

# **Oregon Housing and Community Services Agriculture Workforce Housing Tax Credit Program 2020 Application**

This application will establish the qualifying status, feasibility, and readiness to proceed of the agriculture workforce housing projects applying for credits. OHCS will consider allocations for Agriculture Workforce Housing Tax Credits (AWHTC) in chronological order of applications received based on the guidelines listed in the 2020 Annual Notice and General Information (ANGI) released along with this application until the \$3.625 million annual tax credit cap set by Oregon statute is reached.

2020 applications may only be submitted and received beginning on January 2nd, 2020

This 2020 application is the last year the application will take this form. Beginning in 2021, the community-based tax credits will be included in the Small Projects NOFAs OHCS plans to release every two (2) years. As such, previous ranking criteria that gave a boost to prior year partial credit allocations will be discontinued

We will continue to allocate the On-Farm Set-Aside credits through the usual application process.

Please remember:

- All project applicants must pay a \$200 processing fee as part of their submission.
- Application fees are non-refundable.
- You may contact OHCS to verify the availability of funds prior to submission.
- Applications must be received no later than project completion.
- If the applicant intends to transfer credits to an investor whose identity is known at the time of application, that investor must file this application jointly and provide a commitment letter.
- Community based projects that use other OHCS grant, tax credit, or loan resources must include those sources on page 3 where indicated. A conditional or commitment letter of financing must be included from each source.

# Application Fee Transmittal Form

Attach Check Here

Project Name

Project Address

Applicant Name

Applicant Address

Contact Name & Address

Submit original application, application fee, and this form to:

**Rental Housing Resources Section**

**Attn: Martin Jarvis**

Oregon Housing and Community Services

725 Summer Street NE, Suite B

Salem OR 97301-1266

**Rental Housing Resources Section – AWHTC Application 2020**

Application Fee:	=	\$200.00
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## Project application checklist:

The items listed below must be submitted to complete your application. Incomplete applications will be returned and award priority will not be retained.

<input type="checkbox"/>	All 8 pages of this application (you may keep this information/checklist page)
<input type="checkbox"/>	Planning Agency Verification. All applications must contain a letter from the local planning agency stipulating the current zoning for the project site is appropriate for the proposed use
<input type="checkbox"/>	Preliminary site design/development plans, or scope of work for rehabilitation projects
<input type="checkbox"/>	Proof of Funding. Attachments must provide documented sources and availability of all funding for the project (i.e. copy of statement, letter from financial institution verifying owner has sufficient funds, letter of commitment of financing from outside funding source, etc.)
<input type="checkbox"/>	Commitment Letter from Investor (if applicable)
<input type="checkbox"/>	Project "before" pictures
<input type="checkbox"/>	Diversity Equity Inclusion (DEI) Agreement
<input type="checkbox"/>	\$200 Application Fee

# Agriculture Workforce Housing Tax Credit Program 2020 Application

## Applicant Information

Name of Applicant ( <i>Owner or Entity</i> )	Phone Number
Mailing Address	Fax Number
Name of Contact (Who should OHSC Contact regularly?)	Contact Phone Number
Contact Mailing Address	Contact E-mail

## Who will be responsible for project development?

Tax Credit Recipient information:

*If individual: provide legal name used on tax forms and Social Security Number*

*If business entity: provide legal name and Federal Tax Identification Number*

Name of Individual or Entity	SSN or Federal Identification Number

## Housing Project Address:

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## Contributors:

Projects can have Contributors who participate financially in the project for a share of the tax credits. Contributors must apply jointly with applicant and attach any letters of commitment, if they are known at the time of application. Applicant must provide the following information for

each contributor at or before time of credit transfer. Attach a separate page if there are multiple contributors.

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Legal Name of Contributor

% of Credits Claiming

SSN or Federal ID Number

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Contact Person

Phone Number

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Mailing Address

Email

**Is the Project Site a Labor Camp?**

(check one)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, fill in sections below on this page.
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Date of Labor Camp Registration

Occupancy Date

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Name of Project/Camp Owner

Address of Project/Camp Owner

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Date OR-OSHA informed of changes in occupancy

If Farm Labor Contractor, Operator Endorsement # (BOLI)

## Project Description

### Eligible Cost Estimate

Total Acquisition Costs	\$
Total Development Costs	\$
Total Construction Costs	\$

### Total Eligible Costs

*Copy over from p.3 of worksheet	\$
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### Total Credits Requested

Total Credits Requested	\$
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*Cannot exceed 50% of Total Eligible Costs or amount needed to make community based projects viable with other sources of funding; whichever is less.*

### Project Dates

Construction Start Date	
Projected Completion Date	

### Zoning

Current Zoning	
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*A letter from local planning agency must be attached indicating project can proceed within current zoning.*

### Control of Property

*(Check one to indicate the status as of the application date)*

Deed <input type="checkbox"/>	Land Sale <input type="checkbox"/> Contract	Earnest <input type="checkbox"/> Money	Option <input type="checkbox"/>	Other <input type="checkbox"/>
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*(please specify)*

### Owner Entity

*(Check option that applies most accurately)*

Local Government <input type="checkbox"/>	Housing Authority <input type="checkbox"/>	Not-for-Profit <input type="checkbox"/>	For-Profit <input type="checkbox"/>
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### Legislative District Numbers

Congressional:		State Senate:		State House:	
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*Can be found by visiting [oregonlegislature.gov](http://oregonlegislature.gov)*

### Property Description

*(Check all that apply)*

Seasonal/Migrant Housing <input type="checkbox"/>	Year-Round/Permanent Housing <input type="checkbox"/>
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### Application Narrative

Please respond to the following in your narrative. Attach an additional sheet(s) with your response to the following questions. A complete description will expedite processing.

- **Describe the overall concept** of the entire development. **If the project involves rehabilitation**, attach a description of the work to be completed. The goal of such rehabilitation should be to improve the property in such a way as to maximize its expected life.
- **Describe the physical characteristics** of the proposed site, the project design, and how they meet farmworker needs. Discuss the nature of the proposed housing, such as on-farm, off-farm, community-based, year-round or seasonal.
- **Attach a preliminary site design and development plan, or scope of rehabilitation work.** *(This need not be professionally done. However, OHCS reserves the right to require additional information as needed)*

## Project Financial Description and Uses of Funding

### Estimated Equity Generated From Credits

(Complete this section if tax credits will be sold for project equity)

\$	x	\$	=	\$
Tax Credits Requested	x	Sale Price per Credit	=	Equity Generated for Project from Credits

### List Sources of Funding:

Source of funding <i>(ex. Bank of Plenty)</i>	Type (grant, loan, equity) <i>(ex. Loan, 20 year fixed)</i>	Amount <i>(ex. \$350,000)</i>	Conditional or Committed <i>(ex. Committed)</i>
		\$	
		\$	
		\$	
<b>Total Funding Sources</b> <i>(Combine equity generated from Credits and Sources of Funding)</i>		\$	

### Project Costs:

*Purchase Price of Land	\$	<b>Construction Costs:</b>	
<b>Acquisition Cost:</b>		On-Site Work/Landscaping	\$
Improvements	\$	Hazardous Materials	\$
Closing/Recording	\$	Abatement	\$
Off-Site Costs/Improvements	\$	Common Area	\$
Other <i>(list)</i>	\$	Contractor Overhead & Profit	\$
	\$	Contingency	\$
	\$	Other <i>(list)</i>	\$
	\$		\$

<b>Subtotal</b>	<b>\$</b>	<b>Subtotal</b>	<b>\$</b>
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<b>Development Costs:</b>	
Building	\$
Permits/Fees/Systems	\$
Development Charges	\$
Surveys & Appraisals	\$
Market/Environmental	\$
Architectural/Engineering	\$
Legal/Accounting	\$
Developer/Consultant Fee	\$
OHCS App Fee	\$200.00
Other	\$
<b>Subtotal</b>	<b>\$</b>

**Total Eligible Costs**

<i>Add together Acquisition, Construction, &amp; Development</i>	<b>\$</b>
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*(Note: Total Funding Sources must equal Total Project Costs)*

*\*Purchase price of land cannot be included in eligible costs*

## Certification

Applicant hereby certifies that to the best of their knowledge construction will begin, complete, and housing will be occupied as noted above. Each applicant certifies the above information to be true and accurate and that the housing units for which the tax credit applies will only be occupied by agriculture workforce and their immediate families for at least ten (10) years, unless OHCS grants a waiver of this requirement after at least five (5) years of compliance. Each applicant verifies that the project will start by December 31st of the award year, unless a separate signed commitment has been included in this package indicating a future start date.

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Printed Name of Applicant	
Signature of Applicant	Date

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Printed Name of Co-Applicant (if applicable)	
Signature of Co-Applicant	Date

Submit applications and programmatic questions to:

ATTN: Martin Jarvis  
OHCS 725 Summer St. NE Ste. "B" Salem, OR 97301-1266  
FAX: (503) 986-2020  
[martin.jarvis@oregon.gov](mailto:martin.jarvis@oregon.gov)

## Diversity, Equity and Inclusion (DEI) Agreement

As the contractual agent for the applicant organization (Name of Organization Here),

I (Name of Authorized Agent Here), hereby agree to commit our organization to the following diversity, equity and inclusionary ideals and standards:

- Develop a communication strategy to inform diverse populations of the organization’s activities and invite them to participate.
- Work to build effective informal partnerships with organizations and leaders representing communities and populations facing disparities.
- Develop formal partnership agreements with organizations representing communities and populations facing disparities.
- Share resources with partners from communities and populations facing disparities.
- Work to engage communities and populations facing disparities in the organization’s decisions (e.g. board, committees, advisory groups, community listening sessions, etc.).
- Develop strategies to remove barriers and create opportunities to participation of communities and population facing disparities (e.g. time and location of meetings, availability of childcare, meeting style, stipends, language, etc.).
- Develop and implement strategies to increase workforce diversity (e.g. recruitment and interviewing processes, retention strategies, professional development, etc.).
- Review organizational contracting policies, vendor selection, resource allocation, etc. from a DEI perspective.
- Increase contracting or procurement opportunities for Minority, Women and Emerging Small Businesses.
- Develop strategies to actively include diverse staff and board in decision-making processes.
- Create DEI staff and management accountability mechanisms (e.g. incorporate DEI into staff work plans, incorporate DEI into performance evaluations, etc.).

By my signature below, I commit our organization to this DEI agreement.

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(Authorized Agent Signature)

(Date)