resources Page; Other Data Resources:

<http://www.oregon.gov/ohcs/Pages/research-multifamily-housing-funding-other-resource-data.aspx>

- [Vulnerable Gentrification map](#)
- [Opportunity Area map](#)
- [School data map](#)



Competitive Scoring: Preferences

- Serving Lowest Incomes (7 points)
 - Based on Average Gross Median Income of units; calculated in the Questionnaire; 5 points
 - **based on Incomes in Declaration**
 - Incorporation of rent assistance; 2 points
- Federal / QAP Preference (3 points)
 - Intended for eventual tenant ownership
 - Energy efficient measures employed
 - Evidence of historic value for the community
 - Established commitment to marketing to public housing waitlists

Competitive Scoring: Financial Viability

- Development pro forma review
- Operating pro forma review
- Reasonable request and demonstrated need for resources
- Well documented and explained construction costs
- Explained exit strategy at year 15
 - Recapitalization using OHCS resources at year 15 is not allowed ***NEW***

Competitive Scoring: Capacity

- Owner / Sponsor / Management Performance (9 points)
 - Federal Reporting (8823/REAC)
 - OHCS Portfolio Compliance:
 - REAC
 - Physical
 - File Review
 - Resident Services
 - Response Review
 - Certificate of Continuing Program Compliance
 - OHCS Portfolio Viability:
 - Financial Submission
 - Financial Audit Closed
 - Audited Debt Coverage Ratio
 - Asset Management Community Evaluation

Competitive Scoring: Capacity

- Minority Women and Emerging Small Business Utilization (2 points)
 - based on threshold 3.1 submission
 - Identification of plans to engage MWESB contractors and subcontractors during the development process; full points to comprehensive plan and targets.
 - Evaluation of performance against previous MWESB plans, when available.

- Readiness to proceed (4 points)
 - Funding commitment for planned Project funds.
 - Explanation of when other sources of funds will be available to the Project if not already committed is reasonable.
 - Demonstrated ability to begin construction within 12 months.
 - Proposed Project schedule appears adequate and reasonable.
 - Explanation of why Project must be funded now as opposed to future NOFAs is reasonable.

Part 4.2: Pro Forma

Updated 2016 Pro Forma must be used. Available on the website in a zipped folder.

Highlighted areas in green to fill in project data.

NEW Developer Fee
calculation and pro forma
worksheet

	9% LIHTC	9% LIHTC
Project Size	New Construction	Acquisition/ Rehab
<31 Units	18%	20%
		+ \$4,000/unit OR
		+ \$5,500/unit for Preservation
31-75 Units	16%	18%
		+ \$4,000/unit OR
		+ \$5,500/unit for Preservation
76-100 Units	14%	16%
		+ \$4,000/unit OR
		+ \$5,500/unit for Preservation
100+ Units	12%	14%
		+ \$4,000/unit OR
		+ \$5,500/unit for Preservation

Part 4.2: Pro Forma

DEVELOPER FEE

Project Name: 0 Date: 1/0/1900

# units:			<input type="checkbox"/> Acq/Rehab
Type:	<input type="checkbox"/>		<input type="checkbox"/> New Construction
Preservation:	<input type="checkbox"/>		<input type="checkbox"/> Rehab
			<input type="checkbox"/> Preservation

Applicable Developer Fee Percentage:	<input type="checkbox"/>	Estimated Max:	<input type="checkbox"/>
+ Acq/Rehab OR Preservation / \$ unit	\$0		

Numerator:

Developer Fee:	\$0	<i>linked from uses</i>
Consultant Fee:	\$0	<i>linked from uses</i>
Other Consultant Fee:		explanation:
Total Numerator:	\$0	

Denominator:

Total Project Cost	\$0	
-less		
Acquisition	\$0	
Developer Fee:	\$0	<i>linked from uses</i>
Consultant Fee:	\$0	<i>linked from uses</i>
Other Consultant Fee:	\$0	
Capitalized reserves		explanation:
Total Denominator	\$0	

Developer Fee Percentage Calculation

Numerator LESS \$/unit for acq/rehab & preservation		\$0
Calculated percentage		<input type="checkbox"/>
Within Limits?		<input type="checkbox"/>

Part 4.3: Financial Assumptions

- Without requiring market studies or appraisals, this is a critical area of information for the reviewers.
- The rent and expense information should be detailed and concise. Cite your sources but do not attached, tables, surveys, etc.

Part 4.4: Resident Services Plan

- OHCS has long recognized resident services as an integral part of the ongoing success of affordable housing developments.
- Appropriate services are important and empowering to residents and they bring benefit to project management, to the project sponsor/owner, and to the local community as well.

The anticipated outcomes and overall goals of the Resident Services Plan are:

- Through coordination, collaboration, and community linkages, residents will be provided the opportunity to access appropriate services which promote self-sufficiency, maintain independent living, and support them in making positive life choices; and
- To maintain the fiscal and physical viability of the development by incorporating into the ongoing management the appropriate services to address resident issues as they arise.

Part 4.5: Tenant Survey and Relocation

A: Existing Tenant Survey

B: Additional Demographic Characteristics, for HOME only

C: Tenant Relocation Questionnaire

Part 4.6: Architectural Submission

For All New Construction Projects and Rehabilitation Projects That Include Any New Construction

- Vicinity map
- Context photos
- Preliminary site design and development plan
- Required site accessibility and visitability features

For All Rehabilitation Projects

- Rehabilitation Scope of Work
- Pest and Dry Rot Inspection Report
- Roof Inspection Report
- Estimate of probable rehabilitation cost
- Replacement Reserve Schedule

The Department also requires applicants of acquisition and rehabilitation projects to complete a thirty (30) year replacement schedule as part of the CNA.

Rehabilitation Assessment Criteria

- Critical repair items
- Two (2) year physical needs
- Long term physical needs
- Analysis of reserves for replacement

Part 4.6: Architectural Submission; Capital Needs Assessment (CNA)

Must be less than 12 months at time of application

Part 4.7: Replacement Reserve Analysis

Excel workbook

Part 4.8: Construction Hard Cost Estimate

A: Cost Estimates

B: Visitability Exemption Request (for rehab)

Part 4.9: Green Building Standards

Enterprise Green Communities: New Construction and Substantial Rehab (one or more systems replacement) 25 units or more

Earth Advantage Certification Path: New Construction Only

LEED Certification Path: New Construction Only

OHCS Green Building Path: Acquisition & Rehabilitation

Parts 5-8 Program Submission

Part 5: The LIHTC Program Material

The exhibits are included here. Refer to the 2016 QAP and General Program Manual for policy and instructions.

Part 6: OAHTC Program Material

The exhibits are included here. Refer to the OAHTC Program Manual for instructions.

Part 7: HOME Program Materials

The exhibits are included here. Refer to the HOME Program Manual for policy and instructions.

Part 8: LIWP Program Materials

The exhibits and instructions are included here and in the LIWP Program Manual.

Program Highlights

HOME

- HOME Loans
- New Utility Allowance Regulation

Contact Carole Dicksa with any HOME questions

Carole.Dicksa@oregon.gov

Program Highlights

LIHTC

- Pro forma has been updated to include new Developer Fee calculation.
- QCT/DDA's have changed significantly. Review new list.
- Commercial costs require a separate tab in pro forma.

OAHTC

- A maximum \$1.8MM in OAHTC per project can be requested in each funding round. The permanent loan can be higher or bifurcated, but only the first \$1.8 MM will get the interest rate reduction.
- Commercial costs cannot be included in OAHTC loan.
- OAHTC Declaration will include a table as Exhibit B that shows the expected Rents before/after application of OAHTC pass through.

Contact Teresa Pumala with any LIHTC or OAHTC questions

Teresa.Pumala@oregon.gov

General Reminders

- Submit Original single sided, copies may be double sided
- Follow the order of the application submittal checklist completely and accurately.
- Make sure to provide all requested material in the order indicated on the checklist.
- Submit only the documents that are listed on the application submittal checklist.
- Use divider tabs to identify each part.
- Number every page of the application.
- When answering narrative questions, do not remove the question, question number, or the box provided.
- Keep responses within the stated length and font size limits.
- Do not double-space your text responses.
- Always mark the project's location on maps and context photos.
- Identify acronyms used by your organization.
- Answer questions completely. Don't assume the reader is familiar with your organization or project.
- Double-check that each copy of the application includes all the same documents as the original.

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Questions and Answers

