



# Procedure for preserving QCT and DDA Boost

The following is provided as a step-by-step guide to assure the agency has received all required materials to preserve your project's eligibility to access expiring 2023 QCT (Qualified Census Tracts) and DDA (Difficult to Develop Area) census tracts and associated eligible basis boost in a future funding opportunity. If your project is sited in a 2023 census tract that does not expire in 2024, you do not need to participate in this procedure. All materials should be submitted to the agency acknowledging that this process is intended to preserve basis boost and **NOT** for funding consideration.

## Step One: Determine if your project should participate in this process.

- A. 4% LIHTC and PAB Projects
  - a. If your project already received a PAB recommendation of award in a prior funding round i.e., non-competitively or in the 2023-7 NOFA cycle, your QCT/DDA is preserved via the application submitted to the department in association with those funding rounds. **You do not need to participate in this process.**
  - b. If your project is currently in the 2023-10 NOFA cycle for recommendation of award. Your application is on file, and should recommendations be delayed into 2024, projects will receive prior to 12/31/2023 notice of QCT/DDA preservation in the form of a determination letter. **You do not need to participate in this process, please email [angela.parada@hcs.oregon.gov](mailto:angela.parada@hcs.oregon.gov) if concerned about this issue.**
  - c. If your project is not a participant in any of the formerly discussed 4% / PAB funding cycles, meaning the agency does not have your application materials, **please proceed to step two.**
- B. 9% LIHTC Projects
  - a. If your project has already received a reservation of 9% LIHTC. **You do not need to participate in this process.**
  - b. If your project is currently in the 2023-5 NOFA cycle for a reservation of 9% funds and has requested basis boost. Your application is on file and all projects requesting QCT/DDA basis boost will receive a determination letter prior to 12/31/2023. **You do not need to participate in this process, please email [angela.parada@hcs.oregon.gov](mailto:angela.parada@hcs.oregon.gov) to request a determination letter.**
  - c. If your project does not have a reservation of 9% funds and is not currently participating in the 2023-5 NOFA cycle, **please proceed to step two.**

## Step Two: Prepare your QCT/DDA preservation application.

Please note that the following materials **are only for applying to preserve QCT/DDA status** and that OHCS will require updated documentation consistent with all requirements of future funding

opportunities, particularly for those projects requesting other OHCS resources. Once documentation is prepared, please proceed to step three.

- A. Applicants must compile the following documentation to submit to the agency.
  - a. The [application excel workbook](#) tabs listed below:
    - i. Project Details
    - ii. Development Team
    - iii. Development Schedule (congruent with the timing requirements of QCT/DDA preservation utilization)
    - iv. Budget Sources (projects should list all anticipated OHCS resources)
    - v. Construction Cost SOV (with narrative question)
    - vi. Budget Uses
    - vii. Rents and Incomes
    - viii. Operating Budget
    - ix. Developer Fee
    - x. LIHTC Calc (Site Entry and Summary)
    - xi. Multifamily Bonds (if applicable)
    - xii. OAHTC Calculation (if applicable)
    - xiii. Application Agreement
  - b. Additional attachments should include:
    - i. [Zoning confirmation form](#)
    - ii. Evidence of site control
    - iii. [Site Review Checklist](#)
    - iv. Investor LOI
    - v. Lender LOI

### Step Three: Upload application materials to Smartsheet by due date

All items must be submitted to the Smartsheet form prior to 11:59 p.m. on Wednesday, 12/20/2023.

- A. The Smartsheet application weblink is  
<https://app.smartsheet.com/b/form/fdbcc5bae35a4d4ba36cb2feff96ac14>
- B. The Smartsheet form will prompt you to provide some high-level details regarding your application. Please provide as prompted on the form:
  - a. Expiring census tract
  - b. Anticipated population served
  - c. Anticipated project AMI average (rents and incomes tab)
  - d. Project's anticipated set-aside election.
- C. Please follow the below prescribed naming conventions.
  - a. **Excel Pro Forma Workbook:** Project Name\_ProformaWorkbook\_2023BoostApplication
  - b. **Zoning Confirmation Form:** Project Name\_ZoningForm\_2023BoostApplication
  - c. **Site Review Checklist Form:** Project Name\_SiteReviewChecklist\_2023BoostApplication
  - d. **Investor Letter of Intent:** Project Name\_InvestorLOI\_2023BoostApplication
  - e. **Lender Letter of Intent:** Project Name\_LenderLOI\_2023BoostApplication