

# Housing Stability Council

## MEETING MATERIALS PACKET



Wood Park Terrace  
Woodburn, OR 97071

January 8, 2016  
9:00 a.m.  
Oregon Housing and Community Services  
Conference Room 124 A&B  
725 Summer Street NE, Salem OR 97301



# Oregon

Governor Kate Brown

## Housing Stability Council

Oregon Housing and Community Services  
725 Summer St. NE, Suite B  
Salem OR 97301-1266  
PHONE: 503-986-2000  
FAX: 503-986-2020  
TTY: 503-986-2100

### Council Members:

Aubre L. Dickson, Chair  
Mayra Arreola  
Tammy Baney  
Michael C. Fieldman  
Zee D. Koza  
Marissa Madrigal  
Adolph "Val" Valfre, Jr.

### AGENDA

January 8, 2016

9:00 a.m. – 12:00 p.m.

Oregon Housing and Community Services, Room 124  
725 Summer Street NE, Salem OR 97301  
Call-In: 1-877-273-4202; Participant Code: 4978330

- |     |   |                     |         |
|-----|---|---------------------|---------|
| 1.  | <b>Meeting Called to Order</b><br>- Roll Call   | Call Roll           |         |
| 2.  | <b>Public Comment</b>   | Testimony/Comment   |         |
| 3.  | <b>Draft Meeting Minutes</b><br>- December 11, 2015   | Approval            | Page 2  |
| 4.  | <b>2016 QAP Comment Draft – Julie Cody, Assistant Director, Housing Finance</b>   | Approval            | Page 14 |
| 5.  | <b>LIFT Subcommittee Progress Update – Margaret Van Vliet, Director</b>   | Report / Update     |         |
| 6.  | <b>Poverty Report – Claire Seguin, Assistant Director, Housing Stabilization</b>  | Report / Update     |         |
| 7.  | <b>2016-2020 Con Plan Comment Draft – Shoshanah Oppenheim, Federal Planning &amp; Policy Manager</b>                              | Report / Discussion |         |
| 8.  | <b>Public Purpose Charge/Document Recording Fee – Caleb Yant, Assistant Director, Chief Financial Officer</b>                     | Report              |         |
| 9.  | <b>HUD 811 Update – Rhonda Crawford, Housing Stabilization Section Manager &amp; Ryan Miller, Housing Finance Section Manager</b> | Report              |         |
| 10. | <b>Report of the Director</b>   | Report              |         |
| 11. | <b>Report of the Chair</b>  | Report              |         |
| 12. | <b>Meeting Adjourned</b>  |                     |         |





# Oregon

Governor Kate Brown

## Oregon State Housing Council

Oregon Housing and Community Services  
725 Summer St. NE, Suite B  
Salem OR 97301-1266  
PHONE: 503-986-2000  
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December 11, 2015

### Oregon State Housing Council Meeting Minutes

Chair Dickson called the meeting to order at 9:03am and asked for the roll call.

Roll was called and is reflected in the table below:

Council member	Present	Not Present
Mayra Arreola	X	
Tammy Baney		X
Mike Fieldman	X	
Zee Koza	X	
Marissa Madrigal	X	
Adolph "Val" Valfre	X	
Chair, Aubre Dickson	X	

*\*Expected to join the meeting by phone.*

#### **Public Comment:**

Chair Dickson opened the floor of the meeting for public comment either from the phone or the floor of the meeting.

From the phone: *Josephine "Jo"* from the Acorn Park Community for Well-Being in Eugene first thanked the Council for the letter sent to the community in response to their letters, testimony and other communications. She then reiterated her displeasure with the Oaks project. She asked the Council to answer some questions. 1). Why is this project being built at a location with so many children nearby in the neighborhood? 2). Why did this site get chosen? She asked that individual letters addressing the above questions be sent to all petition signers.

Chair Dickson responded to Ms. Josephine. Chair Dickson restated the purpose of the letter was to outline for the Acorn Park Community for Well-Being the overarching role of the Oregon State Housing Council. The OSHC relies on local partners to inform on local housing priorities. The Council does not have any control over the land which is used. The OSHC role is to award projects based on their impact and need, which has been done with the Oaks project. The onus is on HACSA and Sponsor's Inc. to demonstrate that they can perform. It is not the Council's role to say whether or not a project should move forward at this location. HACSA and Sponsors Inc. have a responsibility to safeguard good public use of funds and implement their programs. They have experience with this particular population and they are taking the necessary steps to ensure they are addressing community concerns, securing the property, having mechanisms in place prevent detriment to the community.

Request from Josephine: send another letter to the people on the list of opposition outlining what you just said.

***Chair Dickson offered to write another letter to address the issues again. Check the recording at 13:24 to 16:50.***

From the phone: *Joshua Gellat* – in support of the Acorn Park Community for Well-Being in Eugene. He would like to encourage the Council members to visit each location prior to awards being made in the future.



Chair Dickson asked for additional comments from the phone or in the room. Hearing none, he closed the public comments section of the meeting.

**Draft meeting minutes for approval:**

**1. September 11, 2015**

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney					X
Mike Fieldman				X*	
Zee Koza	x	X			
Marissa Madrigal		X			
Adolph "Val" Valfre	2 <sup>nd</sup>	X			
Chair, Aubre Dickson		X			

\*Council member Mike Fieldman abstained due to his absence at the September 11 meeting

**VOTE: 5:0:1:1 | PASS**

**2. October 2, 2015**

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney					X
Mike Fieldman	2 <sup>nd</sup>	X			
Zee Koza		X			
Marissa Madrigal		X			
Adolph "Val" Valfre	x	X			
Chair, Aubre Dickson		X			

**VOTE: 6:0:0:1 | PASS**

**3. November 6, 2015**

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola	2 <sup>nd</sup>	X			
Tammy Baney					X
Mike Fieldman		X			
Zee Koza	x	X			
Marissa Madrigal				X*	
Adolph "Val" Valfre		X			
Chair, Aubre Dickson		X			

\*Council member Marissa Madrigal abstained do to her absence at the November 6 meeting.

**VOTE: 6:0:1:1 | PASS**

*Tammy Baney joined the meeting by phone at 9:20 a.m.*

**Residential Loan Program Consent Calendar – Kim Freeman**

Kim presented the consent calendar found on page 29 of the meeting packet.

Chair Dickson called for questions and/or comments, receiving none, he called for the motion.

The motion to approve was made by Val Valfre and seconded by Mayra Arreola. Chair Dickson then asked for the vote by roll call.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola	2 <sup>nd</sup>	X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza		X			
Marissa Madrigal		X			
Adolph "Val" Valfre	x	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Down Payment RFA Update – Kim Freeman**

Kim provided an overview of the process for the Down Payment RFA. She outlined the two process changes which can be found on page 2 of the presentation. She reviewed the scoring elements for the RFA, the number of counties where funds will be distributed (23 of 36 counties). Kim reviewed the top 14 applicants, their ranking, score and funding awarded. She also reviewed the number of agencies which were not funded. Ms. Freeman also reviewed next steps which can be found on page 8 of the PowerPoint presentation. Please reference the slide presentation as posted on the State Housing Council web page for additional details or click [here](#). Council member Mayra Arreola asked for the names of the six agencies who received assistance for the first time in this round.

**A:** Kim listed the six agencies: NeighborImpact, CAPECO, Open Door, PCRI, Community in Action and KLCAS.

Council member Mike Fieldman asked for more details about the minimum requirements which were not met on those requests which did not proceed.

**A:** Kim explained one applicant did not fully follow the instructions and only submitted one copy instead of the required four copies. The other disqualified applicant did not meet the minimum score of 70 to be considered.

**GAP NOFA Award Recommendations – Heather Pate**

Heather presented an overview of the process for selection and award with the Council members. You may reference the presentation by clicking [here](#). Ms. Pate outlined the types of projects which were allowed to apply for this NOFA. **1).** Construction defects. **2).** Group Homes targeted to special needs populations. **3).** Small Projects of 35 units or less.

Chair Dickson asked for the number of applicants in each category.

**A:** Construction defects received 8 applications and 6 are recommended for approval today (page 7). Group Homes had 5 applications and 3 are being recommended for approval today (page 14). Small projects had 14 applications and 4 for recommendation (page 18).

**Construction Defects (6 projects for consideration):**

**Kateri Park** – page 8 of presentation

Trell Anderson spoke on behalf of the sponsor. This is a wonderful community of families and the graduation rate out performs the state-wide rate. MWESB partners have been brought in to work on this particular project.

Council member Val Valfre asked for some clarification on the percentage numbers in the NOFA summary. Please explain the difference we see in the percentages represented in the narrative.

**A:** Project based units and vouchers are being used. We are serving the extremely low income. From the regulatory perspective the units are restricted to 60% and 50% but because of the use of the project based vouchers this project is able to serve tenants at a lower income level.

Chair Dickson called for questions, hearing none, he then called for a motion. Mayra Arreola made the motion and Val Valfre seconded. Chair Dickson then called for the vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola	x	X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza		X			
Marissa Madrigal		X			
Adolph “Val” Valfre	2 <sup>nd</sup>	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Lents 2000** – page 9 of presentation

Mike Masset with ROSE Community Development outlined for the Council the number of units which are currently being used to provide on-site day care options for residents.

Chair Dickson called for questions, hearing none, he then called for a motion. Zee Koza made the motion and Mike Fieldman seconded. Chair Dickson then called for the vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman	2 <sup>nd</sup>	X			
Zee Koza	x	X			
Marissa Madrigal		X			
Adolph “Val” Valfre		X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Liberty Pointe** – page 10 of presentation

Howard Cobb and Dan McCue (United Community Action Network) were at the table available to the council to answer questions.

Chair Dickson called for questions, hearing none, he called for a motion. The motion was made by Mayra Arreola and seconded by Val Valfre. Chair Dickson then called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola	x	X			
Tammy Baney		X			
Mike Fieldman				X*	
Zee Koza		X			
Marissa Madrigal		X			
Adolph “Val” Valfre	2 <sup>nd</sup>	X			
Chair, Aubre Dickson		X			

*\*Council member Mike Fieldman abstained from voting on this project due to a potential conflict of interest.*

**VOTE: 6:0:0:1 | PASS**

**Los Jardines De La Pez** – page 11 of presentation

Kathryn Keys from Hacienda CDS was available for questions.

Chair Dickson commented on his excitement for this project. It is good to see this project will not be planning to come back and re-syndicate in the future. Property that stays occupied given the amount of differed maintenance.

Council member Tammy Baney commented on the vital support this project will provide to those families which find themselves in the delta between assistance and no assistance. This is the place where families need the help.

Council member Marissa Madrigal made a comment about the construction defect projects. She finds it frustrating that sponsors have to sue companies which did not do the right thing. The Council should not let those companies off the hook, the Council should at least say: “shame on you”. We need to be better stewards of the funds we release for projects and hold construction companies accountable. She is glad we can help.

Chair Dickson called for questions, hearing none, he then called for a motion. The motion was made by Zee Koza and seconded by Marissa Madrigal. Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza	x	X			
Marissa Madrigal	2 <sup>nd</sup>	X			
Adolph “Val” Valfre		X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**WestTown on 8<sup>th</sup>** – Page 12 of presentation

Jill Chadborn (Cornerstone) was available for questions.

Chair Dickson asked a question of the sponsor: When was the project originally put in service?

**A:** This project was placed in service in 2008 after the contractor went bankrupt in 2007.

Chair Dickson also asked: Are the live/work spaces market rate?

**A:** Yes.

Having no further questions to address, Chair Dickson called for a motion. The motion was made by Val Valfre and seconded by Zee Koza. Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza	2 <sup>nd</sup>	X			
Marissa Madrigal		X			
Adolph “Val” Valfre	x	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Wood Park Terrace** – Page 13 of presentation

Shelly Ehenger (Marion County Housing Authority) provided some additional highlights about his project. She calls this a “preservation” project rather than just a construction defect. The resident advisory board will be active throughout the project. She and her staff instituted a reading program with the children in residence at the project.

Comments from Council members.

Zee Koza loves the social service and the heart component of this project.

Chair Dickson agreed with Zee’s comments and welcomed Shelly to Oregon. He is excited to see this project and to see the leverage of funds being used to gain long-term sustainability.

Val Valfre echoed the other comments and told Shelly he appreciates her leadership, creativity and the passion for her residents.

Mayra Arreola appreciated the efforts of Shelly in going above and beyond and engaging with the children living in the project over the summer with the reading program. It is obvious how you truly care about the community. Wonderful!

Having no further questions, Chair Dickson called for a motion. The motion was made by Mike Fieldman and seconded by Marissa Madrigal. Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman	x	X			
Zee Koza		X			
Marissa Madrigal	2 <sup>nd</sup>	X			
Adolph “Val” Valfre		X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Group Homes (3 projects for consideration):**

**Bend Recovery Home** – Page 15 of presentation

Helen Frole and Dan Gerlacky provided additional comment on the project and were available to answer questions from the Council.

Council member Mike Fieldman asked how long people typically stay at the facility.

**A:** Two to Eighteen months and sometimes longer to complete their program.

Council member Mike Fieldman asked about what happens when people leave the program.

**A:** The Bend Recovery Home partners with services in the community. This facility gives families a place to be while the parent or perhaps parents are in a recovery program.

Having no further questions, Chair Dickson called for a motion. The motion was made by Val Valfre and seconded by Marissa Madrigal. Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza		X			
Marissa Madrigal	2 <sup>nd</sup>	X			
Adolph “Val” Valfre	x	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

Tammy Baney offered her comments after the vote. This home has not been the recipient of funding before. They have the community support to be successful. She commends their efforts to think outside the box to solve a community need. She has great confidence in their success.

**Braeburn Group Homes** – Page 16 of presentation

Ben Currin from Horizon Project Inc. was available to address questions from the Council.

The Council was asked if they had any questions.

Council member Zee Koza asked why there were only 3 residents per unit.

**A:** Because the residents we are serving here in need of a higher ratio of staff members, due some violent behaviors from the residents.

Council member Zee Koza then asked if the home was hardening the rooms/homes to protect the residents and staff.

**A:** Yes, we are with the goal to harden as much as possible.

Having no further questions, Chair Dickson called for a motion. The motion was made by Zee Koza and seconded by Val Valfre. Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza	x	X			
Marissa Madrigal		X			
Adolph “Val” Valfre	2 <sup>nd</sup>	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Glisan Street House** – Page 17 of presentation

Maggie Johnson (Cascadia Behavioral Healthcare) was available to answer questions from the Council.

The Council was asked if they had any questions.

Council member, Mike Fieldman asked how long the home has been used as a group home.

**A:** Since 1980.

Chair Dickson asked for clarification about where the home is located. Is it in NE or NW Portland?

**A:** The home is located in NW Portland about a block off of 23<sup>rd</sup>, a very desirable neighborhood. Having no further questions, Chair Dickson called for a motion. The motion was made by Mike Fieldman and seconded by Zee Koza. Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman	x	X			
Zee Koza	2 <sup>nd</sup>	X			
Marissa Madrigal		X			
Adolph "Val" Valfre		X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

Request to OHCS Staff:

Chair Dickson made a request to OHCS and the Multifamily Section: Please provide the same data points which Kim Freeman provided during her Down Payment Assistance RFA Summary.

1. Changes in the process
2. Scoring Overview
3. Scoring criteria
4. List of projects not recommended for funding and why
5. Etc.

**Small Projects (4 Projects for consideration):**

Blanton Street Veterans' Housing – Page 19 of presentation

Steve McMurtry and Susan Wilson from NW Housing Alternatives were available to address questions from the Council.

The Council was asked if they had any questions.

Chair Dickson asked if there were 100% vouchers for all 20 units.

**A:** Yes, 5 for 1-bed; and project based vouchers for the remaining 15 units.

Chair Dickson asked for clarification on the financing structure.

**A:** Susan Wilson – the second mortgage loan is one which has been applied for but not yet awarded.

Chair Dickson asked if OHTC were contemplated for this project.

**A:** Steven McMurtry – this was a strategy move for NW Housing Alternatives not to pursue at this time. There was no appetite for OHTC.

Having no further questions, Chair Dickson called for a motion. The motion was made and seconded and Chair Dickson called for a vote.

Council member	Motion	Yes	Nay	Abstain	Absent
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman	2 <sup>nd</sup>	X			
Zee Koza		X			
Marissa Madrigal	x	X			
Adolph "Val" Valfre				X*	
Chair, Aubre Dickson		X			

\*Council member Val Valfre abstained from voting on this project due to a potential conflict of interest.

**Vote: 6:0:0:1 | PASS**

**Daggett Townhomes** – Page 20 of presentation

Tom Kemper (Housing Works) was available to answer questions for the council.

The Council was asked if they had any questions about the project.

Hearing no questions, Chair Dickson called for a motion. The motion was made by Zee Koza and seconded by Val Valfre. Chair Dickson called for a vote.

<b>Council member</b>	<b>Motion</b>	<b>Yes</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayra Arreola		X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza	x	X			
Marissa Madrigal		X			
Adolph “Val” Valfre	2 <sup>nd</sup>	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

**Moonlight Townhomes** – Page 21 of presentation

Tom Kemper (Housing Works) was available to answer questions from the Council.

The Council was asked if they had any questions.

Chair Dickson asked why there were two projects which are virtually the same using 4% rather than one project at 9% which would serve the same population.

**A:** We did not get funded during the 9% round as one project. Bend needs the housing and there is good leverage for these two properties. We are good at 4% deals.

Chair Dickson asked about the Homeless units and whether or not they would be project based vouchers.

**A:** Yes.

Chair Dickson is a bit concerned about the split of this project into two smaller projects.

**A:** Julie Cody – the two projects had to compete separately and there was a possibility that only one would have been funded. They are separate projects and each has its own community building.

Council member Mike Fieldman asked about the timeframe for the 4% tax credit.

**A:** We should see them on the schedule within the next 90 days.

Having no further questions, Chair Dickson called for a motion. The motion was made by Mike Fieldman and seconded by Mayra Arreola. Chair Dickson called for a vote.

<b>Council member</b>	<b>Motion</b>	<b>Yes</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayra Arreola	2 <sup>nd</sup>	X			
Tammy Baney		X			
Mike Fieldman	x	X			
Zee Koza		X			
Marissa Madrigal		X			
Adolph “Val” Valfre		X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

***Ellendale 4*** – Page 22 of presentation

The Council was asked if they had any questions.

Having no further questions, Chair Dickson called for a motion. The motion was made by Val Valfre and seconded by Mayra Arreola. Chair Dickson called for a vote.

<b>Council member</b>	<b>Motion</b>	<b>Yes</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayra Arreola	2 <sup>nd</sup>	X			
Tammy Baney		X			
Mike Fieldman		X			
Zee Koza		X			
Marissa Madrigal		X			
Adolph “Val” Valfre	x	X			
Chair, Aubre Dickson		X			

**Vote: 7:0:0:0 | PASS**

*Chair Dickson called for a break and asked the Council members to reconvene in 10 mins.*

*Chair Dickson called the meeting back to order at 11: 02 a.m.*

**Individual Development Account (IDA) Initiative Program Overview** – Claire Seguin along with Jessica Junke and Amy Stuczynski from Neighborhood Partnerships

Clair provided a brief description of the program and then introduced Colleen Trogden to the Council members and thanked her for her work on the IDA Program.

Clair then introduced the two presenters from Neighborhood Partnerships: Jessica Junke and Amy Stuczynski. Neighborhood Partnerships is assisting with the administration of this program for OHCS.

For complete details of the presentation please access the PowerPoint slide deck posted on the State Housing Council website or by clicking [here](#).

Council questions/comments:

Chair Dickson suggested adjusting the current follow-up schedule. Waiting 12 months to survey may be too long. He suggested implementing follow-up strategies to keep the program participants engaged long-term. He has seen other programs which have created culturally specific outreach programs which have assisted participants in staying engaged.

Neighborhood Partnerships – we work with partners that are creating culturally specific outreach programs in the areas they serve. And we are using a 3<sup>rd</sup> party to evaluate and measure the success of those culturally specific programs.

Member Valfre – Very pleased to see that program evaluations are happening to measure success.

You may visit the Oregon IDA Initiative website by clicking [here](#).

**QAP Process Update** – Julie Cody

Julie provided an update on the QAP process to date. At the conclusion of the November 6, 2015 meeting several issues remained open. Some issues impact the QAP and some do not directly impact the QAP.

*Directly impacting the QAP:*

1. Development fee methodology
2. Recapitalization of previously subsidized 9% projects

*Not directly impacting the QAP:*

3. Asset management fees funded as operating expenses
4. Resident services fees funded as operating expenses
5. GAP funds as loans vs. grants
6. Underutilization of the 4% program

Julie has contacted all Council members to address their concerns. She reached out to Sean Hubert from Oregon ON. She also assembled an ad-hoc workgroup to address the open issues and work toward a consensus to finalize the QAP. Consensus was reached on #2 and a recommendation was given to Julie. Items 3-6 also reached consensus and agreement and will begin meeting as a workgroup in May 2016 to address the items further.

Development fee methodology still remains open and Julie and Natasha Detweiler created a consolidated document and have distributed it to the workgroup. The workgroup will have until 12/15 to send comments/suggestions to Julie and Natasha. The workgroup will then meet via teleconference to discuss and finalize the document by 12/18/15.

Please keep in mind there is no one silver bullet solution which will make everyone happy. Julie and her team are addressing the key areas of concern with the new draft QAP.

NEXT STEPS:

- Complete the draft QAP by 12/18.
- Present the new draft QAP with the changes incorporated to the Council on Jan 8, 2016. Asking for permission to launch the formal comment period.
- Launch the formal comment period (Jan 11-Feb 10). Comments can be written or verbal.
- Feb 11-24 – review comments and making any recommendations for additional changes to the QAP.
- Obtain formal approval of the 2016 QAP at the March 4 Council meeting. Obtaining authorization to have the Governor launch the QAP.
- Best Case scenario for releasing the NOFA will be by May 2016.

Council member comments/questions:

Mayra Arreola – will notifications be made to communicate the delay in the NOFA release?

**A:** Yes. After today they will. Julie and her team will be sending out a technical advisory about the delay.

Marissa Madrigal – expressed her appreciation for the hard work on the QAP which was done by Julie, the workgroup and Julie's team. She recognized the difficulty of the work. Reaching a point with the 2016 QAP where it may not be perfect, but we can live with it. Can we live with it?

Chair Dickson – What are the specific areas OHCS will not be addressing in the 2016 QAP?

**A:** Asset management fees funded as operating expenses, resident services fees funded as operating expenses, GAP funds as loans vs. grants, underutilization of the 4% program.

Margaret – Publically thanked Julie for her work. We (OHCS) recognize we will not have perfect consensus, but we will take all the good input and try and make our best recommendation to you in January.

Chair Dickson opened the microphone and phone line for public comment.

Martha McLennon (NW Housing Alternatives & Oregon Opportunity Network):

Ms. McLennon talked about the ways in which a singular QAP component can impact other components which in turn impact other components. She recognized that the nuances involved are difficult and she appreciated the ways in which they are being addressed. She looks forward to the next steps.

Trell Anderson (Keritas Housing):

Mr. Anderson stepped forward to offer his comments. Thank you for the engagement. It is very technical and can be hard for everyone to understand. He appreciates the process. He believes Asset Management is a critical component of what developers do and each property needs to pay for it out of the total operating budget. Funding for Asset Management and Resident Services varies from project to project for his firm. He appreciates the process and the time involved in making the changes to the 2016 QAP.

**LIFT Subcommittee Progress Update** – Margaret Van Vliet

The subcommittee has made good progress toward developing the program design for the LIFT program. More work to come. The subcommittees are making good headway on the critical pieces.

The subcommittees met in a joint session on December 7 where they broke into small groups and considered innovative or creative or in some ways “crazy” scenarios to get the members to begin thinking about ways we might get innovative with this source of money. It was a productive exercise; we provoked some new thinking about potential possibilities; we got some good input. One more meeting is scheduled on January 13 for both subcommittees.

Next steps:

- OHCS staff will synthesize the input from the meeting on 12/7 and put our best thinking forward into:
  - Outline of program design
  - What would the solicitation look like?
  - What are the big pieces of how we would propose to fund big projects?
- Bring the design before the subcommittees on January 13
- Bring the design to the Council on February 5, 2016.
- Bring before the Legislature in February Session

Hopeful we are on a good path to bring the work forward.

Council member Val Valfre also offered comments about the joint subcommittee meeting. I think those present were committed to make the process work. We looked at innovative solutions and ways to process and I was surprised and interested in some of the solutions offered by the four groups. Thinks the subcommittees are getting close; there is a framework in place.

Large Variable still to address: Guidance from the LFO and DOJ attorneys about how the ownership piece needs to work.

**Report from the Director**

Future agenda planning – please be prepared to work through lunch at the January 8, 2016 meeting. QAP and LIFT are the two big topics up in January.

A schedule of 2016 meetings is now available.

This Council will begin operating at the Housing Stability Council on January 1, 2016. We expect two more members to join the Council and be confirmed during the February session.

Homeless state of emergency in Portland and Eugene. OHCS may be creating another subcommittee or ad-hoc group to address homelessness. We want this group to be connected to the Council rather than a stand-alone committee.

Margaret will be meeting the Governor's new Chief of Staff next week.

Council member Marissa Madrigal offered a few suggestions for the new Housing Stability Council. We could potentially tackle some of the market issues:

1. Regulation
2. Lack of enforcement – looking beyond the economics and at the families being impacted.
3. Discuss solutions

OHCS is looking at ways in which we can help augment the table with private sector, community based groups who are on the front lines with low-income and homeless people. Part of the challenge will be getting the right people at the table and considering all of the possible solutions.

Margaret will be meeting with Rep Keny-Guyer who is planning to bring a housing bill to the floor during the February session. It is possible we may see more funds coming in February to address some other housing issues.

SOS Audit team is still working on the scoping work for the Performance Audit.

You will also find the Government to Government report (for Indian Services) and the 2015 Poverty report at your table.

### **Report from the Chair**

Chair Dickson expressed his gratitude and thanks to OHCS for their work this year, the information shared, the transparency, collaborate with partners, willingness to redraft documents. He offered thanks to his fellow Council members for all of their hard work this past year.

To those in the audience he thanked them for bringing their perspectives, innovation and creativity to the table. Thank you for doing the difficult work to help us find solutions. Thanks for not giving up!

He wished everyone a wonderful Holiday Season. He looks forward to bringing in the New Year as the Housing Stability Council.

***Chair Dickson adjourned the meeting at 12:09 p.m.***

**DRAFT**

LOW INCOME HOUSING TAX CREDIT

2016 QUALIFIED ALLOCATION PLAN

Oregon Housing and Community Services

~~November 5~~ December 29, 2015

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## I. INTRODUCTION

The Tax Reform Act of 1986 created the Low Income Housing Tax Credit (LIHTC), under Section 42 of the Internal Revenue Code (Code or IRC).

The LIHTC program (or Program) is jointly administered by the United States Treasury Department Internal Revenue Service (IRS) and authorized state tax credit allocation agencies. Under Executive Order EO-87-06, the Governor of Oregon designated Housing and Community Services Department (OHCS) as the administrator of the LIHTC program. OHCS administers the LIHTC program in accordance with Oregon Administrative Rule (OAR) Chapter 813, Division 90.

This Qualified Allocation Plan (QAP or Plan) is intended to comply with the requirements of Section 42(m)(1)(B) of the Code, which requires that a Qualified Allocation Plan set forth

- (i) the selection criteria to be used to determine OHCS's housing priorities,
- (ii) the preferences of OHCS in allocating credit dollar amounts among selected low income multifamily resident development Projects, and
- (iii) the procedures that the OHCS will follow in monitoring for Program noncompliance, in notifying the IRS of such noncompliance and in monitoring for noncompliance with Project habitability standards through regular site visits.

If any provision of this Plan (and documents included herein by reference) is inconsistent with the provisions of amended IRC Section 42, including any future amendments thereto, or any existing or new State Administrative Rules governing the LIHTC Program, the provisions of IRC Section 42 and/or the State Administrative Rules take precedence and the plan will be amended accordingly. The Plan has been substantially revised for 2016. OHCS reserves the option to issue temporary public notices, rules, or other guidance through which, procedurally, OHCS will continue to efficiently administer the LIHTC program, in a manner consistent with this Plan, and with OHCS's goals.

The ~~State~~-Housing Stability Council recommended the amended 2016 Plan contained on **DATE**. Public hearing was held concerning the Plan on **DATE** after appropriate notice was provided.

## II. COMPETITIVE AND NON COMPETITIVE TAX CREDITS

### A. COMPETITIVE HOUSING TAX CREDITS

The allocation of the state of Oregon's per capita credit authority, returned credits, and the State's portion of the National Pool credits is done on a competitive basis, based upon Project rankings determined during an application process established by OHCS. All LIHTC allocations, including any increase in the allocation of a Project's per capita credits, will be governed by this QAP.

### B. NON-COMPETITIVE HOUSING TAX CREDITS

The State of Oregon is also provided with access to tax credits associated with Oregon's Private Activity Bond Authority. These tax credits are only available to Projects that are financed using tax-exempt bond proceeds. These non-competitive credits *are not* subject to OHCS preferences or selection criteria outlined in the QAP, but must meet Section 42 statutory preferences, standards of financial feasibility and viability, ~~and~~ Project monitoring procedures, and Program specific requirements established by OHCS. Unless specified otherwise, the requirements laid out in this Plan apply to the 4% ~~Tax-Credit~~ LIHTCs.

Projects financed with tax-exempt bonds may be eligible for 4% ~~Tax-Credit~~ LIHTCs without participating in a Competitive Credit allocations process. The tax-exempt bonds are subject to the volume cap limitation in Section 146 of the Code as further detailed in Section 42(h)(4)(A) and (B) of the Code.

### III. 9% REQUIREMENTS AND CRITERIA

This section applies to 9% LIHTC competitive applications only

#### A. 9% LIHTC PROJECT CAP

Any Project applying for more than 10 percent of the total annual tax credit allocation will be required to submit a 4% ~~LIHTC/tax-exempt~~ bond pro forma to evaluate feasibility.

No Sponsor may receive more than 20 percent of any annual tax credit allocation. If additional projects have been submitted and score such that they are eligible for funding and are in excess of 20% of the total LIHTC funds available, the lower scoring project(s) would be deemed ineligible.

No Sponsor may receive more than an average of 15 percent of annual tax credits over any two sequential year's allocations. For example if a Sponsor receives 20 percent of funds in year one, ~~it~~ they would only be eligible for 10 percent in year two. OR, if a Sponsor receives 15 percent of funds in year one, ~~it~~ they would only be eligible for 15 percent in year two. If additional projects have been submitted and score such that they are eligible for funding and are in excess of the percentage of the LIHTC available, the lower scoring project(s) would be deemed ineligible.

#### B. 9% LIHTC RESTRICTION

Projects that have been funded with 9% LIHTCs in 2016 or thereafter, are not eligible to apply for additional 4% or 9% LIHTC within 20 years of the Project's Placed-In-Service date. Exceptions may be granted at the sole discretion of OHCS in cases where it determines there is a risk of physical, ~~or~~ affordability, or other loss. ~~Previously funded 4% LIHTC Projects will be eligible to apply for 4% LIHTCs after the initial 15-year affordability period has expired.~~

#### C. HUD 811

All applicants for 9% LIHTC may be required, at the discretion of OHCS, to implement a [Housing and Urban Development \(-HUD\) 811 Demonstration](#), including the use of HUD's Tenant Rental Assistance Certification System (TRACS) to submit tenant certifications and electronic vouchers for payment. More information can be found at the HUD 811 Demonstration website:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/grants/section811ptl/demoNOFA](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/grants/section811ptl/demoNOFA)

#### D. SET-ASIDES

##### i. Qualified Non-Profit Set-Aside:

OHCS will reserve at least 10 percent of the state housing credit ceiling for a calendar year for Projects in which qualified nonprofit organizations have an ownership interest and materially participate in the development and operation of the Project throughout the compliance period. A qualified nonprofit (QNP) organization is an organization described in Section 501(c)(3) or Section 501(c)(4) of the Code and have as one (1) of its exempt purposes the “fostering of low-income housing.” Furthermore, the organization must materially participate in the development and operation of the Project throughout the compliance period. The organization must not be Affiliated With, or Controlled By, a for-profit organization, entity, or individual.

In order to document an Applicant's QNP status, the Applicant must submit the following:

- a. A copy of the QNP's IRS determination letter.
- b. A complete and current-as-amended copy of the QNP's articles of incorporation as filed with the Secretary of State. The articles of incorporation must have as one (1) of its exempt purposes the “fostering of low-income housing.”
- c. Complete and current-as-amended copies of the bylaws and other governing instruments of the QNP.
- d. Evidence the QNP has a satisfactory -Ownership interest in the Project, and the QNP will materially participate in the development and operation of the Project throughout the Project compliance period.
- e. A certification by the QNP that it is not Affiliated With, or Controlled By, a for-profit organization, entity, or individual.
- f. A current list of names of all board members and officers of the QNP and any affiliation (plus the nature of the affiliation) such board member or officer has with any for-profit entities or individuals.

- ii. A thirty-five percent (35%) soft set aside has been established for Preservation Projects, where:
- at least twenty-five percent (25%) of the residential units have federal Project-based rent subsidies ~~and where~~ the HUD Section 8 contracts are-is expiring or ~~the-the~~ USDA Rural Development (RD) loans is-are maturing within 5 years, the USDA Rural Development restrictive use covenants have expired, or the Project needs recapitalization, per capital needs assessment, of at least \$30,000 per unit, or;
  - Projects with public housing units undergoing a preservation transaction involving a comprehensive recapitalization.

This thirty-five percent (35%) set aside will be calculated out of each regions LIHTC allocation; if no Preservation Projects score high enough in competitive scoring to be funded, the credits will be returned to the regional pool and the next highest scoring Project will be funded. If set aside funds are not enough to fully fund the next highest scoring Preservation Project, the highest overall scoring Project with be funded in the Region.

- iii. Other Set-Asides: OHCS may also reserve a portion or portions of its allocation of state housing credit ceiling for other types of Projects or Sponsors; any such set-aside will be approved by the Housing Stability Council and specified in ~~the-a~~ Notice of Funding Availability.

## E. REGIONS

OHCS established Geographic Regions based on areas with similar ability to leverage federal HOME funds as well as having the greatest Project comparability

- **Metro Oregon** (Clackamas, Multnomah, and Washington Counties)
- **Non-Metro HUD HOME Participating Jurisdictions** (the cities of Eugene, Springfield, Salem, Keizer, and Corvallis)
- **Balance of State Oregon** (Baker, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lincoln, Linn, Malheur, Morrow, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Wheeler, and Yamhill Counties as well as the balance of Benton, Lane, and Marion counties)

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

Applications consisting of multiple sites in different counties that cross between Geographic Regions will be evaluated in and funded from the Geographic Region where the greatest number of residential units is sited.

The percentage of the State's LIHTC allocation targeted to each region in the Notice of Funding Availability is based on the region's percentage of need for affordable housing. Need is based on the following data elements which are weighted evenly to determine the percent of the state's need within each Geographic Region.

- a. The number of renter households in each region earning sixty percent (60%) or less county median family income as a percentage of the total state renter households earning sixty percent (60%) or less county median family income.
  - b. The number of severe rent burdened households in each region with a rent burden of fifty percent (50%) or more total household income as a percentage of the total state severe rent burdened households.
- F. HOUSING AND ECONOMIC RECOVERY ACT OF 2008 (HERA) BASIS BOOST:

Pursuant to HERA, OHCS has the authority to increase the eligible basis of certain Project buildings to 130 percent of the eligible basis, for 9% LIHTC Projects, when OHCS determines that the financial feasibility of the building requires it.

OHCS has determined that the financial feasibility of Project buildings meeting the criteria below may require a basis boost of up to 130 percent.

- i. Preservation Projects.
- ii. Projects serving permanent supportive housing goals.
- iii. Projects located in an area where workforce housing needs are identified or community needs show a preference for the housing in the area.
- iv. Projects that are located in Transit Oriented Districts (TOD's) or Economic Development Regions (EDR's) as designated by local governments, or Projects in a designated state or federal empowerment/enterprise zone or Public Improvement District (PID's), or other area or zone where a city or county has, through a local government initiative, encouraged or channeled growth, neighborhood preservation, redevelopment, or encouraged the development and use of public transportation.
- v. Projects that result in the de-concentration of poverty by locating low-income housing in low poverty areas, which are Census Tracts where 10 percent or less of the population lives below the poverty level.

Any NOFA will include a pre-application to determine state Basis Boost eligibility with OHCS.

G. PROJECT PREFERENCES: LONG TERM AFFORDABILITY.

OHCS has established a threshold requirement that all competitively awarded housing tax credit Projects must remain affordable for 60 years. No additional preference is conferred on Projects affordable for more than 60 years.

## H. APPLICATION THRESHOLD

### i. TOTAL DEVELOPMENT COST PER UNIT

Applications listing more than published Total Development Cost per unit size will need to submit an explanation. Costs are based on total Development and Construction Costs (excluding acquisition) and calculated based on bedroom size for urban and balance of state Projects. Total Development Cost per unit size threshold is determined by OHCS based on recently funded projects and published in the annual NOFA.

Urban definitions apply in the Metro Region and to any application which meets two urban Project criteria (e.g. more than four (4) stories, elevator, required structured parking, located on urban infill site).

## I. SELECTION CRITERIA:

Both quantitative and qualitative factors are considered in the scoring. Financial Viability and Capacity are scored by OHCS personnel. Qualitative Need, Impact, and Preference measures are evaluated by a scoring committee comprised of OHCS personnel, industry leaders and regional representatives responsible for the competitive scoring and ranking of the Projects Applications. A minimum score of 75 out of 100 possible points is required in order to be eligible for funding. The criteria to be used for each scored section will be as follows:

### i. NEED: 20 POINTS

#### a. **Target Population**

Percentage of units to serve households with children and other populations with special needs including but not limited to veterans, elderly, persons with disabilities, previously incarcerated, and/or survivors of domestic violence

#### b. **Severity of Need**

1. Population Growth Rate;

2. Rental Housing Age,

3. Severe Housing Burden (spending 50% or more of household income on housing expenses) Rate;

4. If New Construction or Acquisition / Rehab; :- Affordable Housing Gap (difference between the supply of affordable housing and the target population in need of housing);

5.If Preservation; ~~;~~ Community Affordable Housing Percent (the percentage of the communities affordable housing the Project represents)

c. **~~Underserved~~ Equitably Served Geography**

Need Distribution of Affordable Housing Units ~~Vs~~ vs. Actual Distribution of Affordable Housing Units.

A data-based calculation that is used to distribute LIHTC funding across Geographic Regions, as well as evaluate the equitable distribution of funded affordable housing. It is based on most recent five (5) year American Community Survey data. The formula equally weights the number of renter households earning sixty percent (60%) of county median family income and the number of severely rent burdened (fifty percent (50%) or more of income on housing) households.

ii. IMPACT: 40 POINTS

**New Construction and Acquisition / Rehabilitation Project Impact Criteria**

a. **Plan Alignment**

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.

b. **HOME Leverage**

Committed leverage of HOME and/or CDBG Funds; in Balance of State Projects with the acceptance of HOME as gap funding source is included in application for funds; this also includes those Projects in Participating Jurisdictions that also award Tax Increment Financing (or another OHCS approved place-based economic development funds) that are awarded by Participating Jurisdictions in lieu of HOME for gap funding sources.

c. **State Initiative/Policy Alignment**

Project Applicants are asked to identify the way in which the proposed Project advances long-term statewide human service policy priorities as articulated by the Governor or in enacted legislation and can demonstrate a specific plan for improving human service outcomes.

d. **Service Delivery**

Project Applicants are asked to identify service delivery information. This information will include the partners involved, the division of responsibilities and accountability for service provision, referral, and outcome tracking.

e. **Affirmative Fair Housing Marketing**

Project Applicants are asked to identify ways that their adopted Affirmative Fair Housing Marketing Plan achieves above and beyond the elements required by HUD. Additional actions should include, but not be limited to, using detailed demographic factors in designing outreach strategies; including partner agencies in marketing; a language access plan; preparing reports on identified outcomes; and continuous outreach programs that would be conducted to maintain a well-balanced waiting list that will assure the meeting of the affirmative marketing goals at all times.

f. **Location Efficiency**

1. Walk-ability.
2. Food Access.
3. Medical Access.
4. Public Transit.
5. Education for family housing.

g. **Location Preferences**

1. Vulnerable Gentrification Areas
  - i. Revitalization Plan.
  - ii. Qualified Census Tract.
  - iii. High Percentage Communities of Color.
  - iv. High Percentage Low Educational Achievement.
  - v. High Percentage Renters.
2. Opportunity Areas
  - i. Low Poverty Census Tract.
  - ii. High Ratio of Jobs to Population.
  - iii. Below Average Unemployment.
  - iv. High Scoring Schools.

**Preservation Project Impact Criteria**

a. **Tenant Impact**

1. Vulnerable Tenant Displacement.
2. Extremely Low Income.
3. Percentage of Rental Assisted Units.
4. Tenant Protections if federal rent subsidy expires.
5. Voucher Utilization of the community's housing authority.
6. Alternative Available and affordable rental housing options in the community.

b. **Risk of Loss**

1. Opt-out / Market Conversion Risk.

2. Physical Condition Risk.
- c. **Prudence of Investment**
1. Total Cost per Unit.
  2. Narrative Description of Costs; Applicants are asked to describe the cost of the Preservation Project including providing context for the investment and assessing the Prudence of Investment for preserving the Project as compared to building new units.
- d. **Plan Alignment**
- 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.
- e. **HOME Leverage**
- Committed leverage of HOME and/or CDBG Funds; in Balance of State Projects with the acceptance of HOME as gap funding source is included in application for funds; this also includes those Projects in Participating Jurisdictions that also award Tax Increment Financing (or another OHCS approved place-based economic development funds) that are awarded by Participating Jurisdictions in lieu of HOME for gap funding sources.
- h. **Service Delivery**
- Project Applicants are asked to identify service delivery information. This information will include the partners involved, the division of responsibilities and accountability for service provision, referral, and outcome tracking.
- i. **Affirmative Fair Housing Marketing**
- Project Applicants are asked to identify ways that their adopted Affirmative Fair Housing Marketing Plan achieves above and beyond the elements required by HUD. Additional actions should include, but not be limited to, using detailed demographic factors in designing outreach strategies; including partner agencies in marketing; a language access plan; preparing reports on identified outcomes; and continuous outreach programs that would be conducted to maintain a well-balanced waiting list that will assure the meeting of the affirmative marketing goals at all times.
- f. **Location Efficiency**
1. Walk-ability.
  2. Food Access.
  3. Medical Access.
  4. Public Transit.
  5. Education for family housing.

g. **Location Preferences**

1. Vulnerable Gentrification Areas
  - i. Revitalization Plan.
  - ii. Qualified Census Tract.
  - iii. High Percentage Communities of Color.
  - iv. High Percentage Low Educational Achievement.
  - v. High Percentage Renters.
2. Opportunity Areas
  - i. Low Poverty Census Tract.
  - ii. High Ratio of Jobs to Population.
  - iii. Below Average Unemployment.
  - iv. High Scoring Schools.

i. PREFERENCE: 10 POINTS

a. **Serving Lowest Incomes**

1. Average Gross Median Income ~~being Served of Unit Restrictions.~~
2. Rental Assistance such as Project Based ~~-~~Subsidy.

b. **Federal Preferences**

1. Intended for eventual tenant ownership.
2. Energy efficient measures employed.
3. Evidence of historic value for the community.
4. Established commitment to marketing to public housing wait lists.

ii. FINANCIAL VIABILITY: 15 POINTS

a. **Development pro forma review**

1. Pro forma includes only realistic and available resources on the Sources of Funding
2. Explanation of how the development budget will still be valid at the start of construction.
3. Relocation Plan completed if warranted and aligns to development budget.
4. Developer's Fee is within the OHCS ~~policy range~~ maximum allowable.
5. If Uniform Relocation Act (URA), the budget line item accurately reflects the Project cost based on the sufficient Relocation Plan.
6. If Commercial Real Estate is included in the Project, Sources and Uses are provided on a separate pro forma page.

b. **Operating pro forma review**

1. Affordable rents at least 10% below estimated market rents.

2. Debt coverage ratio is a minimum of 1.15:1 for amortizing debt. When utilizing OAHTC funds, the minimum debt coverage ratio is required to be met *after* the OAHTC pass through is applied.
3. Cash flow within OHCS guidelines or adequately explained (1.30 or below, unless adequately explained or declining cash flows require a higher debt coverage).
4. Vacancy rate at 7% or adequately explained.
5. Submitted reserves for replacement analysis and included adequate amount for replacement items in pro forma as detailed in QAP-IV.E.ii operating pro forma guidance.
6. Income inflation factor is less than expenses inflation factor.

c. **Reasonable request and demonstrated need for resources**

1. Eligible basis requested is analyzed to determine accuracy if likely to be in basis (land, commercial, ineligibles are not supporting annual allocation, and there will not be a material gap in finances).

d. **Well documented and explained construction costs**

1. Construction documents, including CNA, if required, provide enough detail to adequately calculate Project hard costs.
2. Construction and rehabilitation estimates substantially agree with the pro forma.
3. Green building costs reflected in construction costs.
4. Contractor overhead, profit and general conditions are within the required range for LIHTC as specified in IV.E Financial Viability-Feasibility section of the QAP.

e. **Explained exit strategy at year 15**

~~1-~~Exit strategy explanation adequate and acceptable:-

~~2-1.~~ There is any sort of:- plans imparted with strategies for success for the year 15 transfer to the general partner / managing member.-

iii. CAPACITY: 15 POINTS

a. **Owner, Sponsor, Management Performance**

~~Project-a~~ Applicants with projects in the OHCS portfolio will be reviewed on the performance of all projects in the portfolio, the average score of all ~~Projects-projects~~ will be used; ~~AProject-a~~ applicants without projects in the OHCS portfolio will be asked to submit a letter indicating their compliance status with any existing projects (if unreported noncompliance is discovered later, it may be grounds for rescinding awarded credits or negatively impact future applications for funding).

Portfolio project criteria will be calculated for each relevant project and summed and apportioned based on portfolio size.

**1. Federal Reporting Criteria**

- i. 8823s status.

**2. OHCS Portfolio Compliance Criteria**

- i. Most recent Real Estate Assessment Center (REAC) score.
- ii. Most recent Physical Review.
- iii. Most recent File Review.
- iv. Most recent Resident Services Review.
- v. Most recent Response Review.
- vi. Certification of Continuing Program Compliance (CCPC) submission received for current year shows compliance;
- vii. Ongoing compliance issues.

**~~3.2.~~ OHCS Portfolio Viability Criteria**

- i. Financial submission as requested.
- ii. Most recent financial ~~audited financial~~ is closed.
- iii. Most recent audited financials Debt Coverage Ratio.
- iv. Asset management community evaluation completed satisfactorily.

**b. Minority Women and Emerging Small Business Utilization**

- 1. Identification of plans to engage MWESB contractors and subcontractors during the development process.
- 2. Evaluation of performance against previous MWESB plans, when available.

**c. Readiness to Proceed**

- 1. Funding commitment for planned Project funds.
- 2. Explanation of when other sources of funds will be available to the Project if not already committed is reasonable.
- 3. Demonstrated ability to ~~begin construction within 12 months~~ close within 240 days.
- 4. Proposed Project schedule appears adequate and reasonable.
- 5. Explanation of why Project must be funded now as opposed to future NOFAs is reasonable.

**J. RANKS AND TIE BREAKING**

Applications are first ranked within each Geographic Region. If Applications that meet the soft set-aside percentage allocation are represented, the highest in overall scoring within each Geographic Region will be recommended for funding as allocated resources allow. If Applications that meet the set-aside percentage do not score in the funded range, the highest scoring project(s)

that can be fully funded with the set aside allocation will be recommended for funding and the balance of the funds will be allocated LIHTCs until the balance of available LIHTCs or other OHCS funding sources are not adequate to support any other Applications within the Geographic Region. If no Applications eligible for a set-aside score adequately to be funded in the region the funds will be put back into the regional pool.

If there are remaining LIHTCs in any of the Geographic Regions, such remaining LIHTCs will be pooled, along with any remaining OHCS funding sources, for further consideration for the remaining unfunded Applications. Applications would then be ranked statewide by overall score and additional reservations may be issued until the balance of available LIHTCs or other OHCS funding sources are not adequate to support any other Applications.

If LIHTCs and/or other OHCS funding sources remain after all reservation processes are complete, OHCS may choose, at its sole discretion, whether or not to award any or part of the remaining LIHTCs/resources.

If the total evaluation scores of two (2) or more Applications result in a tie and LIHTC allocation availability are insufficient to fund all tied Applications, the following criteria will be used to break the tie:

- If the tied Projects are in different Regions and more than fifty percent (50%) of the remaining funds comes from one of those Regions; that Project will be funded.
- If the tied Projects are in the same Region, or from Regions whose allocation contributes less than fifty percent (50%) of the remaining funds, the Project with the lowest Average Median Income served will be funded.
- If the Average Median Income is tied, the Project with the lowest cost (excluding acquisition and reserves) will be funded.

#### K. RETURNED AND UNUSED LIHTC ALLOCATION AUTHORITY

##### i. REISSUING RETURNED AWARDS

In the event an Application being considered for a LIHTC Reservation or Allocation either withdraws or is cancelled; or available credits were not originally allocated during the funding cycle, or can't make its carryover requirements, or National Pool is awarded above current allocations, OHCS, at its sole discretion, may do any of the following:

- a. If needed and available, fill Project gaps ~~for-in~~ previously ~~funded-awarded~~ Projects that have not met Carryover;
- b. Fund the next highest ranking Application from the current funding cycle that matches or is closest to the amount of LIHTCs and other OHCS funding sources available. The Applicant will be given thirty (30) days to reevaluate the financial feasibility and determine whether or not the proposed Project can move forward.

Once OHCS has published the Application Rankings, such rankings will be used to allocate LIHTCs during the annual funding cycle until October 1. At that time, funding order will be relinquished until re-established in a subsequent Notice of Funding Availability. Any returned credits after Sept. 30 of any year will be treated as if received in the following year, and will be allocated as part of that future allocation year.

- c. OHCS may issue a Request For Proposals (RFP), or special application process for Projects to complete for the unused LIHTCs.
- d. Add the amount to the total available to the following calendar year's application-award cycle.

To the best of its ability, OHCS will maintain the desired funding split between Geographic Regions.

Applications will remain eligible for the funding cycle for which they applied for LIHTCs only if the Applicant has not applied as a four percent (4%) non-competitive LIHTC Project ~~and received a reservation of non-competitive credits.~~

ii. RE-EVALUATION OF RESERVATION

The following events will result in a re-evaluation of a previously issued Reservation:

- a. Failure to close within two hundred forty (240) days of the Reservation ("Reservation Period").
- b. A material ~~change~~ so that the Project or Applicant no longer meets the Minimum Qualification Threshold or any of the competitively scored criteria.
- c. The proposed Project will not be placed in service by the date mutually agreed upon.
- d. Other material causes at OHCS's reasonable discretion.

In the event of a re-evaluation of Reservation, the Agency, at its reasonable discretion, may do any of the following:

- a. Revoke the Reservation.
- b. Approve requested changes to the original Reservation or Application as proposed.
- c. Take no action.

#### IV. GENERAL THRESHOLD AND UNDERWRITING

##### A. PROJECT FEASIBILITY AND VIABILITY

OHCS will make the financial feasibility and viability determination required under Section 42(m)(2)(A) for all 4% and 9% LIHTC allocations. The Code requires OHCS to allocate only what is necessary for financial feasibility throughout the credit period. OHCS will evaluate each

proposed Project taking into account relevant factors, including but not limited to the following items:

1. Project cost, including the reasonableness of cost per unit, developer fees and overhead, consultant fees, builder profit and overhead, and syndication costs.
2. Sources and uses of funds and the total financing planned for the Project, including the ability of the Project to service debt.
3. The proceeds or receipts expected to be generated by reason of tax benefits.
4. The use of federal funds and other assistance.
5. Other factors that may be relevant to the economic feasibility of the Project such as the area economy or the housing market.

Based on this evaluation, OHCS will estimate the amount of tax credits to be reserved for the Project. This determination is made solely at OHCS' discretion and is in no way a representation as to the actual feasibility of the Project. Rather, it will serve as the basis for making reservations of tax credits for Projects competing for credit from the federal housing credit ceiling or it will serve as an initial determination of credit amount with respect to a Project financed by private activity bonds. The amount of tax credits may change during the allocation process due to variations in cost, mortgage amount, tax credit percentage, syndication proceeds, etc. The final tax credit determination is made solely at OHCS' discretion at the time of final application and prior to the issuance of IRS form 8609, as detailed in Section V, H Placed-In-Service Allocation Requirements.

If there is a material increase in LIHTC pricing subsequent to a reservation Tax Credits, OHCS reserves the right to adjust the amount of a tax credit award or any other OHCS funding source. The Department may use the following guidelines for avoiding project over-subsidization, subject to the approval of OHCS.

The increase may be used:

- To decrease rents.
- To reduce the permanent loan, sponsor loans, tax credit allocation or other OHCS funding sources as determined by the Department.

A portion of the increase may be used:

- For necessary justifiable cost increases.
- To reduce deferred developer fee.

Pursuant to Section 42(m)(1)(A)(iii) of the Code, OHCS will not finalize an allocation unless the owners submits a complete market analysis 90 days after Reservation for 9% LIHTC or at application for 4% LIHTC. See Market Study appendix for complete requirements.

## B. GENERAL THRESHOLDS:

OHCS has established the following Minimum Threshold Requirements (Thresholds) for evaluating Projects. The Applicant must demonstrate in the Application compliance with all the applicable Thresholds. Failure to pass any of these Thresholds will disqualify the Application from scoring and therefore from receiving any funding.

i. ADMINISTRATIVE REVIEW; COMPLETE APPLICATION AND APPROPRIATE CHARGE

The Applicant must submit a complete, legible, and executed Application satisfactory to OHCS. The Applicant must include all required attachments and the appropriate Application charge by the deadlines established by OHCS. The Applicant must use OHCS's Application forms.

When responding to a NOFA, the Application, attachments, and Application charge must be received by OHCS at its office no later than 4:00 pm Pacific Time on the Application due date. No late Applications will be accepted.

The Applicant may pay the charge with a business or personal check, a money order, or a cashier's check. Cash is not accepted. An Application submitted with a check that is returned for insufficient funds will be disqualified and not considered further.

The Applicant must include all of the required attachments to show the Project meets the Minimum Threshold Requirements and all Allocation Criteria the Applicant has selected for the Project.

OHCS will only consider the material and information included in the Application when it is first submitted for any competitive NOFA processes, except for (i) changes permitted by OHCS in its discretion, and (ii) material accepted during a correction period.

If OHCS determines an Application is substantially complete, but a minor item is missing, incorrect, or needs clarification, the Applicant will have five (5) business days from receipt of written notice from OHCS to submit the required information. At the discretion of OHCS, additional time may be permitted to submit the required information. The written notice will be sent to the address of the contact person identified in the Application. If the Applicant fails to submit the required information within the required time period (including extensions) OHCS may disqualify the Application.

The correction period does not apply to any Application determined to be materially incomplete by OHCS. Material changes for 4% applications are accepted throughout the underwriting process.

ii. ASSET MANAGEMENT COMPLIANCE

Applicant's current portfolio of Projects monitored by OHCS must be in compliance with required Program and OHCS regulations. Each Applicant will be evaluated using a standardized internal process reviewing asset management and compliance categories with

portfolio thresholds and will be evaluated based on the size of the portfolio. Compliance categories evaluated will include the following:

- a. Most recent rating received for management reviews.
- b. Physical inspections.
- c. Tenant file reviews.
- d. REAC scores.
- e. Submission of required reporting including financial audits and certifications of program compliance (CCPC's).
- f. Owner and Management cooperation with reporting and communication.
- g. Need or outcome for a community evaluation within the last year.

The past performance of each Applicant will be evaluated internally by reviewing standard asset management and compliance categories against portfolio thresholds which are established based on the size of the portfolio.

iii. PROGRAM COMPLIANCE

Applicants must satisfy all Project requirements including, but not limited to, the Program Requirements for all applicable OHCS funding sources. Each OHCS funding source has separate requirements within the Application, including forms and exhibits that must be submitted simultaneously. These forms and exhibits are more particularly described and available in the Applications and Program Manuals.

iv. RESIDENT SERVICES

The Applicant is required to provide a Resident Services Description at the time of Application, in accordance with the goals and guidelines in Appendix D.

v. RELOCATION PLAN

If any relocation or displacement might occur as a result of an Allocation, the Application must contain a relocation plan satisfactory to OHCS including all of the following:

- a. A complete survey of existing tenants using the format provided by OHCS. This survey must be augmented to include third party income verification and be completed and approved by OHCS prior to the Equity Closing.
- b. Type of displacement that will occur (permanent or temporary).
- c. Proposed relocation/displacement process. Indicate compensation and advance notice provided to those subject to displacement.
- d. Availability of comparable units in the community.
- e. Describe the local jurisdiction displacement/relocation policies, if applicable.
- f. Describe how tenants with disabilities will be assisted regarding relocation or displacement.
- g. Provide regular updates on each resident to be relocated or displaced; and

h. For Projects receiving federal funds, the ~~Uniform Relocation Act (URA)~~ may apply. URA requirements, if inconsistent, will supersede any of the above.

vi. MINORITY, WOMEN, AND/OR EMERGING SMALL BUSINESS (MWESB) ENGAGEMENT

Minority, Women, and / or Emerging Small Businesses (MWESB) contractors are those registered with the State.

All Applicants will be required to identify ways and/or targets that they will contract with MWESB contractors/subcontractors in the construction and operation of the proposed Project.

Awardees will be required to submit a report to OHCS demonstrating outcomes of efforts to contract with MWESB contractors/subcontractors, using state registry at the time of the Form 8609 issuance.

vii. READINESS TO PROCEED

a. **Site Control**

The Applicant must have control of the land and other real property necessary for the Project by the Application deadline and submit evidence of that control with the Application. Acceptable evidence of site control is a document that has a complete and accurate legal description and is either:

1. a recorded deed or conveyance showing the Applicant has Ownership.
2. a valid purchase and sale agreement;
3. a valid option to purchase;
4. a valid option for a long-term lease; or
5. any other evidence satisfactory to OHCS.

The name on the evidence of site control and the Applicant must be **exactly** the same. The site control document must identify the exact same area as the Project site listed in the Application and the exact same cost for the land and/or existing buildings for the Project referenced in the development budget provided with the Application. If the site description in the Application and the site control document are not exactly the same, the Applicant must provide a narrative description and supporting documentation satisfactory to OHCS to clarify how the area and cost for the Project were established.

OHCS will only accept one Application for a specific site or for any part of the same site, regardless of whether Applications are submitted by the same Applicant or by multiple Applicants. If there is more than one (1) Application received for the same site, or any part of the same site, OHCS may disqualify one (1) or all of the Applications. The *non-refundable* Application charge for each Applicant will be retained by OHCS.

b. **Additional Federal Project Resources Status**

If the Applicant has identified additional federal resources, such as rental and/or capital assistance from ~~Housing and Urban Development (HUD)~~, ~~US Department of Agriculture Rural Development (RD)~~, or Veteran’s Administration (VA), as part of the funding structure, the Applicant will be required to provide evidence satisfactory to OHCS that an application for these resources has been submitted and remains active.

c. **Adequacy of Development Schedule**

The Applicant’s development schedule must clearly demonstrate that funds will be invested and the Project will be constructed, leased and stabilized within all required Program(s) time frames.

d. **Adequacy of Environmental Checklist**

Environmental Reviews are required. If there is any adverse environmental factors established at the time of OHCS’s Environmental Review, the Applicant must provide a satisfactory mitigation plan.

C. GENERAL UNDERWRITING

i. PROGRAM LIMITS:

OHCS has established the following program limits (Program Limits) for evaluating Projects. The Applicant should demonstrate in the Application compliance with all the Program Limits. In determining the amount of Program resources to allocate to a Project, OHCS may reduce the budget and funding amounts to reflect the Program Limits listed below. If the Applicant varies from the following Program Limits, mitigating factors must be provided by the Applicant, which factors will be subject to OHCS consideration in its sole discretion.

ii. MAXIMUM CONSTRUCTION CONTINGENCIES INCLUDED IN LIHTC DETERMINATION:

The maximum amount of LIHTCs reserved or allocated to a Project will be determined after limiting the rehabilitation contingency to ten percent (10%) of the rehabilitation costs and the new construction contingency to five percent (5%) of the new construction costs. Rehabilitation costs include rehabilitation hard costs, site work costs, general conditions, and contractor profit and overhead. New construction costs include new construction hard costs, site work costs, general conditions, and contractor profit and overhead.

iii. MAXIMUM DEVELOPER FEES

OHCS will consider Developer Fees -, as specified in the table below; calculated as the Developer Fee plus Consultant Fees divided by the Total Project cost minus Acquisition, Developer Fee, Consultant Fees and Capitalized Reserves

Developer Fee PLUS Consultant Fee

Total Project Cost MINUS Acquisition, Developer Fee, Consultant Fee, Capitalized Reserves

that include,

<u>Project Size</u>	<u>9% LIHTC New Construction</u>	<u>9% LIHTC Acquisition/ Rehab</u>	<u>4% LIHTC New Construction</u>	<u>4% LIHTC Acquisition/ Rehab</u>
<u>&lt;31 Units</u>	<u>18%</u>	<u>20%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>	<u>20%</u>	<u>22%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>
<u>31-75 Units</u>	<u>16%</u>	<u>18%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>	<u>18%</u>	<u>20%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>
<u>76-100 Units</u>	<u>14%</u>	<u>16%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>	<u>16%</u>	<u>18%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>
<u>100+ Units</u>	<u>12%</u>	<u>14%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>	<u>14%</u>	<u>16%</u> <u>+ \$4,000/unit OR</u> <u>+ \$5,500/unit for</u> <u>Preservation</u>

- ~~• up to fifteen percent (15%) of Total Project Costs less acquisition, reserves, and the requested Developer Fee amount~~
- ~~PLUS~~
- ~~• five percent (5%) for acquisition where there is no identity of interest and zero percent (0%) for acquisition where there is an identity of interest; those Projects acquired from an unrelated party within four (4) years of application for the purposes of Preservation are eligible for the additional five percent (5%) for acquisition based on the acquisition cost of the initial third party transaction.~~

For this purpose, Developer Fees shall be deemed to include all consultant fees (other than arm's length architectural, engineering, appraisal, market study and syndication costs), and

all other fees paid in connection with the Project for services that would ordinarily be performed by a developer, as determined by OHCS.

The Developer Fee will be set at the time of the construction/equity closing based on the Project's final budget after construction bids have been accepted and final sources and uses have been balanced, but will not exceed the amount in the application without approval which will be at the sole discretion of OHCS and will not be unreasonably withheld for justifiable increases in the scope of work, as long as the developer fee does not exceed OHCS's approved maximum developer fee. The fee presented in the Placed in Service documentation may not exceed the amount finalized at closing.

To be included in tax credit basis, it must be an eligible cost and deferred developer fees must be due and payable at a certain date generally within a time period that does not exceed fifteen (15) years. Cash-flow projections must support the expectation of repayment. If repayments are not illustrated annually, the portion not illustrated to be repayable will be removed from eligible basis.

~~For the purposes of this policy, Reserves, Developer Fee and any amounts attributed to commercial areas or other non-residential areas are not considered part of the Total Costs upon which the Developer Fee is determined.~~

iv. OPERATING EXPENSES

Operating expenses will be reviewed for reasonableness within the budgets submitted; Applicant may be required to submit documentation (including for example three years of audited financials for rehabilitation Projects) to substantiate that any or all of the Projects revenue or costs are reasonable. OHCS will review against its portfolio and take into consideration input from lenders and investors.

v. MAXIMUM CONTRACTOR'S PROFIT AND OVERHEAD

When the general contractor is a Principal, Related Party or otherwise has an Identity of Interest with the Applicant or Project Owner, OHCS will limit the general contractor's combined profit, general conditions and overhead to an amount up to ten percent (10%) of total rehabilitation/construction costs plus site work costs. All others will be limited to a combined profit, overhead and general conditions amount of up to fourteen percent (14%) of construction costs plus site work.

D. INAPPROPRIATE USE OF RESOURCES

i. DEBT REDUCTION

Program resources may not be used to buy down or refinance existing debt.

ii. REIMBURSEMENT FOR PRIOR CONSTRUCTION

Program resources may not be used to reimburse construction or rehabilitation work started or completed within six (6) months before a 9% Application or approved intent resolution for 4% LIHTC.

E. FINANCIAL FEASIBILITY

i. SOURCES AND USES STATEMENT:

The Applicant must submit the Sources and Uses statement with ~~its~~their Application or as otherwise required by OHCS. The Sources and Uses statement must describe all of the funds or Sources to be used to pay for all Project costs and the intended Uses of such funds. The statement must identify each separate source and use and the estimated timing of final approval for each. The Sources and Uses must balance fully and no Source may be unknown. If any sources or uses are identified as unknown at the time of review, the Applicant’s application may be deemed incomplete and removed from further processing.

<b>Acquisition cost must be supported by an appraisal</b>	Possible exception for HDGP and GHAP only Project at the discretion of OHCS
<b>Construction Inflation Factor/Cost Escalator</b> (applies to separate line item above and beyond construction bid)	3 % of total construction cost
<b>Contractor Profit, General Conditions and Overhead – non Identity of Interest</b> (does not include insurance)	14% of total construction cost or less
<b>Contractor Profit, General Conditions and Overhead – Identity of Interest</b> (does not include insurance)	10% of total construction cost or less
<b>Soft Costs</b>	30% of Total Project Cost or less
<b>Operating Reserve</b>	Generally six (6) month of operating expenses or lender / investor conditions
<b>Lease Up Reserve</b>	Submit cash flow analysis utilized to determine the amount
<b>Reserve for Replacement</b> (Capitalized)	Submit evidence of the partner lenders and/or investors to document their requirement <u>Minimum guideline of \$350 per unit per year, \$300 for Senior Projects</u>

ii. OPERATING PRO FORMA:

The Applicant must submit with its Application an operating pro forma for the Project satisfactory to OHCS demonstrating financial feasibility and viability of the Project for a typical ~~fifteen-twenty~~ (1520) year compliance period. Different Programs may have different compliance periods and OHCS may require that the operating pro forma address relevant compliance periods. In addition, the Applicant must demonstrate that the Project will continue to be economically feasible and have adequate replacement reserves for an extended use period of an additional fifteen (15) years after the initial compliance periods. The operating pro forma must list each of the compliance periods and extended use periods separately and include assumptions, notes and explanations regarding the respective income and expense projections.

Absent a long-term commitment (in excess of ten (10) years), Projects with rental assistance must demonstrate financial feasibility excluding the rent subsidy.

If the Project includes commercial and/or other non-residential space, the Applicant must submit the following information and supporting documentation in addition to the residential pro forma requested above:

- a. A breakdown of the total residential and commercial Project costs,
- b. A list of the financing sources for the commercial areas,
- c. Ownership entity and management agent of the commercial areas; and
- d. A ~~thirty-twenty~~ (320) year operating pro forma for both the residential and commercial areas.
- e. Such other information as OHCS may require.

The pro forma must contain the following data:

- a. Growth assumptions that are typically estimated at two percent (2%) per year for income and three percent (3%) per year for expenses.
- b. Estimates of income and expenses that are well documented by actual historical amounts, comparable income or expense studies, Applicant market assessment, a market study or an appraisal.
- c. Such other information as OHCS may require.

The pro forma also must address the following industry benchmarks:

- a. A vacancy rate of not less than seven percent (7%), if a different rate is used, explanation must be provided in the Financial Description section of the application.
- b. An expense ratio and expenses per units properly scaled to the size and scope of the improvements, the cost of local utilities and taxes and the makeup of tenant population served.
- c. Replacement reserves properly scaled to the size and scope of the improvements and the age and condition of the property. Minimum guideline of \$350 per unit per year,

\$300 for Senior Projects; amounts in excess will be allowed if reasonably justified by Capital Needs Assessment and / or lenders conditions. The CNA is described in the Architectural Appendix.

- d. Operating Reserves generally six (6) month of operating expenses or lender / investor conditions ~~that are limited to six (6) months or less of operating expenses plus debt service.~~

While using some benchmarks and industry best practices to evaluate the information, each pro forma will be separately assessed based on its reasonable and well-documented projection of income and expenses to determine if it effectively demonstrates the Project's financial feasibility and viability.

iii. MINIMUM DEBT COVERAGE RATIO

The minimum Debt Coverage Ratio (DCR) will be 1.15:1 for all amortized debt through the initial ~~15~~20-year pro forma period. Projects with debt coverage ratio that exceed 1.30:1 may be eligible for less credit amount than calculated as discussed in Section IV, A, project feasibility and viability. Projects are underwritten on an individual basis in concert with the lenders to determine an appropriate DCR and perform subsidy layering.

iv. DEBT UNDERWRITING:

Many Projects require amortized debt as one of the sources of funds. If there is amortized debt, the proposed debt service coverage, and breakeven ratios must be in conformance with OHCS limits and industry norms noted previously. If there is no mortgage debt, then the pro forma must demonstrate a stable positive cash flow over 20 years. ~~the required economic life of the Project.~~

F. DEVELOPMENT TEAM CAPACITY

i. PREVIOUS EXPERIENCE

The Applicant must demonstrate to the satisfaction of OHCS that the Applicant, the developer, the project management consultant, the general contractor, the development consultant under contract and/or other persons or organizations materially involved in the acquisition, construction, rehabilitation, development, or improvement of the Project has:

- a. Successfully completed a multi-family housing project of a comparable number of housing units, of similar complexity, and for a similar target population as the proposed Project.

- b. The necessary level of staffing and financial capacity to successfully manage development and operations of its current ~~Project-project~~ portfolio including, but not limited to, all current and pending Projects and Applications.
- c. Successfully completed previous ~~Projects-projects~~ for which a similar Program allocation was received in Oregon or other states.

If the Applicant is using a development consultant to show this capacity, the Applicant must also submit a copy of the executed contract detailing terms, conditions, and responsibilities between the Applicant and the development consultant at Application.

ii. PROPERTY MANAGEMENT CAPACITY

If the Applicant is going to employ a property manager with respect to the Project, the Applicant must provide a document detailing the experience level of the proposed property management firm that demonstrates they have successfully managed:

- a. a multi-family housing development of a comparable number of housing units and/or of a similar complexity as the proposed Project; and
- b. a multi-family assisted or subsidized housing development with local, state, and/or federal operating requirements comparable to those of the requested Program.

The Department will review the change of/ or initial implementation of all Management Agents including Owners who are proposing to manage properties as Owner. Department policy requires 60 days' notice prior to any change. The owner must submit the proposed new agent plan and qualifications to Asset Management & Compliance. The Department will review the materials and approve, conditionally approve, or disapprove the proposed agent. Management agents and/or Owners responsible for LIHTC compliance must attend LIHTC training and receive a certification from a nationally recognized LIHTC compliance trainer. Any exceptions to this policy will be made at the discretion of the Department.

iii. FINANCIAL CAPACITY:

As disclosed in the Application or other required information, Applicant's financial condition must not contain any adverse conditions that might materially impair the Applicant's ability to perform its financial obligations as Sponsor during the construction or stabilization of the Project.

iv. OHCS SOLE DISCRETION

OHCS reserves the right to determine, in its sole discretion, whether the Third-Party Letters of Interest or Intent, Award Letters, or Commitment Letters are satisfactory, and whether a lender or investor possesses the financial or other capacity to make a specific loan or investment. A change in the Project's financing structure or financing terms after

Reservation of OHCS funds must be brought to the attention of OHCS. OHCS may in its sole discretion re-underwrite the Project, which may result in all or a part of OHCS resources being recaptured or reduced by, or returned to, OHCS.

v. PROJECT/REQUEST DENIAL

OHCS may reject an Application where the Applicant, Owner, Principal, or other Participant with respect to the proposed Project, previously has:

- a. Failed to complete Projects in accordance with requests or certified plans presented to OHCS or other public or private allocating agencies.
- b. Failed to complete a Project within the time schedule required or budget indicated in the request.
- c. Failed to effectively utilize previously allocated program funds and notified of such failure to meet appropriate utilization in advance of request NOFA closing date.
- d. Been found to be in non-compliance with program rules as evidenced by OHCS or other public or private ~~A~~allocating ~~a~~Agency Project monitoring and missed the cure time deadline given in writing.
- e. Been debarred or otherwise sanctioned by OHCS or other state, federal or local governmental agency.
- f. Been convicted within the last ten\_(10) years of criminal fraud, misrepresentation, misuse of funds, or moral turpitude or currently is indicted for such an offense.
- g. Been subject to a bankruptcy proceeding within the last five (5) years.
- h. Otherwise displayed an unwillingness or inability to comply with OHCS requirements.

OHCS reserves the right to disapprove any Application if, in its judgment, the proposed Project is not consistent with the goals of providing decent, safe and sanitary housing for low-income persons. OHCS may impose additional conditions on Project Sponsors for any Project as part of the Application, Reservation or Allocation processes.

G. FINANCIAL SOLVENCY

As part of the Application and at such other times as required by OHCS, the Applicant must provide a certification with respect to the financial solvency of the Applicant, the Project and certain Project participants in the form required by OHCS.

If the certification discloses any financial difficulties, risks or similar matters OHCS believes in its sole discretion might materially impair or harm the successful development and operation of the Project as intended, OHCS may:

- i. Refuse to allow the Applicant or other participant to participate in the Tax Credit Program or other OHCS Programs.

- ii. Reject or disqualify an Application and cancel any LIHTC Reservation or Allocation.,
- iii. Demand additional assurances that the development, Ownership, operation, or management of the Project will not be impaired or harmed (such as performance bonds, pledging unencumbered assets as security, or such other assurances as determined by OHCS).
- iv. Take such other action as it deems appropriate.

The Applicant must also immediately disclose throughout the Application process and throughout the development and operation of the Project if there is a material change in the matters addressed in the certification, failure to do so may result in a loss of reservation.

## V. LIHTC REQUIREMENTS AND PROCESSES

### A. LIHTC RESERVATION AND CARRYOVER ALLOCATION REQUIREMENTS

Those Projects selected by OHCS as a recipient of eligible for LIHTCs will be issued a LIHTC Reservation, Carryover Allocation, and Form 8609 only if they meet the requirements set out in OHCS's documentation. OHCS may disqualify the Project/Application and cancel the LIHTC Reservation and Carryover Allocation for any Project if these requirements are not met by the deadlines set by OHCS.

#### i. RESERVATION PERIOD

If the Applicant does not satisfactorily complete the conditions of the LIHTC Reservation Letter and/or the Carryover Allocation Agreement the Project may have the LIHTC Reservation rescinded.

OHCS may reallocate 9% LIHTCs in accordance with Section III K.

OHCS will require each Applicant that has received a LIHTC Reservation to demonstrate the Project is making satisfactory progress towards completion through regular progress reports.

#### ii. NO REPRESENTATION OR WARRANTY

Issuance of a OHCS funding resource Reservation shall not constitute or be construed as a representation or warranty as to the feasibility or viability of the Project, or the Project's ongoing capacity for success, or any conclusions with respect to any matter of federal or state law. All OHCS resources are subject to various state and federal regulations governing the specific program from which they are obtained, and Applicants are responsible for the determination of their Project's eligibility and compliance consistent with all Project Requirements.

#### iii. 9% LIHTC CARRYOVER ALLOCATION AGREEMENT

9% LIHTC Applicants, on or before December 1<sup>st</sup> of the LIHTC Allocation Authority year, must submit either an application for LIHTC Carryover Allocation (if the Project is still in the construction phase), or a Final Application indicating placed-in-service.

All LIHTC Carryover Allocations will be made on a “Project” basis. The LIHTC amount that qualifies for a Reservation to any Project is the lump sum amount of that available to each qualified building in the Project. The actual amount of LIHTCs available for any specific building will be apportioned from the lump sum Carryover Allocation of Credit and determined when that building satisfies the placed-in-service Allocation requirements.

iv. Ten Percent (10%) Carryover Test for 9% LIHTC Projects

Within twelve (12) months of the date of the Carryover Allocation Agreement the 9% LIHTC Applicant must demonstrate to the satisfaction of OHCS that it has incurred more than ten percent (10%) of the reasonably expected basis of the Project by certifying to OHCS that it has fulfilled this requirement and submitting a CPA’s certification.

The CPA’s certification should itemize all of the costs incurred to satisfy the ten percent (10%) requirement. If the Applicant is itemizing any portion of the developer fee or consultant fees for purposes of satisfying the ten percent (10%) requirement, the certification must contain a detailed breakdown of the services performed by the developer and each consultant and the amount of the fees apportioned to each service. The Applicant must also submit a copy of all developer and consultant contracts as well as an itemized statement apportioning the fees earned to each service provided.

OHCS may require the Applicant to submit additional documentation of the costs reflected in the certification and OHCS may limit or exclude certain costs if it cannot determine that they are reasonable and appropriate.

**B. COMPLIANCE WITH CODE AND OHCS REQUIREMENTS**

OHCS may choose not to issue a Carryover Allocation Agreement if the Applicant, a Principal, or any member of the Development Team is in Noncompliance with any applicable Program Requirement. If OHCS decides to disqualify the Project/Application and cancel the LIHTC Reservation, any LIHTCs reserved to the Project will be automatically returned to OHCS without further action of the parties and the Applicant will have no further right to such LIHTCs.

**C. DETERMINATION OF LIHTC ALLOCATION AUTHORITY YEAR**

When making a Reservation of LIHTC, OHCS reserves the right to make an Allocation a future year’s credit ceiling (Forward Allocation). Such Allocation(s) may be full or partial for the Project(s). The applicable Qualified Allocation Plan will be those in place for the earliest funding cycle in which an award of funds is received.

#### D. EXCHANGE OF 9% CREDIT AWARD FOR SUBSEQUENT YEAR'S CREDIT ALLOCATION

Once an Applicant has received a Reservation of LIHTCs, the Applicant has the responsibility to complete the Project by the timelines identified in the IRC Section 42 and as outlined in the Qualified Allocation Plan.

OHCS reserves the authority to exchange an Allocation of Credits from one (1) year for the exact same amount of Credits in a subsequent credit year.

Applicants must determine good cause to return their Reservation to OHCS, and as such the Applicant has a one (1) time option to return their Allocation to OHCS, as follows:

- i. No later than March 31 of the year following the Reservation of LIHTCs, an Applicant may request to return its allocation for the exact same Project for which the credit was originally allocated at Carryover and exchange it for an award of the same amount of credits from the next credit year as the amount returned. For example, a 2016 awarded Project that receives a forward reservation of 2017 tax credits of the exact same amount can transfer if requested by March 31, 2017, to get an allocation of 2018 credits. This is necessary if the Project will not be placed in service by December 31, 2019 and needs to wait to place in service until the end of 2020.
- ii. After LIHTCs have been returned, an Applicant may apply for additional LIHTCs.
- iii. Projects must comply with the requirements applicable in the initial year of award and all representations made in the initial application (unless specifically and explicitly waived by OHCS); OHCS must have a project that it can award current year LIHTCs.
- iv. OHCS will consider, at its sole discretion, not consider filling gaps due to increased costs resulting from timing; the basis for such consideration would be the lesser of the true impact or the construction cost escalation factor ~~resulting from increased costs when evaluating a requested exchange of credit reservation years.~~

#### E. AFFORDABILITY PERIOD

All Projects receiving OHCS funds, excluding Projects funded solely with 4% LIHTCs or Oregon Affordable Housing Tax Credits, will be required to maintain the property as affordable for a minimum of 60 years. Affordability terms will be secured by a deed restriction. Owners of developments where rental assistance contracts are due to expire must apply for and if approved, accept rental assistance contract renewals. ~~On LIHTC Projects with subordinate loans, At its sole discretion, OHCS will consider not unreasonably withhold adjustment modifications to the affordability requirements, as it relates to the term or rent levels in order to maintain status of such debt as a loan and avoid triggering such debt as a grant. Modifications will be allowed to the extent necessary for ongoing financial viability. At staff recommendation, osuch that all~~

~~subordinate loans can demonstrate ability to be repaid or refinanced at maturity.~~ Other exceptions or modifications will be subject to review by the Director, with approval by the Housing Stability Council, and may include recapture of invested funding and appreciation.

#### F. EXTENDED USE AGREEMENT (REUA); OTHER DOCUMENTS

As a condition of receiving an Allocation from OHCS, the Applicant must enter into an REUA satisfactory to OHCS, including executing and recording at its expense a follow-on declaration of restrictive covenants, and otherwise execute and, as required by OHCS, record other documents regarding the Project satisfactory to OHCS. The provisions of the REUA, including the declaration of restrictive covenants, will apply throughout the applicable “Affordability Period,” which includes the initial- fifteen (15) year compliance period and an additional “extended low-income use period”.

#### G. PLACED-IN-SERVICE ALLOCATION REQUIREMENTS

All LIHTC Applicants are required to complete a Final Application containing the required documentation. Any changes from the Equity Closing are subject to OHCS review and approval prior to the issuance of IRS Form 8609. It is expected that a Project with excess funds will return those funds to one or more of the public funders involved upon Project completion. Other OHCS resources will have a priority for return upon the determination of excess funds for the Project.

OHCS will accept and process Final Application documents and issue IRS Form 8609(s) throughout the year. Commercial costs should be separated from the Cost certification in an individual column, or deducted from the total Residential costs. In either circumstance, the Uses pages should identify both components of cost separately. However, a Project Owner must submit a complete application with all Placed-In-Service documentation, including the independent Certified Public Accountants Report (Cost Certification) and the certificates of occupancy for each building in the Project at least sixty (60) days prior to when they expect to receive the IRS Form 8609(s).

Upon completion of the Project, the Borrower will provide to the Department an analysis of the breakdown of the bond-funded costs for the Project, to meet the federal tax requirements described in the Project’s Tax Certificate and Agreement (or other similar document) in a form certified by an authorized representative of the Borrower (commonly referred to as a “Good Costs Certificate”), together with more detailed backup information as requested by the Department and/or Bond Counsel.

## VI. GENERAL PROCESSES AND REQUIREMENTS

## A. PROJECT CHANGES

An Applicant must notify OHCS in writing of, and obtain its written consent to, any material change in a Project. An Applicant must notify OHCS when a material change is first identified. OHCS will endeavor to respond within thirty (30) days after notice of a material change with respect to its requested consent. OHCS may give or withhold its consent, or condition same, subject to its reasonable discretion. A “material change” includes, but is not limited to, a change in:

- The number of buildings or units.
- The Project contact person.
- The Identity of Interest disclosure.
- The Development Team.
- The Project’s Total Project Costs.
- A financing source (whether debt or equity).
- Operating revenue or expenses for the Project of more than ten percent (10%).
- Anything that would result in a change in the standards OHCS uses to competitively rank Projects.

OHCS will determine whether or not a change in a Project is material. OHCS’s materiality determination is final.

The request for approval of a material change in a Project must be submitted in writing and include a narrative description and other supporting documentation, plus the applicable revised pages of the Application. If OHCS grants the request, including as modified or conditioned, it may adjust the amount of the funding allocation to assure the sources and uses of the Project remain in balance.

## B. PROJECT TRANSFER OR ASSIGNMENT REQUIREMENT

### Project Transfer or Assignment Requiring OHCS Consent

A Project transfer or assignment means any direct or indirect sale, contribution, assignment, lease, exchange, or transfer, or other change in:

- An interest in the land, the Project, or any building.
- An Ownership interest in the entity that is the Applicant or Project Owner.
- The rights, title, or interest of the Applicant or Project Owner in any agreement in which OHCS and the Applicant or Project Owner are parties.

The following transfers or assignments do not require the prior written consent of OHCS:

- The grant of a security interest or lien junior to the interest of OHCS.

- The issuance, redemption, or transfer of stock or shares of a corporation that is not a closely held corporation.

#### C. PROCESS AND REQUIREMENTS FOR OBTAINING OHCS'S CONSENT

The first step in obtaining OHCS's written consent is to advise OHCS in writing of the proposed Project transfer or assignment. At a minimum the Applicant should describe: (i) the name of the Project; (ii) the names of the Applicant and/or the Owner, the proposed transferor and transferee, and all other relevant parties; (iii) a complete description of the proposed transfer or assignment, including the proposed effective date; and (iv) and special circumstances related to the proposed transfer or assignment.

After receiving the written request, Applicant will be advised of OHCS's requirements and conditions that must be satisfied in order to obtain consent, including payment of document preparation charges and applicable legal fees.

If the Applicant made a commitment to participate under the set-aside category for Qualified Non Profit, any transfer or assignment must be such that the Project continues to qualify for applicable set-aside.

#### D. CONSTRUCTION CLOSING

For 9% LIHTC transactions, the Applicant must give OHCS at least thirty (30) days' written notice of the scheduled Construction Closing. At least ten (10) days prior to the Construction Closing, but after the general contractor bids have been received, the Applicant must submit to OHCS the Project's final development budget, final sources of funds, and documentation to substantiate the final budget. For 4% LIHTC transactions, the Applicant must give OHCS the Project's final development budget, final sources of funds, and documentation to substantiate the final budget items ten (10) days prior to submission to OHCS Finance Committee for approval.

##### i. COST SAVINGS CLAUSE

Construction contracts which include any provision for cost savings that are to be retained by the general contractor or split with the Project developer are not permitted.

#### E. FEES AND CHARGES

The State of Oregon and OHCS may assess appropriate ~~fees and~~ charges in order to administer and monitor the LIHTC program; these are specified in Appendix E and may change from time to time with a formal adoption by the Housing Stability Council.

#### F. APPLICATION SCHEDULE AND DEADLINES

For 9% LIHTC OHCS will announce deadlines for receiving Applications by public notice to all interested parties registered on the Multi-Family technical advisory list kept by OHCS. Application materials may be obtained from OHCS's website at:

<http://www.oregon.gov/ohcs/Pages/multifamily-housing-funding-opportunities.aspx>

[4% LIHTC application materials are available on an ongoing basis and can be found on the OHCS website at:](http://www.oregon.gov/ohcs/Pages/multifamily-housing-four-percent-application.aspx)

<http://www.oregon.gov/ohcs/Pages/multifamily-housing-four-percent-application.aspx>

#### G. LEASEHOLD INTERESTS

If the Applicant proposes a long-term lease in lieu of fee ownership of the real property of any part of the Project or related land, then the Owner of the land and such other real property and holders of any liens or encumbrances with respect to the land or such other real property, must execute and record such additional documents as are satisfactory to OHCS.

#### H. STANDARDIZATION AND SUFFICIENCY OF LEGAL DOCUMENTS

All Project approvals and funding are subject to the successful execution and recording of related documents satisfactory to OHCS and the Oregon Department of Justice (DOJ). If Applicant requests negotiation of any OHCS-required document including, but not limited to, requesting any changes to the documents or the inclusion of other documents, they must pay such charges as may be assessed by OHCS with respect to its reasonable legal and administrative costs with respect to such requests.

#### I. DEPARTMENT OF STATE LANDS (DSL) WETLANDS POLICY AND REVIEW

DSL will review all Projects for which funding is reserved by OHCS to determine whether or not regulated wetlands exist on the Project site. OHCS and the Applicant, if requested, will submit relevant documents to DSL. If DSL determines wetlands are present or likely to be present, Applicants must get a qualified wetland consultant's wetland compliance verification and boundary delineation for submission, review and approval by DSL. DSL may impose additional site or design requirements for the Project.

Applicants must provide tax lot numbers for the submission to DSL. OHCS has provided a space on the Environmental Review Checklist for this information. Include the tax lot number for every parcel of land in the Project. A failure to provide the tax lot number(s) will delay the DSL review process and may result, *inter alia*, in rescission of a Reservation or recoupment of any Disbursement.

#### J. BUREAU OF LABOR AND INDUSTRIES (BOLI) REQUIREMENTS

Funding recipients (Grantees) must comply with any applicable federal or state prevailing wage law. Applicants must contact BOLI for information on how prevailing wage laws may apply to the proposed Project. A BOLI determination letter will be required prior to construction closing on every project submitted to OHCS.

Prevailing wage laws may apply if all or part of the Project is deemed to be a public works Project. This determination may be made if the Grantee is a public agency, such as a housing authority, and the intent is to construct or contract for the construction of all or part of the Project with public funds.

The Project may be subject to state prevailing wages if the Applicant receives seven hundred fifty thousand dollars (\$750,000) or more in public funds and the Project, *inter alia*, meets any of the following criteria:

- Less than sixty percent (60%) of the occupants have incomes less or equal to sixty percent (60%) of area median income;
- A Project building is more than four (4) stories high (unless there is a local building code exemption); or
- The overall Project includes portions, even if not constructed or contracted for construction by the Applicant, which may be deemed public works (i.e., a “mixed-use” Project).

At any time during development, any change in the Project could cause the coverage determination to be void. Applicants should request updated determinations from BOLI as necessary.

This notice does not constitute legal advice. OHCS is not responsible for the determination of prevailing wages status on Projects. OHCS encourages Applicants to have their attorney interpret BOLI rules as they apply to a specific Project. OHCS will not provide funding increases to fill gaps resulting from the Applicant’s failure to budget for prevailing wage requirements. OHCS specifically reserves the right to revise its reservation of funds to a Project, rescind such reservation, or recoup allocated resources if any BOLI-related funding gap should obtain.

#### K. HISTORIC PRESERVATION

All Project Sponsors working with properties fifty (50) years old or older should consult with the State Historic Preservation Office to determine the historic significance of related buildings. If Project buildings are determined to be of historical significance, OHCS encourages preservation of the historic elements in the most efficient and effective manner possible. The State Historic Preservation Office can be reached at:

State Historic Preservation Office

725 Summer St. NE. Suite C  
Salem, OR 97301

#### L. CONSISTENCY WITH STATE CONSOLIDATED PLAN

OHCS is required to develop a comprehensive state plan for low-income Oregonians (OAR 456.572). OHCS has adopted the state and local Consolidated Plans as its comprehensive state plan. All Projects must be consistent with the state and local Consolidated Plans at the time the Application is submitted.

### VII. CONSIDERATIONS

#### A. RESERVATION OF RIGHTS

##### i. **Documentation of Discretion**

OHCS may, at its sole discretion, award credits in a manner not in accordance with the requirements of the Qualified Allocation Plan. If any provision of this Qualified Allocation Plan (and documents included herein by reference) is inconsistent with the provisions of amended IRC Section 42, or any existing or new State Laws or State Administrative Rules governing the LIHTC program, the provisions of IRC Section 42, State Laws or State Administrative Rules take precedence over the QAP.

##### ii. **Policy on Exceptions / Waiver Requests**

All OHCS policies other than those mandated by Section 42 are considered as guidelines and may be waived. A written request for a waiver or exception, accompanied by justification, may be submitted to OHCS. QAP waivers will be documented for all Projects and regular periodic publications of waivers will identify the applicant, the QAP provision waived, and the reason for waiver. In addition, the summary for Projects recommended for funding may identify and explain waivers granted for any Projects listed.

At least 30 days prior to the construction/equity closing date for Applications, Applicants, lenders, or syndicators must request a waiver or exception to a policy in writing with a full justification. Furthermore, OHCS reserves the right to waive any provision or requirement of the QAP that is not stipulated in IRC Section 42 in order to affirmatively further fair housing.

If OHCS acts contrary to or fails to take action in accordance with this Plan or any other Program Requirement, such act or omission does not constitute a waiver by OHCS of a Project, person, or other entity's obligation to comply with the provisions of this Plan, other Program Requirements, or establish a precedent for any other Project, person or entity. In any event, no waiver, modification, or change of OHCS Program Manuals, or

any other Program Requirement will be binding upon OHCS unless it is in writing, signed by an authorized agent of OHCS, and consistent with law.

iii. **Partial Invalidity**

If any provision of this QAP, or the application of this Plan to any person or Project, is found by a court to any extent to be invalid or unenforceable, the remainder of this Plan, or the application of that provision to persons or circumstances other than those with respect to which is held invalid or unenforceable, shall not be affected. Each provision of the Plan shall be valid and enforceable to the fullest extent permitted under or federal law.

iv. **Disclaimer**

Issuance of a LIHTC reservation pursuant to a Reservation and Extended Use Agreement, an LIHTC Carryover Allocation (Carryover) or placed in service allocation as indicated by the IRS Form 8609 by OHCS, shall not constitute or be construed as a representation or warranty as to the feasibility or viability of the Project, or the Project's ongoing capacity for success, or any conclusion with respect to any matter of federal or state income tax law. All LIHTC allocations are subject to the IRS regulations governing the LIHTC program, and Sponsors are responsible for the determination of a Project's eligibility and compliance. If statements in this QAP are in conflict with the regulations set forth in IRC Section 42, the IRC regulations shall take precedence. While this QAP and the applicable NOFA governs OHCS's process of allocating LIHTC, Sponsors may not rely upon this guide or OHCS's interpretations of the IRC requirements.

No executive, employee or agent of OHCS, or of any other agency of the State of Oregon, or any official of the State of Oregon, including the Governor thereof, shall be personally liable concerning any matters arising out of, or in relation to, the allocation of LIHTC, or the approval or administration of this QAP.

Lenders and investors should consult with their own tax or investment counsel to determine whether a Project qualifies for LIHTCs, or whether an investor may use the LIHTCs, or whether any Project is commercially feasible.

B. **PUBLIC COMMENT REQUIREMENTS FOR THE QAP AND AMENDMENTS**

Pursuant to ORS 456.555(6) (a), the State Housing Council or ~~State~~-Housing Stability Council (Council), with the advice of the Director of OHCS, sets policy and approves or disapproves rules and standards for housing programs of OHCS. The Council, together with OHCS, reviewed the QAP contained herein and recommended it for the Governor's approval. After approval of the QAP, OHCS may make minor and technical amendments to this QAP when changes are necessary to administer the LIHTC Program to effectively serve Oregon's low-income housing needs, and to conform with amendments to IRC Section 42 Regulations and

OHCS goals. Prior to the issuance of any amendment to this QAP, OHCS will issue a public notice in accordance with Oregon Public Meeting Law to allow for public comment. OHCS may adopt any amendments for which it has issued adequate public notice.

#### C. CORRESPONDENCE AND SUBMITTALS

All correspondence and submittals to OHCS pursuant to this Plan shall be in writing and delivered to:

LIHTC Program Manager  
Oregon Housing and Community Services  
725 Summer St. NE, Suite B  
Salem, OR 97301-1266

#### D. VIOLATIONS

OHCS may exercise any of the Remedies described below if:

- The Applicant fails to comply with any Program Requirement including, but not limited to, the timely payment of charges and fees and the execution and recording of documents satisfactory to OHCS;
- OHCS determines the Applicant or other Program participant made a material misrepresentation, directly or by omission;
- OHCS determines the Applicant or other Program participant is debarred from accessing Program resources or otherwise is not a qualifying Applicant; or
- The Applicant, Owner, or other Program participant otherwise defaults with respect to any Program Requirement or obligation to OHCS.

OHCS will have no duty, obligation, or liability to the Applicant, the lender, the tax credit investor, or other related Program participant for exercising such remedies. Applicant and related Program participants, including lenders and tax credit equity investors, expressly waive any claims, causes of action or other remedies against OHCS with respect to a disqualification, cancellation, or modification as described above as a condition of Applicant's filing of its Application or their participation in the Program.

#### E. REMEDIES

In the event of any failure to adhere to the terms of this Plan, including as described above (Violation), OHCS may elect to pursue any and all remedies available to it under the Program

Requirements, including executed documents, or otherwise available to it at law. These remedies include, but are not limited to:

- i. Cancellation of an Application.
- ii. Revocation or modification of an Allocation Credit or other award of OHCS resources.
- iii. Debarment of person or entity from accessing OHCS Programs.
- iv. Recoupment of allocated or disbursed resources.
- v. Specific enforcement.
- vi. Actions for general, specific or punitive damages.
- vii. Appointment of a Project receiver.
- viii. Foreclosure of secured interests or otherwise.

Furthermore, OHCS may, and specifically reserves the right to, modify, waive, or postpone any created restrictive covenants or equitable servitudes with respect to the Project or any part thereof.

Nothing in the Program Requirements is intended, or shall be construed, to create a duty or obligation of OHCS to enforce any term or provision of the Program Requirements or exercise any remedy on behalf of, at the request of, or for the benefit of, any former, present, or prospective resident. OHCS assumes no direct or indirect obligation or liability to any former, present, or prospective resident for violations by the Applicant, Owner or any other Program participant.

#### F. EFFECTIVE DATE

This Qualified Allocation Plan shall be effective upon its approval and execution by the Governor.

## VIII. GENERAL GLOSSARY OF TERMS

~~Allocation~~-Allocating Agency: State Housing Credit Agency (aka Housing Finance Agency)

Allocation Criteria: These are the standards by which OHCS will competitively rank Projects in a NOFA funding round.

Allocation Authority Year: The year in which the tax credit allocation begins its two (2) year allocation period.

Annual Tax Credit Allocation:	The amount of annual tax credit allocation for a Project. The credit is available annually to the Sponsor for a period of ten (10) years. The amount of credit cannot exceed what OHCS deems necessary for the Project's financial feasibility, or the amount the Project is eligible to receive.
Application:	This means the all required Exhibits and Forms, if any, submitted by an Applicant for a Project.
Applicant:	This means the party that submits an Application to OHCS for a Credit reservation including its successors in interest.
Award:	This is a stage when a reservation is funded after meeting all conditions of the Reservation Letter. Projects that convert to an award will be offered an allocation at the end of the year in which the allocation of credits belongs.
Carryover:	The process whereby a 9% LIHTC allocation recipient can request an extension of its Placed in Service requirements for one (1) year.
Carryover Allocation:	The amount of tax credits approved for carryover.
Code or IRC:	These are the rules and regulations of Section 42 of the Internal Revenue Code.
Compliance Period:	This is the period of fifteen (15) taxable years beginning with the first year of a building's ten (10) year "credit period." In addition, each building must have an extended low-income housing commitment which requires, at a <b>minimum</b> , a fifteen (15) year extended use period that begins on the first day of the compliance period and ends fifteen (15) years after the close of the compliance period.
Construction Closing:	Typically, this is the stage in the funding process when all conditions of the Reservation Letter are satisfied and the Project is ready to commence construction.
Credit Period:	The period of ten (10) taxable years beginning with the taxable year in which the building is placed-in-service or, at the election of the Sponsor, the succeeding taxable year, but only if the building is a qualified low-income building at the close of the first year of the period. The credit period for the acquisition of an existing building may not begin until the first year of the credit period for the rehabilitation expenditures for that building.

Development Team:	This means the Applicant, the developer, the Project management consultant, the general contractor and includes all persons or organizations materially involved in the acquisition, construction, rehabilitation, development, or improvement of the Project.
Equity Closing:	Same as Construction Closing. Typically, this is the stage in the funding process when all the conditions of the Reservation Letter are satisfied and the Partnership Agreement is completed.
Federally Subsidized Building:	A building is federally subsidized if it is financed by federal tax-exempt bonds or federal <a href="#">grantsfunds</a> .
Geographic Regions:	These are the three (3) areas of the state (Metro, Non-Metro HUD HOME Participating Jurisdictions, Balance of State) that are grouped for the purpose of identifying needs and allocating funds to Projects through the NOFA Process.
Identity of Interest:	Identity of Interest means a financial, familial, or business relationship that permits less than arm's length transactions. For example: Related Parties; persons, entities, or organizations Affiliated With or Controlled By or In Control Of another; existence of a reimbursement program or exchange of funds; common financial interests; common officers, directors, stockholders, or managers; or family relationships between officers, directors, or stockholders.
LIHTC:	Low Income Housing Tax Credits (aka LIHTC, LIHC or Tax Credits).
NOFA:	The Notice of Funding Availability (NOFA) is a uniform set of requirements for Sponsors to apply and compete for Program funds in a specific funding cycle.
NOFA Funds:	The collective name of the amounts of tax credits, grants or loans requested in a NOFA from various Programs to finance a Project.
Noncompliance:	Noncompliance means a failure to meet any covenant, condition or term of any agreement between the Applicant or Project owner (including their officers, employees, agents, and assignees) and OHCS, a failure to meet the requirements of IRC Section 42 of the Code, or failure to meet any other Program requirements from which a Project received funding.
OHCS:	The section of Oregon Housing and Community Services that is responsible for the funding and administration of the LIHTC, <a href="#">Home HOME</a> and related affordable housing Programs.

Oregon Administrative Rules: The Oregon Administrative Rules (OARs) are the principles by which OHCS administers the LIHTC Program that are approved from time to time through the State Administrative rule process.

Preservation (9% set-aside) Projects where at least twenty-five percent (25%) of the units have federal Project-based rent subsidies, and the Section 8 contracts are expiring; or the USDA Rural Development loans are maturing within 5 years; or the USDA Rural Development restrictive use covenants have expired; or the Project needs recapitalization, per capital needs assessment, of at least \$30,000 per unit; or Projects with public housing units undergoing a preservation transaction involving a comprehensive recapitalization.

Preservation (Developer fee) Projects where at least twenty-five percent (25%) of the units have federal Project-based rent subsidies; or the Project needs recapitalization, per capital needs assessment, of at least \$30,000 per unit; or Projects with public housing units undergoing a preservation transaction involving a comprehensive recapitalization.

Placed-In-Service: This is the date for a new or existing building on which the building is ready and available for its specifically-assigned function. This is usually the date the first unit in the building is certified as being suitable for occupancy under state or local law. Substantial rehabilitation expenditures are treated as Placed-In-Service at the close of any twenty-four (24) month period over which the expenditures are aggregated, or a shorter timeline when appropriate.

Principal(s): This means: (1) with respect to a Project owned by a partnership, the partners; (2) with respect to a Project owned by a limited liability company, the members and managers; and (3) with respect to a closely-held corporation, the shareholders.

Program Funds: The amount of grant funds or tax credit allocation identified in a specific Program to finance a Project or Projects.

Program(s): A Program is a specific source of state or federal funds subject to a set of required codes or statutes that provide a methodology to award funds to the public for the development of affordable housing Projects.

Program Limits: These are the financial limits set by regulation and OHCS on the amount of debt service, LIHTCs, loan amounts, construction contingency,

developer fee, eligible basis, contractor's profit and overhead, and basis boost allowed per Project in the LIHTC Program.

**Program Requirements:** All terms, conditions, covenants, or other obligations of a Applicant or Owner (including through their officers, employees, contractors, agents, and assignees) with respect to a Program from which funding is sought or provided with respect to a Project, including as contained in relevant statutes, regulations, administrative rules, manuals, codes, OHCS directives, policies, applicable documents, or otherwise.

**Project:** A low-income multifamily housing development for which funding, in whole or in part, is sought from or obtained from OHCS, normally including related land and amenities.

**Project Need Severity:** This is the need for a Project in a community as measured by evaluating the affordable housing gap in the county or city, the rate of population growth in the county comparison to the state, the age of the rental housing in the county, the rate of severe rent burden in the county or city in comparison to the state.

**Qualified Allocation Plan (QAP):** The plan, required by IRC Section 42 Code, signed by the Governor, which establishes the process and policies by which OHCS will allocate Tax Credits to qualified Projects.

**Qualified Nonprofit Organization:** This is an organization described in IRC Section 501(c)(3) or 501(c)(4) that is exempt from federal income tax under IRC Section 501(a) if OHCS determines the organization is not affiliated with or controlled by a for profit organization and an exempt purpose of such organization includes fostering low-income housing.

**Related Entity/Person:** These include, but are not limited to: (1) members of a family; (2) a fiduciary and either a grantor or a beneficiary of a trust; (3) a party and a federally tax-exempt organization that the party, or members of the party's family, controls; (4) a party and either a corporation or a partnership in which the party has more than a fifty percent (50%) interest; (5) two (2) business entities, either corporations or partnerships, where a party has more than a fifty percent (50%) interest in each; (6) two (2) corporations that are members of the same controlled group; and (7) two (2) parties engaged in trades or businesses under common control.

Reservation Letter:	When a Project is selected to receive a reservation of Program Funds, the award is documented in a Reservation Letter aka the “Reservation”. The Reservation Letter is a form of conditional commitment whereby the state agrees to fund an award when a Sponsor has completed all the requirements listed in the Reservation Letter.
Reservation and Extended Use Agreement (REUA):	This is a legal agreement that contains the terms and conditions of the obligatory period of affordability and chosen rent and income levels, which are incorporated by reference into the recorded Declaration of Land Use Restrictive Covenants. The LIHTC Declaration is recorded after Project completion.
Reservation Period:	The maximum time frame allowed for fulfilling all the terms and conditions of the Reservation Letter.
Regulatory Agreement:	This is any and all agreements establishing Project operating obligations and standards including, but not limited to, restrictive covenants and equitable servitudes. It is commonly called a “Declaration” or “LURA” (Land Use Restrictive Agreement).
Sponsor:	The organization or entity that applies for funding for a Project from OHCS.
Underserved Area:	This is a Region, county, city whose existing affordable housing are identified as underfunded relative to its affordable housing need
Visitability:	This means that a Project is able to be approached, entered and used by individuals with mobility impairments including, but not limited to, individuals using wheelchairs.

IX. APPENDICES

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APPENDIX A:

**Architectural Submission Requirements**

**I. Overview ..... 1**

**II. Projects Involving Rehabilitation of Existing Structures ..... 1**

**III. Projects Involving New Construction and/or Major Exterior Modifications ..... 2**

**IV. OHCS Project Guidance & Oversight ..... 3**

**I. Overview**

The Department supports the development of quality affordable housing that is well designed, safe, supports and improves upon the aesthetics and living environment of the community, empowers and enhances the self-esteem of the residents it houses and serves, and contributes positively to the quality of life in Oregon.

Meeting this goal of creating and preserving quality affordable housing projects require careful design, material selection and oversight by all members of the project development and design team as well as the engagement of highly skilled and knowledgeable construction professionals during the project’s construction phase. Careful preparation of the materials required for application is a critical initial step in the development of successful affordable housing projects.

**II. Projects Involving Rehabilitation of Existing Structures**

Note: For projects that also involve new construction or major exterior modifications to an existing structure, the application submission requirements given under part III of this Appendix A are also required

**a) Submission Requirements**

**Capital Needs Assessment**

All Applications for rehabilitation projects must include a professional, independent, third party Capital Needs Assessment (CNA).

For NOFA Projects, unless stated otherwise, the CNA must be less than twelve (12) months old at the time of application, so that if the Project is awarded funds the CNA will be within eighteen (18) months at the time of closing.

For 4% LIHTC Projects, the CNA must have been completed prior to eighteen (18) months of construction closing.

The CNA must address the following components:

- 1. Critical repair items:** All health and safety deficiencies, or violations of Housing Quality Standards (or Uniform Physical Condition Standards), requiring immediate remediation.
- 2. Two (2) year physical needs:** Repairs, replacement and significant deferred and any other maintenance items that need addressing within twenty-four (24) months of the date of the report.

- Include any necessary redesign of the Project and market amenities needed to restore the property to a reasonable standard of livability.
- Include these repairs in the development budget and fund with construction-period fund sources.

3. **Long term physical needs:** Repairs and replacements beyond the first two (2) years required to maintain the Project’s physical integrity over the next thirty (30) years, such as major structural systems that will need replacement during that period. These repairs are to be funded from the Replacement Reserves Account.
4. **Analysis of reserves for replacement:** CNA’s must include a thorough analysis of reserves for replacement, including an estimate of the initial and on-going monthly deposit into the Replacement Reserve needed to fund on-going physical needs and the expected useful life of major building systems. This analysis must not include the cost of critical repair items, two (2)-year physical needs or any work items treated as normal maintenance or repair expense.. The exact amount of the required reserves may vary depending upon the extent of the rehabilitation targeted and the age and condition of the remaining components, subject to the Department’s discretion

The Department will require that the scope of rehab addresses recommendations in the CNA satisfactory to OHCS. OHCS would be looking to have health and safety issues addressed at rehab and that other nonfunctioning elements that need to be replaced or maintenance required be addressed either at rehab or be part of a plan to address at unit turnover. OHCS has a preference that the minimum rehab investment be \$30,000 per rental unit. **If Less than One Hundred Percent (100%) of the Units Have Been Inspected:**

- The CNA must include an explanation that includes any assumptions about areas that were not inspected and the reasons for making those assumptions.
- The CNA must be the basis from which the scope of work for the project has been developed and the basis on which any capitalized or annual contributions to the replacement reserves are based.
- Such other information as the Department may require.

### **III. Projects Involving New Construction and/or Major Exterior Modifications**

Note: For projects that also involve rehabilitation of an existing structure, the application submission requirements given under part II of this Appendix A are also required

#### **a) Submission Requirements**

The following preliminary development related documentation is required at the time of application only when the project proposes any new construction or building development or involves significant changes to the exterior character of an existing building.

##### **1) Vicinity Map**

Indicating the location of the site and amenities important to the residents such as groceries, schools, parks, activities on adjacent properties (e.g. single family dwellings, commercial retail etc.), and public transportation. If appropriate, the same vicinity map required in the environmental review checklist may be used.

## 2) Context Photos

Showing the property and adjacent properties. Indicate on the vicinity map where the photographs were taken. If the site varies in slope, submit photographs showing the extent and nature of the sloped areas. If photocopy photos are taken, include original photos in the original application and copied photos in the application copies.

## 3) Preliminary Site Plan

Showing early development related intent for the project. The site plan must include the following information:

- i. Drawing Scale (1"=40' minimum) and North Arrow.
- ii. Property Lines
- iii. Land-use (zoning) designation(s) including any applicable special overlay zones.
- iv. Special environmental conditions such as "wetland" areas.
- v. Identification all known easements, encroachments and adjacent land uses
- vi. Site contours or, at a minimum, spot elevations at the corners of the property and each side of all proposed and existing buildings and showing preliminary grading including drainage away from buildings.
- vii. Site features such as existing structures to be removed, trees or hedges to be retained and general areas of new plant materials, with other site features.
- viii. All buildings with unit front entries indicated.
- ix. All paved surfaces and site lighting, if determined.
- x. Any fencing at perimeter of site and between units and buildings.
- xi. Mechanical and electrical equipment such as transformers, if determined.
- xii. Trash holding areas, if known.

## IV. OHCS Project Guidance & Oversight

### a) Project Development Manual; Architectural Guidance and Standards

The Department has established a set of design and construction standards to aid project stakeholders in the process of developing quality affordable housing in keeping the Department's mission and vision. These standards are presented in detail in the Department's Project Development Manual (PDM) which will be posted to the OHCS website in conjunction with any NOFA application. Principally, the standards encourage and direct project stakeholders in the use and integration of industry best practices in all aspects of the planning, design and construction process.

### b) Design of Quality Affordable Housing

The design of quality affordable housing requires skillful integration of many disparate design factors and principles. The following list outlines some of the major design elements that will need to be carefully

integrated during the design phase of the project to meet the design standards established by OHCS. The elements listed below are described in more detail in the OHCS Project Development Manual.

- 1) Site, Building, and Dwelling Unit Design Standards
- 2) Indoor and Outdoor Environments
- 3) Land-Use and Building Code Requirements
- 4) Sustainable “Green” Design and Construction Standards\*
- 5) Accessibility Standards and “Visitability”
- 6) Material Selection and Building Envelope Best Practices
- 7) Durability & Maintenance
- 8) Health & Safety

Applicants may choose from the Enterprise Green Community, Earth Advantage Homes, LEED Certification in addition to other OHCS identified paths.

**c) Compliance and Department Oversight**

Once a project receives a funding reservation from OHCS (Qualifying Project), the Department may be required by the Program rules to review project documents during the planning and design phases of the project and/or to perform inspections during the project’s construction phase. Alternatively, OHCS also reserves the right to review project documents and to perform inspections of the construction work on any project funded by OHCS even where a Program does not necessarily direct the Department to do so. Although such reviews and inspections are important to ensure compliance with Program and Department requirements, OHSC’s primary objective in undertaking project oversight activities is to support the development team by maintaining Program and Affordable Housing related expertise on the project for the full period of its development.

**APPENDIX B:**

**LIHTC MARKET ANALYSIS & APPRAISAL**

**I. Overview: ..... 1**

**II. Timeline:..... 1**

**III. Market Analysis and Appraisal Guidelines:..... 2**

**IV. Market Analysis Components:..... 3**

**I. OVERVIEW:**

A complete market analysis following OHCS Market Analysis Guidelines must be submitted for approval within 90 days following the date of the Reservation Letter for 9% LIHTC and are due at application for 4% LIHTC. Accommodation of this requirement may be provided in writing by OHCS if the construction or permanent lender orders a FIRREA compliant appraisal naming OHCS as an intended user and includes a market analysis prepared in compliance with OHCS Guidelines.

The market analysis must satisfy the requirements of this section, and Section 42 of the Code. An independent third party analyst, using generally accepted principles and theory, must prepare the market analysis. The analyst must be included on the OHCS list of approved providers. The analyst must have demonstrated experience in the proposed Project’s market area and with the rent-restricted market. The rental analysis section included in the market analysis report must be completed by a State Certified General Appraiser.

**II. TIMELINE:**

A previously prepared market analysis must have an effective date no more than six (6) months prior to the Reservation Letter date. “Updates” of older market analyses will not be accepted since an “update” is actually considered a new assignment.

OHCS will accept a recent FIRREA appraisal with an effective date of no more than six (6) months prior to the date of the Reservation Letter in lieu of the required market analysis provided the market analysis and rent discussion sections include the information detailed in the OHCS Market Analysis Guidelines.

Deadlines for delivery of an appraisal to OHCS:

- 9% LIHTC programs– Acceptable appraisals must be received within ninety (90) days of Reservation Letter.
- 4% LIHTC program – Acceptable appraisals must be received as soon as available, but no later than ninety (90) days prior to construction close.

### III. MARKET ANALYSIS AND APPRAISAL GUIDELINES:

In order to allow OHCS to determine the eligible basis of either the existing or new construction “improvement/buildings” in a project, an appraisal prepared in conformance with Oregon Statutes, FIRREA standards and OHCS policy is required.

- FIRREA standards require that appraisals must be ordered by the lender or other insured financial institution - which must define the purpose of the appraisal and provide guidance to the appraiser as to the bank or financial institution requirements - and the bank or financial institution must engage the appraiser, who cannot be related in any way to the seller or buyer.
- For Projects that currently have restricted rents, the appraisal must include an “As is” Restricted Rent Value.
- For Projects that currently receive or will receive at time of sale “project based” subsidy, the appraisal must include an “as is” restricted rent value taking into consideration the subsidy that is generally marked to market.
- For Projects that do not currently have restricted rents, the appraisal must include an “as is” Market Rent Value.
- In all appraisals an “as is” Market Value for land must be included that reflects all restrictions on the land.
- OHCS must be named as an intended user and permission granted to OHCS to discuss the report with its preparer.

To avoid delays or additional costs to the borrower, it is suggested that the Requestor obtain OHCS’s approval of the scope of work in the letter of engagement before the appraiser is engaged.

The market analysis must demonstrate to OHCS the Project is creating, preserving, or renovating housing that current market forces are not addressing. In addition, the market analysis must address current market conditions and determine the Project is viable and provides units at below-market rents or provides some other public benefit.

Note that acquisition/rehab guidelines somewhat differ from new construction guidelines.

At OHCS’s discretion OHCS may require further market support of the Project, or accept a market analysis in a different format. Any deviation from the market analysis Guidelines must be approved in writing by OHCS prior to submission of the report. OHCS reserves the right to contact the market analyst as needed.

The list of approved providers may be found on the OHCS website at:

<http://www.oregon.gov/ohcs/HD/HRS/LIHTC/ApprovedMarketAnalystsList.pdf>

You may also contact OHCS’s Multi-Family Housing Finance Section.

#### **IV. MARKET ANALYSIS COMPONENTS:**

All market analyses should include the following summarized sections as well as the more detailed Market Analysis Guidelines:

1. Report Title Page
2. Letter of Transmittal
3. Table of Contents
4. Executive Summary
5. Photographs of Project
6. Assumptions and Limiting Conditions
7. Scope of the Assignment
8. Regional Analysis
9. Primary Market Area (PMA) Analysis
10. Site Description & Analysis
11. Improvement Description & Analysis
12. Target Market Identification
13. Demand Analysis
14. Supply Analysis
15. Reconciled Estimate of Marginal Demand
16. Capture Rate Development
17. Conventional Market-rate Rents
18. Affordable (low income) Market Rents
19. Certification
20. Addendum

**APPENDIX B:**

**PROJECT MONITORING**

I. OVERVIEW ..... 1

II. ASSET MANAGEMENT AND COMPLIANCE..... 2

III. COMPLIANCE MONITORING PROCESS ..... 2

IV. COMPLIANCE STATUS TRACKING..... 2

V. OWNERSHIP, MANAGEMENT PLANS AND QUALIFICATIONS ..... 3

VI. ANNUAL OWNER CERTIFICATION REPORTING AND MONITORING..... 3

VII. INSPECTIONS ..... 3

VIII. LIABILITY..... 3

IX. CORRECTION OF NON-COMPLIANCE CONDITIONS ..... 3

X. NON-COMPLIANCE REQUIRING ADDITIONAL DEPARTMENTAL STAFF TIME ..... 4

XI. ACQUISITION/REHABILITATION TENANT CERTIFICATION POLICY ..... 4

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XIII. HOUSING AND ECONOMIC RECOVERY ACT (HERA) OF 2008 DATA COLLECTION ..... 5

XIV. RECORDKEEPING AND RECORD RETENTION..... 5

XV. Certification and Review Provisions: ..... 6

**I. OVERVIEW**

As the authorized allocating agency for the State of Oregon, the Department is responsible for monitoring the property for compliance with Section 42 of the Code, IRS and Treasury regulations (rulings, procedures, decisions and notices), the Fair Housing Act, State laws, local codes, Department loan or regulatory documentation, and any other legal requirements. The Department may adopt and revise standards, policies, procedures, and other requirements in administering the tax credit program. Owners must comply with all such requirements if implemented after the QAP is approved.

The Department is responsible for establishing compliance monitoring procedures and must report noncompliance to the IRS. Monitoring each project is an ongoing activity that extends throughout the extended use period (a minimum of 30 years). Projects with funding sources obtained from the Department, in addition to the credits, will be monitored for the most restrictive requirements of all combined programs. Owners must be aware of the differences in program regulations. The Department’s

Compliance Manual is incorporated via reference and may be found at <http://www.oregon.gov/ohcs/Pages/compliance-monitoring-manual-lihtc.aspx>

The Department may perform an on-site review of any building in the Project, interview residents, review residents' applications and financial information, and review an Owner's books and records relating to the Project consistent with law as it determines to be appropriate. A Project must provide the Department reasonable access to the Project and its books and records and reasonably cooperate in all such compliance monitoring. In connection with its obligation, an Owner must take all action as may be reasonably necessary to allow the Department to inspect housing units occupied by residents.

## **II. ASSET MANAGEMENT AND COMPLIANCE**

Asset management will evaluate Risk and assess monitoring requirements based on a review of the following elements for compliance:

- Most recent rating received for management review;
- Physical inspections;
- Tenant file review;
- REAC scores;
- Submission of required reporting including financial audits and certification of program compliance (CCPC's);
- Owner and management cooperation with reporting and communication;
- Need or outcome for a community evaluation within the last year

## **III. COMPLIANCE MONITORING PROCESS**

- A. The Compliance Monitoring Process is based upon the following components:
  - i. IRC Section 42 and the promulgated regulations in the Oregon Administrative Rules for the LIHTC program
  - ii. Qualified Allocation Plan for projects with Building Identification Numbers (BIN) beginning with OR90
  - iii. Department's Compliance Manual
  - iv. Declaration of Land Use Restrictive Covenants in effect for all projects.
- B. In addition, the following conditions/criteria are met:
  - i. Each low-income unit in the project is rent restricted.
  - ii. Each building in the project is suitable for occupancy, considering local health, safety, and building codes (or other habitability standards); and, the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low-income unit in the project. Additionally, all low-income units have been continually occupied, vacant but rent ready or vacant for redecorating and/or minor repairs for a period of less than 30 days, throughout the reporting period.
  - iii. No tenants have been evicted for other than good cause.

## **IV. COMPLIANCE STATUS TRACKING**

The Department uses the monitoring policy to track Owner compliance with Section 42 and the Department's requirements. Issues tracked and recorded include, but are not limited to, the following items:

1. Any IRS Form 8823 events as a result of monitoring
2. Owner compliance with Department-required reporting deadlines
3. Performance of management agents employed by the Owner
4. Fair Housing violations

## **V. OWNERSHIP, MANAGEMENT PLANS AND QUALIFICATIONS**

The Department reviews all changes in Ownership and/or Management Agent. Department policy requires notice sixty (60) days prior to any change. The Owner submits the proposed new Management Plan and qualifications to Asset Management, satisfactory to the Department. Management agents and/or Owners are responsible to comply with LIHTC program requirements demonstrated by prior LIHTC experience or current relevant LIHTC training and certification.

## **VI. ANNUAL OWNER CERTIFICATION REPORTING AND MONITORING**

Annual certification of continuing compliance is due February 28<sup>th</sup> of each year.

- A. Monitoring of a project will occur as follows:
  - i. An on-site inspection of all buildings in a project will occur by the end of the second year following the date the last building is placed in service. This review will include a physical inspection and a review of the low-income certification and documents supporting the certification for at least 20 percent of the tenants,
  - ii. Then, at least once every three years, the Department will conduct an on-site inspection of each building exterior and all common areas in a project and will review tenant files and complete a physical inspection of at least 20 percent of the project's low-income units.
- B. When a project is scheduled for review, the Department shall:
  - i. Perform the on-site file, property, and unit inspections. File inspection may occur electronically. Uniform Physical Condition Standards (UPCS) are adopted as the physical inspection protocol for the Department.
  - ii. Inform the Owner as soon as possible of any finding of non-compliance resulting from the inspections.

## **VII. INSPECTIONS**

The Department reserves the right to delegate physical property and unit inspections to third parties in accordance with Oregon or Federal Streamlining Compliance processes.

## **VIII. LIABILITY**

Compliance with the requirements of Section 42 and state regulation is the responsibility of the Owner. The Department is not liable for an Owner's non-compliance.

## **IX. CORRECTION OF NON-COMPLIANCE CONDITIONS**

The Department provides written notice of non-compliance to the Owner if:

1. The Annual Certification Report and attachments are not received by the due date.
2. The project is found to be out of compliance, through inspection, review or other means, with the provisions of IRC Section 42 or state regulations. The Owner will have thirty (30) days from the date of notice to supply any missing information for the Annual Certification Report and correct any non-compliance issues. The Department may grant an extension of up to ninety (90) days. At the end of the allowable correction period, the Department is required to file IRS Form 8823, "Low Income Housing Credit Agencies Report of Noncompliance," with the IRS. All non-compliance issues are reported whether corrected or not. The Department will explain the nature of the non-compliance or failure to certify and whether the non-compliance has been corrected. The IRS will make any determinations as to the applicability of recapture penalties, not the Department.

#### **X. NON-COMPLIANCE REQUIRING ADDITIONAL DEPARTMENTAL STAFF TIME**

The scope of non-compliance detected during any monitoring activity will be evaluated by the Department. At its discretion, the Department may expand the audit sampling for additional review. This expansion could extend to 100 percent of the units and/or files deemed to have noncompliance issues. The Department reserves the right to require the Owner to hire a third party auditor acceptable to the Department, at the Owner's expense, to complete corrective action related to non-compliance.

The Department may request other items to assess project status including, but not limited to:

1. Audited annual financial statements
2. Annual operating statements showing actual income and expenses as they relate to the real property
3. Documentation that all State requirements are met

#### **XI. ACQUISITION/REHABILITATION TENANT CERTIFICATION POLICY**

Projects that receive an allocation of credits for both acquisition and rehabilitation are not required by the Department to complete tenant certifications for both sets of credits for the same households. Owner may choose to complete a rehab certification as well.

Starting at initial lease-up, the Department may request, from the Owner, compliance reports identifying low-income occupancy for each building in a project. The reports should reflect month-end information for each month of the first year of the credit period. The reports will identify each unit, all adult tenant names in each unit, and the income level at move-in or initial certification. Additional information may be requested.

#### **XII. FEDERAL FAIR HOUSING ACT**

1. OHCS Responsibility: On receipt of notifications from HUD or DOJ, the Department will file a Form 8823 with the IRS noting the potential violation, and notify the owner in writing. The Department will report potential Fair Housing Act violations discovered during their compliance

monitoring activities to the HUD Regional office, or other fair housing enforcement agencies as appropriate.

The Department is responsible for monitoring Fair Housing violations including Affirmative Fair Housing marketing plans, if required, and fair housing complaints.

2. IRS Responsibility: The IRS will send a letter to the Owner notifying them that a finding of discrimination will result in the loss of low-income housing tax credits.

### **XIII. HOUSING AND ECONOMIC RECOVERY ACT (HERA) OF 2008 DATA COLLECTION**

To the extent required by federal law, the Owner/Agent will assist the Department with meeting federal reporting requirements by collecting and submitting information annually concerning the race, ethnicity, family composition, age, income, disability status, monthly rental payments, and use of rental assistance under section 8(o) of the United States Housing Act of 1937 or other similar assistance, of all low income households.

### **XIV. RECORDKEEPING AND RECORD RETENTION**

1. Recordkeeping: The Owner of a low-income housing project must keep records for each building in the project for each year of the term of the Regulatory Agreement (Extended Use Agreement):
  - a) The total number of residential rental units in the building (including the number of bedrooms and the size in square feet of each residential rental unit);
  - b) The percentage and number of residential rental units in the building that are low-income units;
  - c) The percentage and number of residential rental units in the building that are subject to the additional low-income unit set-aside requirements;
  - d) The percentage and number of residential rental units in the building that are subject to the special-needs unit set-aside requirements;
  - e) The rent charged for each low-income unit in the building (including any utility allowances);
  - f) The number of occupants in each low-income unit;
  - g) The number of occupants in each residential rental unit in the building that is subject to a special-needs unit set-aside requirement related to household size;
  - h) The low-income unit vacancies in the building and information that shows when, and to whom, the next available units were rented;
  - i) The vacancies of any additional low-income set-aside units in the building and information that shows when, and to whom, the next available units were rented;
  - j) The vacancies of any special-needs set-aside units in the building and information that shows when, and to whom, the next available units were rented;
  - k) The initial annual income certification of each low-income resident and any recertification of income that is required;

- l) Documentation to support each low-income household's income certification;
  - m) Documentation to support that each household that is subject to a special-needs unit set-aside for such special-needs unit set-aside or commitment;
  - n) The eligible basis and qualified basis of the building at the end of the first year of the credit period;
  - o) The character and use of the nonresidential portion of the building included in the building's eligible basis under Section 42(d) of the Code; and
  - p) The date that a resident initially occupies a rental unit and the date that a resident moves out of a rental unit.
  - q) The Owner shall also keep such additional records throughout the term of the Regulatory Agreement (Extended Use Agreement) necessary or appropriate to demonstrate compliance with the Code, the tax credit program and the Owner's commitments and obligations under the tax credit program contracts, including the Regulatory Agreement (Extended Use Agreement).
  - r) Other non-optional charges
  - s) Federal Rent Restriction
  - t) Deeper non-Federal Rent Restriction
  - u) Current LIHTC Rent Limit
  - v) Federal Rent Assistance
  - w) Source of Federal Rent Assistance
  - x) Non-Federal Rent Assistance
2. Record Retention: The Owner of a low-income housing project must, during the term of the Regulatory Agreement (Extended Use Agreement), retain the records described above: (i) for at least six (6) years after the due date (with extensions) for filing the federal income tax return for that year; and, (ii) with respect to any year for which an income tax return is not filed or does not reflect the Credit for such project, for at least six (6) years after the end of that year. The records for the first year of the credit period as defined under Section 42(f)(1) of the Code, however, must be retained for at least six (6) years beyond the due date (with extensions) for filing the federal income tax return for the last year of the compliance period as defined under Section 42(i)(1) of the Code with respect to a building in the project.

Except as otherwise provided, the Owner of a low-income housing project must, during the term of the Regulatory Agreement (Extended Use Agreement), retain the original local health, safety, or building code violation reports or notices that are issued by any state or local government unit.

## **XV. Certification and Review Provisions:**

### **Certification:**

- A. The owner of a low-income housing property must certify to the Department that the project meets the minimum requirements of:

1. 20 – 50 test under Section 42(g)(1)(A) of the Code; or 40 – 60 test under Section 42(g)(1)(B) of the Code.
2. There has been no change in the applicable fraction (as defined in Section 42 (c)(1)(B) of the Code) for any building in the project.
3. For 100% LIHTC properties, the owner has received a Tenant Income Certification at initial occupancy and at the first-year anniversary along with third-party documentation to support each certification. OR for Properties that are not considered to be 100% LIHTC, the owner has obtained a Tenant Income Certification from each low-income household at initial occupancy and annually, along with third-party documentation to support each certification.
4. Each low-income unit in the property has been rent-restricted under Section 42(g)(2) of the Code.
5. All low-income units in the property are and have been for use by the general public and used on a non-transient basis (except for transitional housing for the homeless provided under Section 42 (i)(3)(B)(iii) of the Code).
6. No finding of discrimination under the Fair Housing Act, 42 U.S.C 3601-3619, has occurred for this property. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development (HUD), 24 CFR 180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C 3616a(a)(1), or an adverse judgment from a federal court
7. Each building in the property is and has been suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards), and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the property. Additionally, all low income units have been continually occupied, vacant but rent-ready, or vacant for redecorating and/or minor repairs for a period of less than 30 days, throughout the reporting period.
8. There has been no change in the eligible basis (as defined in Section 42(d) of the Code) of any building in the property since last certification submission.
9. All tenant facilities included in the eligible basis under Section 42(d) of the Code of any building in the property, such as swimming pools, other recreational facilities, parking areas, washer/dryer hookups, and appliances were provided on a comparable basis without charge to all tenants in the buildings.
10. If a low-income unit in the property has been vacant during the year, reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to tenants having a qualifying income before any units were or will be rented to tenants not having a qualifying income
11. If the income of tenants of a low-income unit in any building increased above 140% of the applicable income limit as allowed in Section 42(g)(2)(D)(ii) of the Code, the next available unit of comparable or smaller size in that building was or will be rented to residents having a qualifying income.
12. I Any evictions of tenants of a low-income unit in any building were executed only for good cause, as required in Section 42(h)(6)(B)(i) of the Code, as described in Q&A of Rev. Rul. 2004-82.

13. An extended low-income housing commitment as described in Section 42(h)(6) was in effect, including the requirement under Section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the property to an applicant because the applicant holds a voucher or certificate of eligibility under Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437s. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a Section 8 voucher and the property otherwise meets the provisions, including any special provisions, as outlined in the extended low-income housing commitment
14. The owner received its credit allocation from the portion of the state ceiling set-aside for a property involving "qualified nonprofit organizations" under Section 42(h)(5) of the code and its non-profit entity materially participated in the operation of the development within the meaning of Section 469(h) of the Code.
15. There has been no change in the ownership or management of the property in the past 12 months

**Review.**

Under the review provision, a monitoring procedure must require:

1. The Annual Reporting Spreadsheet
2. The current utility allowance information
3. Copy of IRS Form 8609, where Part II "First-Year Certification" has been completed, signed, and dated by owner

## APPENDIX D:

### RESIDENT SERVICES

I. Resident Services Description Goals .....	1
II. Resident Services Description Guidelines .....	1

The Applicant is required to provide a Resident Services Description at the time of Application, in accordance with the goals and guidelines below.

#### I. Resident Services Description Goals

The anticipated outcomes and overall goals of the Resident Services Description and subsequent plan are as follows:

- i. 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
- ii. 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.

#### II. Resident Services Description Guidelines

A Resident Services Plan must include these general guidelines:

- i. General low-income population support and services may include improving residents' ability to maintain their lease obligations, enhance quality of life through programs for employment, education, income/asset building, child and youth development, community building and improving access to services.
- ii. Elderly support and services should include improving residents' ability to uphold their lease throughout the aging process through better access to health and other services, enhanced quality of life through community building, socialization, and other programs.
- iii. Support and services for special needs population should focus on the strengths and needs of the target population to provide for not only the daily support but to be part of the larger community.

**APPENDIX E:**

**SCHEDULE OF CHARGES**

**I. OVERVIEW ..... 1**

**II. PROGRAM CHARGES ..... 1**

**I. OVERVIEW**

The Department has set the charge schedule listed below. The Department may make additions and modification to the charge schedule. Charges paid are not refundable once submitted to the Department at the time required according to the schedule below.

Submit payment with the Charge Transmittal form.

Charges are non-refundable.

If awarded, Department grant resources may be requested for reimbursement of Department charges, excluding the application charge.

**II. PROGRAM CHARGES**

When applying for any Program funds, the Requestor must pay each applicable charge. These charges are as follows:

**Charges required with the Notice of Funding Availability (NOFA) for the 9% Low Income Housing Tax Credit Program (LIHTC), the HOME Investment Partnership Program (unless prohibited by Program), and associated resources, include:**

Application Charge: The lesser of \$25 per unit or (.5%) of the total funds requested. Minimum \$100.

After a funding Reservation is issued, the following charges apply:

Recipient Charge: Assessed on the cumulative total of NOFA resources:

<\$300K = \$1,000

\$300K = \$2,000

LIHTC = \$2,500

Farmworker Tax Credits: \$200 for each development that receives credits.

Construction Monitoring: \$25,000 per project (HOME only)

Document Preparation: \$100 per recorded document (normally assessed in escrow)

**The following charges are associated with the 9% Low Income Housing Tax Credit Program:**

- LIHTC Reservation: 5.5% <30 units or 6.5% >=30 units
- Late Carryover: If carryover application is received after December 1st: \$1,000 plus \$200 per business day, plus \$100 per hour for re-evaluation.
- Late Final Application: \$1,000 if final application is received more than six (6) months past placed-in-service date, plus \$100 per month, plus \$100 per hour for re-evaluation.
- Monitoring: \$35 per unit per year for first fifteen (15) years.  
\$25 per unit per year for each year in the extended use period.

**The following charges are associated with the 4% Low Income Housing Tax Credit Program:**

- Application Charge: \$25 per unit + \$1,500 per additional site (scattered site properties)
- LIHTC Reservation: Twelve percent (12%) of annual allocation
- Recipient Charge \$2,500
- Late Final Application: \$1,000 if final application is received more than six (6) months past placed-in-service date, plus \$100 per month, plus \$100 per hour for re-evaluation.
- Monitoring \$35 per unit per year for first fifteen (15) years.  
\$25 per unit per year for each year in the extended use period.

**The following charges are associated with the tax-exempt conduit bond program (does not apply to bond re-funding):**

- Application Charge: \$1,500
- Issuance Charge:
  - <\$10,000,000 = One point five percent (1.5%) of aggregate bond amount
  - >\$10,000,000 = One percent (1.0%) of aggregate bond amount
- Issuance charge is capped at \$100,000
- Draw Downs are allowed only on an exception basis (\$10,000,000 minimum, additional (.5%) issuance charge)
- DOJ: Included in issuance
- Treasury: Included in issuance
- Monitoring: \$10 per unit per year (this is in addition to any applicable LIHTC monitoring charges)