Instruction Manual

for

2016 NOFA Applications

Manufactured Dwelling Parks

Effective Date: September 30, 2016

Version 1.0
September 30, 2016

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INTRODUCTION

These instructions will guide an Applicant through the Application process, including the identification of the forms, exhibits and required documents, some guidance on how to fill them out, and the order in which to present them.

The NOFA Application

Submit the NOFA Application package in these Four (4) parts:

Part 1: The NOFA Submission
- 1.1 Application Submission Checklist
- 1.2: NOFA Cover Sheet
- 1.3: Application and Charge Transmittal
- 1.4: Authorization and Acceptance Form
- 1.4A: Board of Directors Resolution (if required)
- 1.5: Copy of Organization Documents
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The Part 1 NOFA Submission contains the Application forms and charges, authority documents, and Application materials necessary to pass the First review (Administrative Review) for completeness and timeliness of delivery. As stated in the NOFA, completing and submitting these forms is a pass/fail review.

Part 2, the Application and Project Worksheet, contains the core information about the Sponsor/Applicant and the Project improvements. The Department uses Applicant and Project information to determine if the Project's attributes meet the appropriate Program criteria (Program Requirements). The Department will enter information from your Application into its database and will use the data for future benchmark reports. Submit complete and accurate information.

Part 3 of the NOFA submission includes all of the remaining information needed for Program review and Threshold qualification. As stated in the NOFA, the Application must pass all such threshold standards in order for it to be considered by the Department for funding.

This NOFA is first-come first-served.

The Application Submission Requirements

Compile the Application in the following manner:

Submit one (1) original.

Submit one (1) electronic version of the completed Application on a CD or thumb drive. Save Application materials in Microsoft Word or Excel to the electronic device. Save third-party reports in a Portable Document Format (PDF).

Do not bind or staple the Application sets. Secure each set with a binder clip or rubber band.

Use only 8 ½ x 11" paper.

Use only 11 or 12 pt. type font.

All submissions are to be printed single-sided.

Tab each section for reference.

The Department will not accept pre-punched (drilled) paper.

The Department will not accept emailed or faxed Applications.

Note: If a page of the Application does not apply to your Project, write "N/A" on the page and submit it with your Application. If an entire section of the Application does not apply to your Project, do not submit it.

Deliver the Application in the following manner:

Funds in this NOFA are awarded on a first-come first-served basis and may close earlier than the stated NOFA closing date if all funds have been reserved for projects.

Applicants should refer to the dates outlined in the applicable NOFA for the final due date. The deadline for delivery is 4:00 pm on the due date. Applications received after the 4:00 deadlines will be disqualified from processing.

The Department will not accept missing Application materials after the deadline. Careful review of the Application is critical before submission. The Department may reject an Application at the Administrative Review threshold stage, *inter alia*, for missing documentation.

NOTE: *Any material submitted to OHCS becomes its property. OHCS reserves the right to contact any and all third parties listed within the application for verification of information provided or other questions arise from application material. OHCS may also contact third parties providing information after Reservation of grant funds have been reserved.*

Consider the following when filling out the Application:

In this instruction manual you will find directions for the tables, forms and questions in the Application. Please read the instructions carefully for each section before you begin.

These instructions do not address every page of the Application, but you must complete and submit all information requested about your Project on each form.

Read the appropriate Program Manual for more information about the requirements of each funding source.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

The Department designed the Application to provide the reviewer with all applicable information while limiting the amount of narrative responses and supportive materials the Applicant must submit. Do not submit documents the Department has not requested. Answer all questions completely and succinctly.

PART 1: APPLICATION DATA SUBMISSION – NOFA Section 3.1 Application Review

1.1: Application Submission Checklist

The entire Application package with all the Sponsor and Project Information must be completed and submitted along with all the forms, required exhibits and documents requested in each section of the Instructions.

The Application Submission Checklist will help you determine what documents you must submit and where they should be in the Application. Include the completed Application Submission Checklist with your Application. Every page of the Application should appear in the same order it appears in the checklist. Number all pages of the Application and note the numbers on the checklist. Please use the checkboxes to track items as you complete them.

1.2: NOFA Cover Sheet

The authorized signor must complete and execute the NOFA Cover Sheet, which contains a certification of acceptance of the NOFA Terms and conditions, Affirmative Action and Equal Employment Opportunity and sponsor authority declarations. Applicant must agree to all of these.

1.3: Application and Charge Transmittal

Carefully complete the charge calculations on the Charge Transmittal. **Attach your check** to the transmittal page. **Payments are non-refundable.**

The Application Charges:
Charges required with the Notice of Funding Availability (NOFA) for the Manufactured Dwelling Parks Program, and associated resources, include:

- Application Charge: $250.

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

- Recipient Charge: A 2% Reservation Fee is due upon the Applicant's written acceptance of the reservation letter and payable at the time of the closing or 90 days after acceptance of the reservation letter (whichever is sooner). The Reservation Fee is 2% of all requested grant funds.
- Execution of Declaration: After the Agency has executed the grant agreement, if the owner wishes to transfer ownership, a transfer application charge of $250 will be due to Agency along with the transfer request and a $500 per document preparation charge shall be due to Agency upon closing of the ownership transfer or sale.

- Document Preparation: $100 per recorded document (normally assessed in escrow)
- The applicant shall reimburse Agency for all reasonable Department of Justice costs incurred during the course of the initial grant request, or any subsequent transfer of ownership. Agency will send an invoice for the Department of Justice costs to the Applicant for payment.

Charges for requesting additional resources:

- For loss of a funding source or increased Project costs:
  - Any NOFA funding source: (other than LIHTC & OAHTC) — 1% of the gross amount of the funds requested.

Submit payment with the Charge Transmittal form.
Charges are non-refundable.

If awarded, Department resources may be requested for reimbursement of Department charges, excluding the Application charge. The foregoing list of charges is nonexclusive. Other charges may apply as circumstances warrant.

1.4: Authorization and Acceptance Form
You must include the Authorization and Acceptance Form. The person(s) who has/have authority over the terms in the Authorization and Acceptance Form, and the sponsor entity's owner or board chair (if applicable) must sign the form.

1.4A: Board of Directors Resolution (if required)
Many non-profit bylaws require the Board of Directors to adopt a resolution in support of a funding Application. If your organization has such a requirement, include a copy of that Resolution. If not, include a statement why a resolution is not applicable. The Department has provided a sample resolution. If you chose to use a different format, ensure it includes all of the information in the Department sample.

1.5: Copy of Organization Documents
Here provide a copy of the applicable organization document, such as Articles of Incorporation, Partnership Agreement, etc.

PART 2: APPLICANT AND PROJECT INFORMATION SUBMISSION

The Department uses the Applicant and Project information to determine if the Project's attributes meet Program Requirements, including guideline criteria. The Department will enter information from your Application into its database and will use the data for future benchmark reports. Submit complete and accurate information.

APPLICANT AND PROJECT INFORMATION

Provide all organizational information that applies to your Project. Include the contact person's name, direct phone number and direct e-mail address. Do not attach other material about the business entity, such as resumes or organizational charts. If the Applicant or Co-applicant is to be the newly established cooperative for the park, list the entity and contact information separate from the Applicant.

DEVELOPMENT TEAM INFORMATION

Provide all information about the development team. Include the company name, the contact person's name, direct phone number and direct e-mail address. Do not attach other material about the business entities, such as resumes or organizational charts.

Describe all specific identity of interest. Identity of interest is defined as a financial, familial or business relationship that permits less than arm's length transactions. It includes, but is not limited to, the existence of a reimbursement program or exchange of funds, common financial interests, common officers, directors or stockholders or family relationship between officers, directors or stockholders.

DEPARTMENT BASED PROGRAM FUNDING REQUESTS

List all resources requested for the proposed Project. Use the same information every time you refer to these requests.

TYPE OF PROJECT

Identify all that apply whether the Project is New Construction, Acquisition, Acquisition / Rehabilitation, Acquisition Rehabilitation and New Construction, Mobile Home Park Purchase or the Rehabilitation of a project in the Department Portfolio. If the Project is Rehabilitation, indicate the year the Project was built.

PROJECT DESCRIPTION

Provide a one (1) page description of the scope of your Project and who you will be serving. Do not exceed one (1) page in length.

UNIT TYPE AND PERCENT OF MEDIAN INCOME DESIGNATION

Complete the table; list the unit type (RV, Single-wide, Double-wide, Houses, Apartment's include Single-Room Occupancy, studio, one (1) bedroom, etc.), the total number of each unit type, income and rent limitations of the proposed units, square footage of units *and total square footage for each unit type.* If actual sizes for RV's, Singlewide or Doublewide mobile homes are unknown or unattainable use the following method. For RV's use 6x20, Mobile homes use 14x60 for single wide or 28x58 for double wide. For other buildings used for residency use the method described in the Architectural Guidelines of the General Policy and Guideline Manuals to calculate the floor area of each unit type.

If the Income limitation percentage of the household residing in the unit is not equal to the proposed rental percentage charge, then provide an explanation why; identify Manager units,

TARGET POPULATION

List the main target population(s) for units. Indicate if you will hold vacant units for the target population until you find an eligible household.

Indicate the number of targeted units for each population type.

Indicate the number of units that will meet the listed criteria.

PROJECT RENT AND INCOME LEVELS

Complete the remaining question items regarding the Legislative preference for serving tenants whose net income is at two (2) times the rent; the number of units with project-based assistance and their sources; list the Project local jurisdiction information.

SITE AND BUILDING INFORMATION

Use this section to provide a picture of the physical Project: building design, construction method, unit amenities, etc. Check all the boxes that apply to your Project.

Under "Building Type" and "Building Construction Characteristics", indicate the number of buildings in the Project that include the listed design feature. Buildings can be double-counted and can exceed the total number of buildings in the project.

Under "Planned Project Elements to be Incorporated", put an "X" in each box for which the indicated feature is a component of your Project. Do not type the number of times the item will appear in the Project. However, you must provide the number of parking spaces.

PART 3: EVALUATION CRITERIA

TO DETERMINE WHETHER PROJECTS AND APPLICANTS MEET CERTAIN PROGRAM REQUIREMENTS, THE FOLLOWING INFORMATION IS REQUIRED:

Minimum Threshold Review – NOFA Section 3.3

Asset Management and Compliance review:
This is an INTERNAL REVIEW performed by the Department staff. No submission is required.

Program Compliance review
This is an INTERNAL REVIEW performed by the Department staff. No submission is required.

3.1 Resident Services Plan

Overview:
The Department has long recognized resident services as an integral part of the ongoing success of affordable housing developments. Not only are appropriate services important and empowering to residents, but they bring benefit to Project management, to the project sponsor/owner, and to the local community as well.

An effective Resident Service Plan adds to a development's marketability, and can be advertised as an added amenity. Service coordination establishes important links with providers, which can result in positive community exposure. A Resident Services Plan can improve cash flow by reducing turnover, evictions, and the resulting vacancy loss. An effective plan includes a provision for crisis prevention, resulting in savings in physical damage to units, unpaid rent, and lease violations.

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

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

When developing a Resident Services Plan consider these general guidelines:

- 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.
- Elderly support and services could 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.
- 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.

The Resident Services Description is the first opportunity for applicants to describe the Project's resident services plan. If the applicant receives a funding reservation, the lengthier Resident Services Plan will be a condition of the reservation.

Directions for Completing

01. The first step in developing the Resident Services Description and Plan: target population and service needs identification, involves collecting data and conducting research to establish the target population, and to determine their needs. Do not assume a project can meet all the service needs of the target population or what those service needs are, without a thorough investigation. Contact appropriate community resources such as social service providers, civic organizations, health care providers, and local government agencies. Inquiries about possible service needs of the target population should be made at neighborhood schools, community centers, churches, and libraries. Housing providers and management agents are also knowledgeable resources regarding service needs of residents.

In smaller communities and neighborhoods it is sometimes possible to extrapolate the needs of the target population of the housing development based upon identified needs of the local community as a whole. Review demographic information as part of this approach. It is beneficial to design an assessment instrument to be utilized during Project lease-up. Such an instrument can verify the accuracy of service needs projected prior to occupancy and is a helpful evaluation tool as service needs change from time to time.

02. The second step is identification and coordination. It includes research and data collection, with special focus on information about existing and available services to the target population. Services must be specific to the proposed development and to the needs and characteristics of the target population. Applicants must identify local community resources, determine specific eligibility requirements, and establish the availability to the residents. Success of the Resident Services Plan relies on the sponsor establishing strong community linkages and recognizing this outreach as an opportunity to market to community providers who serve the target population. Obtain and renew firm letters of intent or memorandums of understanding from potential partners. This will add to the success of the plan and services.

03. The third step is implementation and asks the Applicant to describe how and where resident services will be provided and identify who will be responsible for service delivery. Sponsors/owners may arrange to offer services on-site in a community room or in the resident's units for individuals who require in-home supportive services. Applicants may also establish a direct referral system where residents can access available services outside of the development. An efficient information and referral system should be more than a display of brochures and flyers, or a community directory. It should help build relationships among residents, and between residents and their larger community. An effective Services Plan is goal-oriented with clear and measurable outcomes, defined under "Anticipated Results". Whether the implementation of the plan is through a service provider or is incorporated as the responsibility of the management agent, the plan should include the service provider's duties, their qualifications, and experience. These will help guarantee that the anticipated results will be achieved. Include a description of the resources available or planned, the ongoing implementation of the plan, and the coordination and delivery of services.

04. The Applicant should determine the scope of the Services Plan and base it upon the identified needs of the target population. Include only services that can be realistically delivered and address the most pressing needs of the residents. An effective Services Plan may include a long list of services, or just one (1) or two (2) services that are fully developed, easily accessible, and address a critical need of the target population.

05. Evaluation and coordination with management requires the Applicant to develop and discuss how the services will be evaluated for effectiveness on an on-going basis, and how services delivery will be coordinated with the property management. Coordination of services with property management should include a deliberate and specific effort, such as weekly meetings, a system for sharing information through reports, and utilization of a formal referral system.

The Department encourages sponsors/owners to document the effectiveness of their resident service program activities. This recordkeeping will assist in evaluating and re-designing the Services Plan as needed in order to maintain effectiveness. A resident services report is now part of the Department monitoring and compliance requirements.

3.2 Readiness to Proceed

a) Certification of zoning

- All Applications must include a zoning certification form, even if the Project is solely acquisition or rehabilitation. The Department has designed a Zoning Certification Form to be used to document the zoning status of the property. The Department will not accept **zoning approval in any other format.** The City or County staff responsible for determination of issues related to comprehensive planning and zoning must sign the Zoning Certificate. The Department will not accept an application without the certification or if it is incomplete or inappropriately signed. For example, an excerpt from the zoning code is not acceptable as zoning confirmation.
- The Department will not accept application for Projects that require zone changes or annexations.
- The original of the Certificate must be placed in the original application.

b) Verification of site control

- Complete the table and attach evidence of site control. The General Policy and Guideline Manual contains a discussion of acceptable site control verification. If you do not yet own the property, be sure to submit all extension documents, amendments and/or addendums to your original documents.

c) Federal project resources status

Here the Applicant should provide a copy of the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Agriculture Rural Development (RD), or Veteran's Administration (VA) application (not all the attached materials) along with a brief statement on the application status.

d) Proposed development schedule

The Project schedule should be accurate and the timelines should be consistent with the requirements of the Project's components, such as providing adequate time to complete acquisition or satisfaction of funding conditions.

3.3 Pro Forma

Submit the Excel workbook pages in the order in which they appear in the workbook. Insert the hardcopy spreadsheets in the section listed on the Application Submission Checklist as well as including an electronic copy in Excel on the submitted CD.

The Department has protected the cells without a password to help avoid changing the formulas in the cells. If applicants wish to change data in a protected cell, they need to use the "Tools" tab to unprotect the cell.
All cells shaded with green are to be filled out by the Applicant. Grey cells indicate the value is being calculated and peach indicate it is being linked to from another worksheet.

- **Summary Page**

  Begin on the Summary worksheet and work through the remainder of the worksheets.

  Fill in the project name, date, pro forma phase, and type of project on the Summary sheet and it will update the rest of the workbook. Update the date for each revision. The selected pro forma phase on this worksheet establishes what values will be used to calculate the summary values throughout the workbook; be sure to select correctly.

  The Department has included supplemental guidance to the right of the tables; these will not print but will provide general information about what limitations or expectations are.

- **Sources of Funding Page**

  Enter source dollar amounts in their proper locations, as well as indicating the status of those funds using the drop down menu in the status column. Be sure to include Commercial funds if applicable.

If applying for LIHTC, do not attempt to enter numbers in the peach shaded cell labeled “LIHTC equity.” The spreadsheet will automatically fill this cell after completion of the Calculation of Tax Credit page.

- **Uses of Funding Page**
  Fill in IRS set aside (only if requesting LIHTC), using the drop down menu.
  Enter square footage for Residential Common Areas, and Commercial/other areas; residential unit square footage information will come from the Income worksheet once populated with all of the unit information.
  The spreadsheet will calculate the Total Square Footage based on these entries.

- **Cost Column**

  Enter costs by line item. "Other" lines for "other" costs have been provided, however most costs should fit into the pre-labeled line items.
  Do not combine line items or request "see above" or "see below."
  Show contractor's profit, overhead and general conditions as separate line items.

- **“Cost per unit,” percent change” and “summary” columns / figures**

  These will be calculated automatically. The calculations will be based on the residential and common areas only (not including the commercial areas).

- **Funding Source Column**

  List actual funding source, e.g., HOME, Trust Fund, permanent loan, donation, etc., even though the sources will often change during the development of the Project. Reviewers of the Application need to determine if the applicant proposes to use the fund sources for eligible costs.

- **Bottom of second page**

  The workbook will automatically calculate and complete these cells. If the "Surplus or Gap" cell shows a positive or negative number, then the Sources and Uses do not match by that amount. Applicants need to go back and correct the error.

- **Income Page; Income with OAHTC Page; Housing Operating Budget**
  Every applicant must complete the Income page, including those requesting OAHTC.
  If requesting OAHTC, applicants must also complete the "Income with OAHTC" page found later in the workbook.

  Select the county from the drop down menu at the top of the page, select whether the rents will be based on the Actual Multifamily Tax Subsidy Incomes or the Non-Metro Median Incomes. If this is not done, the formulas for Median Income % will not work.

  To double check which one you want to use, to the right of this table you will see the income limits for the selected county as well as the non-metro medians for comparison. Once the county is selected, the worksheet entitled “Selected County Rent & Incomes” will be populated with the current year Actual Multifamily Tax Subsidy Incomes.

  In the "Unit Size" column, select the following designations from the drop down list for appropriate unit sizes:

  SW – single-wide
  DW – double-wide
  RV- recreational vehicle0 - use for single resident occupancy, efficiencies or studio apartments,
  1 - use for one bedroom,
  2 - use for two bedrooms,

3 - use for three bedrooms.

In the “Unit Type” column – select from the drop down menu whether it is a “SW”, “BDR” unit for tenants or a “MGR” unit for property management.

"Number of Baths" column – select from the drop down menu 0.5, 1.0, 1.5, 2.0, etc.

"Median Income %" Column. Both the "Income without OAHTC" and the "Income with OAHTC" pages use formulas to automatically calculate the percentage of median income. The Department will consider the percentages to be expressed as a not-to-exceed percent of median income in ten percent (10%) intervals. For example, if the percentage of median income is calculated by the formula to be forty-three percent (43%), then the Department will consider the not-to-exceed percentage of median income to be fifty percent (50%). The Department will use these not-to-exceed percentages in all legal agreements and declarations between the applicant and the state.

Enter the total income for Service Revenue and any Other Revenue for the Project in the “Total Annual Income” column. This is the annual income for all units using the service or other Project revenue as project income.

The spreadsheet defaults the Annual Inflation Rate Factor for income to two percent (2%) (set at the top of the page). If a different rate is used, explanation must be provided in the Financial Description section of the Application. The same applies to the default five percent (5%) vacancy rate at the bottom of the page.

The spreadsheet does not allow the Inflation Factor to vary on a line item-by-line item basis.

- **Expenses Page; Housing Operating Budget**
  The Annual Inflation Rate Factor at the top of the page is defaulted to three percent (3%). If this rate is changed, the change must be supported in the Financial Description narrative.

  Complete only the green shaded cells, the spreadsheet will automatically calculate and complete the other cells.

  In the Permanent Loan row, enter the interest rate, term and loan amount. If requesting OAHTC, show the original interest rates, not the rate after the OAHTC is applied.

  The spreadsheet will complete the OAHTC permanent loan row using the information entered on the OAHTC calculation page.

  The portion of the permanent loan not affected by the OAHTC reduction will be automatically calculated based on the OAHTC amount indicated.

  Other Loans should include HOME loans, Trust Fund loans, partnership loans, etc.

  This spreadsheet page will calculate cash flow projections up to thirty (30) years, but only prints the first five (5) years. After that point, it shows only years ten (10), fifteen (15), twenty (20) and thirty (30). \

- **Uses, Operating Pro Forma**
  Applicants must include the cost estimates used to develop the construction budget in the Application. Acceptable cost estimates include: a contractor’s or cost estimator’s worksheet, rehabilitation assessment, scope of work, or any other documents that show how the construction costs were established.

3.4 Financial Assumptions

Complete all narrative questions and tables as indicated.

3.5 Development Team Capacity

a. Capacity worksheet
   - Complete the narrative questions and tables of requested information. Responses to each narrative question are to be limited to one-half (1/2) page, 11 or 12-point type. • The scope and scale of a proposed project should correlate to the development team's experience. This prevents project delays and minimizes need for additional resources. - Real Estate Holdings worksheet • The Applicant must thoroughly complete this form, identifying all real estate projects it has any ownership in whatsoever including, but not limited to, any general partnerships, limited partnerships.

PART 4: Oregon Affordable Housing Tax Credit

4.1 Oregon Affordable Housing Tax Credit (OAHTC) Supplemental

a. The OAHTC Supplemental form should be filled out only if applicable to the project and if you are meeting one (1) of the minimum project qualifications in Section 1.4 above.

GENERAL REMINDERS

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