

# Land Acquisition Revolving Loan Program Application Instructions

The Land Acquisition Revolving Loan Program application process has been updated to require that a pre-application form be submitted to generate Procorem Workcenter credentials for submission of application materials to OHCS via this online tool.

## How to fill out the Preapplication for the Land Acquisition Revolving Loan Program

The screenshot shows the 'OHCS NOFA Pre-application' spreadsheet. The 'Project Location' section includes fields for Submission Date, NOFA Number, Project Name, and Scattered Site (with a sub-field for 'If yes, how many?'). The 'SITE A' section includes fields for Address (be specific), City or Township, Zip Code (First 5 Digits), Zip Code (Additional 4 Digits), County, Latitude, Longitude, State Senate District, State House District, US Congressional District, and 11-Digit Census Tract (No Spaces/Decimals). The 'Site Information' section includes fields for Urban/Non-Urban Majority of Units' Construction Type, What form of site control exists?, Expires?, Is the site zoned for the purpose being used?, and Does this project require zone changes or annexation? The spreadsheet has tabs for 'Instructions', 'Project Input', 'Development Team', and '2022 LAP'.

After downloading the preapplication document from the webpage, open the excel spreadsheet and turn to the Project Input tab.

**Tip:** Remember to fill out the Project Name!

Parts of the preapplication won't be applicable for a land acquisition loan, specifically the Majority of Units' Construction Type. This isn't a construction loan.

If the unit mix has been tentatively decided upon, feel free to include that in the Project Rents and Income Levels section, seen below. If this is a homeownership project and the type of houses have already been decided upon, feel free to indicate that below as well.

**Project Rents and Income Levels**

	SRO	STU/0BR	1BR	2BR	3BR	4BR+	
30% AMI							0
40% AMI							0
50% AMI							0
60% AMI							0
80% AMI							0
Manager Units							0
<b>TOTAL UNITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
							<b>Total Bedrooms</b>
							<b>0</b>

Number of Units With Project-Based Rental Assistance

**Funding Solicitation**

Select the NOFA Number from the list:

Please Select the opportunity you are applying for:

**Current Solicitations**

Based Agricultural Worker Housing Tax Credit (AWHTC) NOFA #2022-1

Affordable Rental Housing projects requesting LIFT Rental and/or Wildfire Direct Award funds NOFA #2022-2

Homeownership and/or Wildfire Homeownership Award funds NOFA #2022-3

Affordable Rental Housing projects requesting Permanent Supportive Housing (PSH) funds NOFA #2022-4

Affordable Rental Housing projects requesting 9% Low Income Housing Tax Credits (LIHTC) NOFA #2022-5

Affordable Rental Housing projects requesting non-competitive OAHTC/Preservation Pool funds NOFA #2022-6

Affordable Rental Housing Projects requesting Preservation funds NOFA #2022-7

Affordable Rental Housing Projects requesting GHAP-Veterans funds NOFA #2022-8

Other non-competitive resources (Land Acquisition Program (LAP), 4% LIHTC only, Oregon Rural Rehabilitation (ORRI), Manufactured Home Parks (MHP), etc.) **Non-Competitive Funds**

If applying for non-competitive resources - which one?

If other, describe:

This dropdown menu, select: Non-Competitive Funds.

Then, at this dropdown menu, select LAP.

**Application Workcenter**

OHCS WORKCENTER ID:

Upon submission of this pre-application OHCS will create an online portal workcenter for the full application, who should be invited from the development team to have access to the workcenter?

First and Last Name	Position	Email Address

This is where to list any individuals who need to be added to the project's Workcenter.

**Project History**

If prior allocation or award information is unavailable or incomplete, please enter all known information.

Has project ever **applied** for OHCS funding?

If 'yes', which NOFA # or Year(s)?

Has project ever **received** OHCS funding?

If 'yes' to any of above, what was project #(s)?

Has project ever received LIHTCs?

If 'yes' what is the primary BIN Number?

Are there current rent or income restrictions tied to the property?

If OHCS restrictions, what allocation year were they imposed?

**Real Estate Holdings**  
(Competitive Applications ONLY)

OHCS requires all partners to submit a Schedule of Real Estate Holdings (REO schedule) on projects with 10 or more units or the project. The REO schedule can be provided in a format currently in use by the sponsor or see the below link for a format provided by OHCS.  
[https://www.oregon.gov/ohcs/development/Documents/admin/Schedule\\_Real\\_Estate\\_Holdings\\_Schedule9.xls](https://www.oregon.gov/ohcs/development/Documents/admin/Schedule_Real_Estate_Holdings_Schedule9.xls)

Currently, LAP is for bare land financing only. If the land has been submitted for OHCS funding in the past and has current restrictions or Building Identification Numbers (BINs), please contact the LAP Program Analyst.

After filling out the Project Input tab, continue to the Development Team Tab. It is not expected that the Development Team would include a General Contractor, Management Company, or Architect at this point.

**The LAP tab in the preapplication is replacing the old application workbook for previous LAP applications.**

Select the Region where your project is located, if there is a Culturally Specific Organization per the definition in the LAP Manual, and if this is a Homeownership or Rental project.

Total Site Acquisition Cost:	
Estimated Value of Site:	
Site Value (purchase agreement supported by tax assessment or broker letter):	
LAP Loan Amount Requested:	
Equity Contribution	
Expected Loan to Value	-

The project's LAP request is input here. Parts of it will roll down to a Sources and Uses for the Land Acquisition further down the page.

Source Name	Amount	Interest Rate (if Loan)	Loan Term (Years)	Amortization Term (Years)

Total Site Acquisition Cost	\$ -
Closing Costs	
Total Uses	\$ -
Total Sources:	\$ -

Indicate here where any equity contribution or other loan will come in.

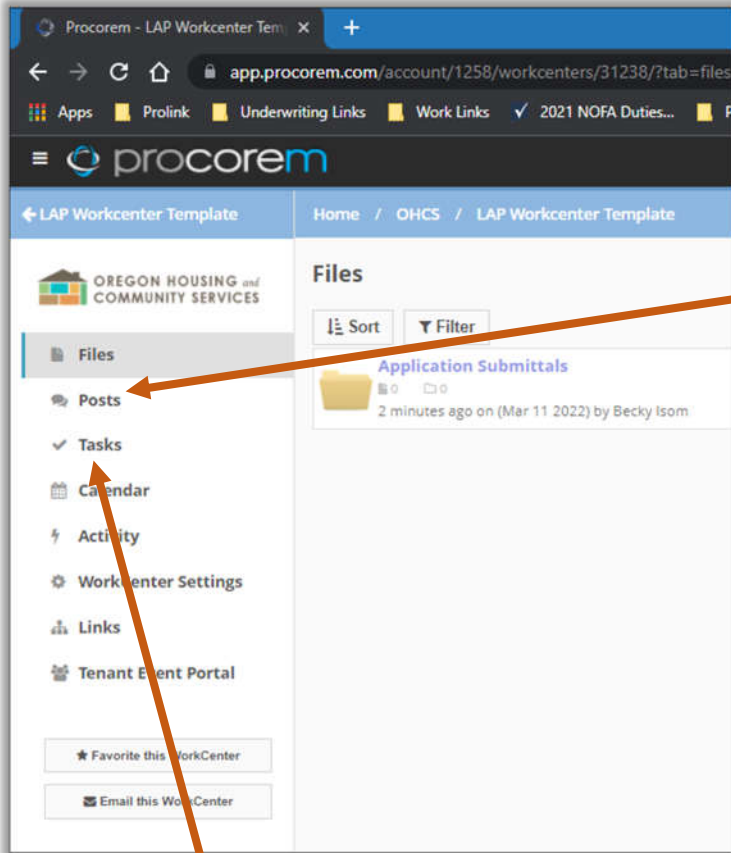
The LAP request, and additional sources will be totaled by the spreadsheet to see if they balance.

	Proposed Date
Zoning Approval	
Building Permit & Fees	
Plans Completed	
Construction Loan	
Proposal	
Firm Commitment	
Closing/Funding of Loan	
Development	
Construction Begins	
Construction Completed	
Certificate of Occupancy	

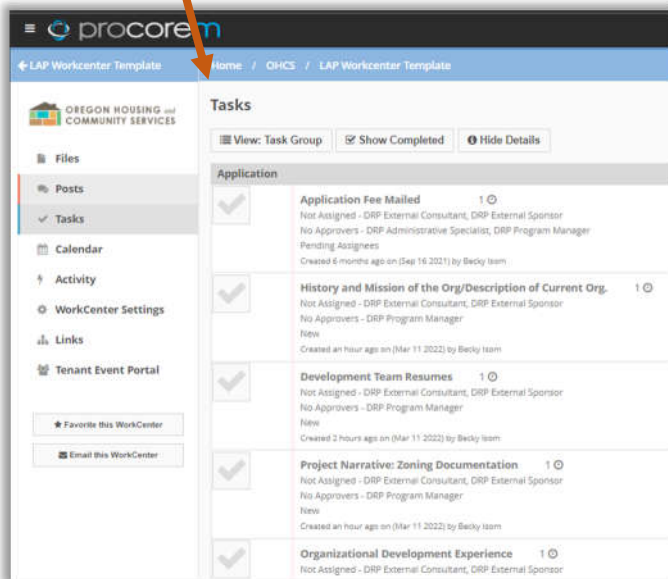
Lastly, we added a development schedule for your use as well.

A Procorem Workcenter will be created within 3 business days of receipt of .

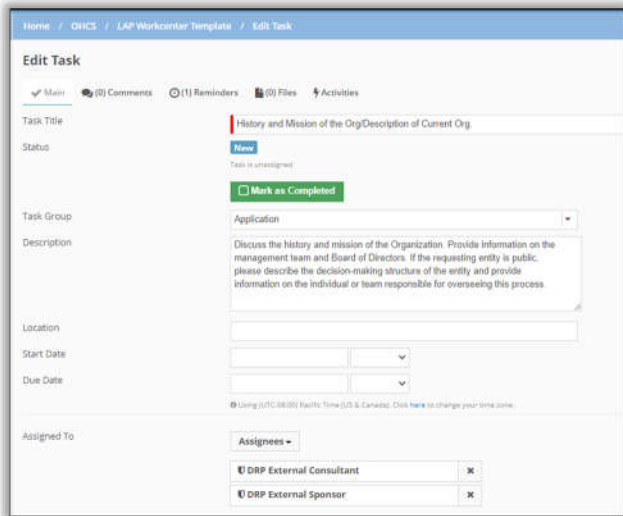
## Submitting a LAP application via Procorem



After receiving Workcenter credentials for a LAP application, please read any 'Posts' on the workcenter, then review the 'Tasks' to coordinate the uploading of application materials.



A task group called 'Application' has been created in lieu of an application checklist. After uploading each document into the 'Application Submittals' folder under the 'Files' section, click on 'Tasks' and mark off which items have been uploaded.



Each task has a description box that gives more information about each item, which comes directly from the LAP Manual located here:

<https://www.oregon.gov/ohcs/development/Pages/land-acquisition-revolving-loan.aspx>

## Notifying OHCS that the LAP Application is complete

Once all items are uploaded to the Application Submittals folder, and the tasks are marked as 'Done' by the Sponsor or Consultant, the project will be held until OHCS staff receives notification of the deposited check from Finance. Once the Application Fee Mailed task has been marked 'Approved' by OHCS staff, the LAP Program Analyst will review all items and mark them as 'Approved' to indicate receipt of the document. (OHCS reserves the right to use the 'Approved' button in the Tasks screen as acknowledgement that the document/form has been received, 'Approved' does not indicate that the information is acceptable to the Department.)

Any information that is missing will be requested via the Post section in the Procorem Workcenter.

Upon completion the application packet review, the project will move through the appropriate approval process and be assigned to a Production Analyst to guide the loan to closing (preparing loan documents and collecting final required items).