

# 2020 NOFAs

## Questions as of 05/29/20

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**GENERAL QUESTIONS:**

**Questions as of 05/29/20:**

**Question:** How does OHCS plan to address any potential errors in online application that affect key financial metrics?

**Response:** Due to the complexities and interdependencies with the OHCS online application, any further required application fixes will be done offline after the submission date if needed.

OHCS does not have knowledge for projects utilizing OAHTC the application potentially may require a minor fix in some cases to more accurately represent the overall debt service impacts on project cash flow.

NOFA review teams have been alerted to this issue. Applications that do require fixes will not be scored down for this issue. No further action will be required by you at this time.

**Question:** About the Affordable Housing Inventory question, where I could access the data sets for that calculation?

**Answer:** The data for these scores are on our website.

The raw score list with percentages is here under “Need Severity Data and Summary”:

<https://www.oregon.gov/ohcs/Pages/research-multifamily-housing-funding-other-resource-data.aspx>

And our inventory file is here under “Affordable Housing Inventory in Oregon”:

<https://www.oregon.gov/ohcs/Pages/research-multifamily-housing-inventory-data.aspx>

**Question:** Are awards still expected to be announced July 10<sup>th</sup> or will they be pushed out another month to August?

**Answer:** Funding reservation recommendations for NOFAs #2020-4, #2020-5 and #2020-6 will be announced at the Housing Stability Council meeting August 7, 2020. Applicants will be notified whether or not their application is being recommended for funding during the week prior to the meeting.

**Submission deadline extended to June 1, 2020** for 9% LIHTC NOFA (#2020-4), HOME NOFA (#2020-5), and Preservation NOFA (#2020-6)

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**Questions as of 05/22/20:**

**\*\*\*Last day to submit questions to MFNOFA inbox is May 22, 2020.\*\*\***

**Question:** Can you please point me to where OHCS reservation charges, recipient charges, etc are listed?

**Answer:** See page 35 to 38 of the 10/04/19 Housing Stability Council Materials, which can be found at this link: <https://www.oregon.gov/ohcs/OSHC/Pages/index.aspx>

**Question:** Has OHCS updated the timeline for when they plan to make funding announcements for NOFA #2020-4. I am revisiting my project's timeline and want to update the schedule based on when OHCS plans to make decisions.

**Answer:** Funding announcements for NOFAs #2020-4/5/6 will now be at the August 7<sup>th</sup> Housing Council.

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### Questions as of 05/20/20:

**Question:** Can I deliver payment for my application charges to OHCS in person?

**Answer:** Per the direction of the Governor's Office, in order to limit the spread of COVID-19, the North Mall Office Building (where OHCS offices are located) is closed to the general public at this time. Because of this, payment of application charges cannot be delivered in person and must be received by mail (overnight, if necessary) to be received by OHCS by 4 PM on ~~May 22<sup>nd</sup>~~.

**Correction:** Application charges are due June 1, 2020, by 4:00 PM.

**Question:** Do we need to delete the old workbooks in procorem before application submission? Additionally, would you like an excel copy of the application workbook and a pdf copy of the application workbook uploaded to the procorem at application submission?

**Answer:** Procorem won't let you delete uploaded files. Once you upload a new version of a file or workbook using the same file name, it will appear that Procorem has replaced the old file. In reality, it makes a new version of the file. All uploaded versions of the file will be stored in Procorem for the life of the project. OHCS will use the most recently uploaded version as your submission. There is no need to create PDF version of the workbook.

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### Questions as of 05/19/20:

**Question:** Can I deliver payment for my application charges to OHCS in person?

**Answer:** Per the direction of the Governor's Office, in order to limit the spread of COVID-19, the North Mall Office Building (where OHCS offices are located) is closed to the general public at this time. Because of this, payment of application charges cannot be delivered in person and must be received by mail (overnight, if necessary) to be received by OHCS by 4 PM on ~~May 22~~ June 1, 2020, by 4:00 PM.

**Question:** It appears that all of the Gray shaded boxes for Cash flow are not working.

**Answer:** We grayed out the boxes related to debt for sources that are either usually soft debt loans that will be forgiven or grants. If one of those sources should be hard debt, it probably makes the most sense to enter into one of the "Other" line items, between rows 28 and 37 on that sheet. The Cashflow Loan boxes that are blue should have the dropdown options and all of the Other lines have that option open.

**Question:** Local reports state the area of the project has a vacancy rate of 1% and yet the OHCS data has a vacancy of over 9% and because of this the project does not get the point. How do I address the data issue and what can I supply to support that the project should qualify for that point?

**Answer:** The data is from CoStar and is used for all projects statewide. To be consistent to all applicants, we do not allow for external data sources to be used in its place.

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## Questions as of 05/15/20:

**\*\*\*Last day to submit questions to MFNOFA inbox is May 15, 22, 2020.\*\*\***

**CORRECTION:** Using 2020 LIHTC rents is allowable. Applications will be updated to reflect those levels as uploaded. Please note 2020 HOME rents have not yet been published, so continue to use 2019 HOME rents.

**PLEASE NOTE:** Site visits will not be conducted again until at least 30 days after the Governor's Stay Home order is lifted. Our compliance team will not be scheduling any site visits until that date is known.

**Question:** Our proposed project will have rental assistance tied to 5 units of the project that are provided by a service provider via foundation grants (NOT HUD project based section 8). In these units, tenants are anticipated to pay 30% of their income, and the rental assistance will provide a subsidy that brings total rent received by the owner up to 50% MFI rent. Can you please confirm that we can utilize OAHTCs on these 5 units to bring the units from 60% LIHTC rent/income restrictions down to a 50% OAHTC rent/income restriction during the OAHTC period of 20 years? This clarification/question stems from the understanding that typically HUD PBRA units are NOT eligible for OAHTC pass-through.

**Answer:** Rental units covered by section 8 project-based assistance are not eligible to be used to demonstrate pass-through savings for the OAHTC program. So rental units not covered by section 8 project-based would be eligible to be used to demonstrate pass-through savings for the OAHTC program. For further information see page 4 in the OAHTC Manual:  
<https://www.oregon.gov/ohcs/HD/MFH/2016-LIHTC-HOME-NOFA/OAHTC-Manual-2016.pdf>

**Question:** We have the OR-MEP reservation letter in hand now, so on the 9% LIHTC application do we include this as a source of funds? Or can we wait to include this when we know the final amount of OR-MEP after the installment of these items?

**Answer:** Please include it as a source of funds on the 9% LIHTC application.

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## Questions as of 05/08/20:

**Question:** My question involves the requirement for Seismic Risk. Is it required to have a Seismic Assessment completed by a structural engineer to complete the CNA? Our project is located in a very rural part of Oregon, John Day and it makes it difficult, especially with today current COVAID 19 issues, to get someone out to the site. Is it possible to support with a map of the Seismic activity in the area showing the risk is low and with reservation of funds a complete report from an engineer can be provided?

**Answer:** The CNA requires that the CNA provider address the issue of potential seismic upgrade needs within the report. This amounts to rendering an opinion on whether they think seismic upgrades may be required based on the type of project and the type of building involved. For example, it is unlikely that a 2-story Garden Walk-up style building built 20 years ago will require seismic related work. On the other hand a 4-story unreinforced masonry building may require upgrades and certainly would ideally be seismically reinforced as an elective improvement. The CNA provider should be knowledgeable enough to know where it is prudent to recommend that a structural engineer provide a detailed assessment such as in the second example I give above. Discretion on whether this additional structural assessment is advisable is up to the CNA Provider.

**Question:** I'm looking for clarification on the area calculation in regard to attached garages on duplex units. Exclusions listed in the CDM Appendix A.2 include balconies, porches, patios and exterior storage spaces as exempt from dwelling unit floor area calculation (all unconditioned). I presume this also includes carports, but I'm unclear as to if an unconditioned attached enclosed garage is considered as an exterior storage space or something else.

**Answer:** In general Carports and Garages would be considered exempt from the dwelling floor area calculation in that neither of these spaces are considered living spaces. I would add however that in some cases it may be important to make it clear that there is a garage space present and that it is not considered in the dwelling s.f. size figure. I can't point to a specific instance where this might be important but where possible it would be helpful if you called this out wherever you feel it would be helpful to the specific circumstance.

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### Questions as of 05/01/20:

**Question:** We have a CNA that will be more than 24 months old based on the date of the funding application deadline. Covid-19 health risks do not allow us to enter the apartment units to update the CNA and we are concerned that our presence on site to update the CNA may unnecessarily endanger the health of the CNA provider and the property's residents. May we use our current CNA without updates for this application?

**Answer:** CNA's that are no more than 36 months old (date of the CNA report to date of the application deadline) will be accepted, without the updates required by the CDM, for this NOFA round. The Department requests that the applicant informally update the CNA with a cover memorandum that lists any significant changes in the building condition that they are aware of that may not be covered in the CNA. This is a request – not a requirement. The Department reserves the right to require a formal update to the CNA after a successful applicant accepts a Funding Reservation..

**Question:** We have a CNA that meets the revised age acceptability given in the FAQ response to question 1 above however it does not contain the needed WDO Assessment nor does it contain the needed Energy and Water Use Assessment. Based on the rationale we provide in Question 1 above, will this CNA be acceptable for this NOFA round without these elements?

**Answer:** Yes, however, the Department may require successful applicants to update their CNA's with this information after a Funding Reservation is accepted by the applicant.

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### Questions as of 04/24/20:

**Please Note:** Applicants only need to fill out ONE of the scoring tabs per application, regardless of the number of funding sources they are including in that application. The Scoring tab to be filled out is determined by the NOFA that you are applying for and the type of project you are proposing. For example, if you are applying for the 9% LIHTC NOFA for a preservation project, and you were also requesting HOME and gap funds, you would only need to fill out the "Scoring 9% Preservation" tab.

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## Questions as of 04/17/20:

**Please Note:** If you are using a perm loan without OAHTC, please:

1. On the Budget Sources page, unhide row 25 (Permanent First Loan, Hard Debt (Non-OAHTC))
2. Add in your Perm Loan details to this row
3. Remove any of the information you entered into row 26 (Permanent First Loan, Hard Debt (With OAHTC))
4. Go to the OAHTC Calculation tab
5. Enter in your perm loan details into cells F9-F11

Also, you will need to enter something into the Amortization Term for each of your sources on both the Budget Sources and in the OAHTC Calculation tabs for them to populate into the Operating Budget.

**Question:** Where do we provide a narrative for the energy efficiency question? Should this be uploaded to the Scoring folder?

**Answer:** If there is no place in the application, then create a new document for it, and upload it to the scoring folder. Call the file Energy Efficiency Narrative.

**Clarification: This NOFA scoring item is hereby modified as follows:**

Related to the NOFA section; Competitive Scoring, subsection, General Preferences, and the item under this subsection related to Energy Efficiency, the following revised scoring protocol will apply to this item only:

The single scoring point offered under this item will automatically be awarded to all projects that indicate in their application that they will comply with the requirements of Part 7 of the CDM, version 3.1. Exceeding the standards established by the CDM, Part 7 is not necessary to receive the scoring point for Energy Efficiency. Further, this modification serves to clarify that with respect to Energy Efficiency, and Sustainability more broadly, projects will be expected to comply with the CDM, part 7 and further, they must obtain the single scoring point under this part of the NOFA to receive funding offered under this NOFA.

**Question:** I'm not finding the development schedule template in the NOFA documents. Has it been changed, or are we free to use our own schedule template?

**Answer:** The development schedule is embedded in the application on the Project Details tab.

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## Questions as of 04/10/20:

**Question:** In the NOFA under Competitive Scoring, subsection, General Preferences, and the item under this subsection related to Energy Efficiency; please clarify what you mean by: "...comprehensive deployment of energy efficient beyond the element required by the Core-Project Development Manual".

**Answer:**

**This NOFA scoring item is hereby modified as follows:**

Related to the NOFA section; Competitive Scoring, subsection, General Preferences, and the item under this subsection related to Energy Efficiency, the following revised scoring protocol will apply to this item only:

The single scoring point offered under this item will automatically be awarded to all projects that indicate in their application that they will comply with the requirements of Part 7 of the CDM, version 3.1. Exceeding the standards established by the CDM, Part 7 is not necessary to

receive the scoring point for Energy Efficiency. Further, this modification serves to clarify that with respect to Energy Efficiency, and Sustainability more broadly, projects will be expected to comply with the CDM, part 7 and further, they must obtain the single scoring point under this part of the NOFA to receive funding offered under this NOFA.

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### Questions as of 04/03/20:

**Please Note:** In the Pre-Application Feedback for 9% LIHTC projects, the average development cost per bedroom is substantially higher in the Metro area. This is due to an outlier project with a large amount of SRO units, which count as 0.5 bedrooms each. When that project is removed, the average drops to \$17,475/bedroom.

**Question:** HUD released the 2020 income limits today. Will OHCS be able to update the application with the 2020 income limits, especially for the NOFA's that are not due until May 22?

**Answer:** We discussed this and we're going to stick with the 2019 rents for all NOFAs, as those were the published limits at the time the NOFAs were released. We also want to be consistent across our NOFAs and the LIFT due date did not get pushed back.

**CORRECTION:** Using 2020 LIHTC rents is allowable. Applications will be updated to reflect those levels as uploaded. Please note 2020 HOME rents have not yet been published, so continue to use 2019 HOME rents.

**Question:** Is a cover sheet still required now that we are submitting online? If so, what file should this be uploaded to in Procorem?

**Answer:** No cover sheet required.

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### Questions as of 03/27/20:

**Question:** How do we delete something in Procorem?

**Answer:** Applicant access level does not allow for deletion. If it is to just re-upload a clean document, just version it. If you need to move it to another folder, you can do that in the workcenter. However, if you really need a document deleted send an email to [MFNOFA@oregon.gov](mailto:MFNOFA@oregon.gov) with the project name, folder and document name that you want deleted. Please refer to the Procorem training online: <https://attendee.gotowebinar.com/recording/8244073718771606023>.

**Question:** I have a pending open task on Procorem. Is there something I need to do at this time to get that task completed?

**Answer:** Click on the task to open it. Follow the instructions in the description.

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### Questions as of 03/20/20:

**Question:** We are working on the Applicant Agreement, Auth Accept, DEI Agreement, Board Resolution, Ownership Integrity forms. The training video VERY briefly covered these and said that we should electronically sign these(?). Can you provide more details about this? Should we just type in the names that should be in that field? Or should we print them out, wet sign them, scan and upload into

Procorem? In the scanning process these will be converted to PDF documents so they would be able to be converted into Excel.

**Answer:** Just type the name of the person in the appropriate field. By submitting the application you are showing that you agree to all terms and conditions which in turn becomes your electronic-signature.

**Question:** The instructions for some of the exhibit forms call for original signatures (e.g. the Zoning Certification Form). Since it's not possible to submit original signatures through Procorem, should I presume pdf signatures are acceptable?

**Answer:** Print them out and have them signed. Then upload to Procorem. The forms in the pp just type the name of the person as their signature. By act of submission you are e-signing.

**Question:** On the instructions tab in the Application there is a chart of documents and where they are located in the workcenter folder. The only documents in there is the tenant relocation and tenant survey, it is missing: Development Team Capacity form, MWESB Engagement form, Resident Services Plan form. Can you upload those forms to our procorem workcenter?

**Answer:** Maintenance was done this week, and these documents are now uploaded to the folders. The instructions tab was updated. FAQs were also uploaded to the work centers.

**Question:** Does the following question on the Development Team supplement apply to MEP funds or just major funding source (LIHTC, LIFT, Home, etc.) "List all projects (a maximum of five) you have completed (project is in operation, all OHCS conditions have been met, OHCS notified you the development file is closed) in the last five years using the OHCS funding source(s) you are requesting for this project: "

**Answer:** This question does not apply to MEP funds, but just LIHTC, LIFT and HOME funding sources.

**Question:** In the Procorem Files/Administrative files. For the "Site Control Evidence Form"- this is a Word doc. It says "ATTACH SITE CONTROL EVIDENCE TO THIS DOCUMENT" Does that mean we should convert the Word document into a pdf and then insert the pdf of the site control document (option agreement), then upload it as a pdf (maintaining the original file name)?

**Answer:** Apologies for the confusing terminology in that document, it's a holdover from an older version. You don't need to make them physically the same document, just upload all of the evidence into the corresponding folder and use the naming convention mentioned in the Instructions tab.

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### Questions as of 03/16/20:

**Question:** I attempted to pose the attached questions to the [eastqapts.ohcs-0060A9CF5A@mail.procorem.com](mailto:eastqapts.ohcs-0060A9CF5A@mail.procorem.com) and got this response. Let me know the proper way to go about submitting questions.

**Answer:** All questions need to go to [MFNOFA@oregon.gov](mailto:MFNOFA@oregon.gov). Once there we can get them answered. Do not use the Procorem help. Please resubmit your questions to MFNOFA and we will answer.

**Question:** The wording under "Special Needs Target" on page 18 of the NOFA says "to serve households with children and other populations with special needs." This suggests that households with children are considered a special needs group. Is that correct?

**Answer:** We have this category split into "Special Needs Target Population" and "Family Sized Units," and you can get points for one or the other. For families with children, we have the Family Sized Units category to ensure that the units being built are able to serve larger families. Thus, while it's not a

special needs target population, you can still receive points for this category if your units are built to serve families with children.

**Question:** I have read in the FAQ that copying and pasting is not acceptable for the application. Can you clarify if copying and pasting text only into the cells within the “Narrative” Tab is acceptable? I can understand not copying and pasting onto other cells that have references to other tabs however, the narrative sections or “rows” seem to stand on their own and would not have the same impact to the application document. Is that true?

**Answer:** Correct – please feel free to paste text that you’ve written in Word or elsewhere into the narrative cells. However, you will need to paste the text in the Formula Bar due to some merged cells.

**Question:** Will OHCS release a list of the projects that were submitted through the Pre-Application (including project location(s) and funding request amounts)? If so, by when? We are looking for this information to determine whether or not we should submit a full application.

**Answer:** There won’t be a list of projects released, however, we are planning to post aggregate information about submitted projects on our website soon.

**Question:** In the LIFT, 9%, and 4% Gap NOFAs there are certain underwriting requirements like:

- a) 7% vacancy,
- b) \$450 PUPY replacement reserve and
- c) 30% soft costs ceiling.

These items are listed as part of the point scoring for the Operating Pro Forma review. If we submit on-line pro-formas that do not hit these criterion, will we get docked in point scoring?

**Answers:**

- a) For vacancy rates, we are willing to fluctuate between 5% and 7% based on location, and are okay with you using a 5% assumption on your proforma.
- b) For PUPY, that is a guideline that is on the higher side, and we generally defer to what the investors will require.

The 30% soft costs ceiling has been an issue in rehab projects with relocation. This issue is exacerbated by the increased fees charged by OHCS that were instated this year. This criterion has been waived in the context of projects with relocation costs, which are not typical in green field new construction projects. What mechanism can we use before final submission of application to ensure our project’s local context will not be penalized when in market?

- c) The 30% cap on development costs is a “best practice”, adopted by many other HFA’s in an effort to keep overall project costs down. We do recognize that there are instances where exceeding the 30% is justifiable (such as relocation), and we can make a determination on a project by project basis.

**Question:** We are a multi-state developer. Do you want to know about all our projects under development or just those in Oregon?

**Answer:** Include only projects under development in Oregon.

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## Questions as of 03/06/20:

**Question:** What is the difference between a Risk Rating & Performance Score and when are they used?

**Answer:** A Risk Rating is given to OHCS portfolio properties as Asset Management staff perform a Property Review. This review looks at the property as a whole including compliance, physical condition, financial performance and debt. If you would like an applicant property's rating please let us know which one with an email to MFNOFA.

- **Performance scores:** The data used for the Performance scoring of the NOFA is based on the most recent File, Physical and financial reviews from the normal cycle. Owners and/or management should have that information and can review current statuses for OHCS properties in their portfolio. OHCS will manually compile all of those results for the scoring of the full application.

**Question:** The Pre-Application is due 3/6/2020. Is there a time deadline when it is due tomorrow?

**Answer:** The Pre-Application is due 3/6/20 at 11:59 p.m. PST.

**Question:** I'm having some issues with the pre application. The Submission Date box is color coded to enter the date but it is restricted. The construction type box is color coded as drop down or restricted answer and instruction say not to leave blank. It is restricted so I can't put anything in the cell.

**Answer:** The Submission Date was color coded incorrectly. OHCS will fill that in when the pre-application is received. The Construction Type box was locked incorrectly, and was corrected to be fillable in the updated version now on our website.

**Question:** On the Project Input tab for Site A, the cell that asks for the Majority of Unit's Construction Type (line29, column D) does not allow you to enter data. The same cell for Site B has a dropdown menu. Is this something that needs to be fixed?

**Answer:** The Construction Type box was locked incorrectly, and was corrected to be fillable in the updated version now on our website.

**Question:** In the OHCS-NOFA-Pre-Application excel doc, on the Project Input tab, the Urban/Non-Urban cell and the Majority of Units' Construction Type cell both are color coded as DROP-DOWN/RESTRICTED, however, I am not able to select the cells or access a draw-down menu. How do you suggest I proceed?

**Answer:** The Urban/Non-Urban cell should auto-populate once you select a city for the site. If it is colored as a drop-down, that was in error and should not be the case on most recent version posted. The Construction Type box was locked incorrectly, and was corrected to be fillable in the updated version now on our website.

**Question:** For the "Total Development Cost" cell (E47 of the LIHTC/HOME tab), do you only want Development Costs, or do you really want Construction/Development/Acquisition/Total Project Costs?

**Answer:** For Total Development Cost, we are looking for an estimate of Total Project Costs, inclusive of construction and acquisition costs.

**Question:** Is site control required at the time of the Pre-App or just by the time of submission of the final application?

**Answer:** Site Control forms are due with the full application and not pre-app.

**Question:** For A scattered site project, how do I complete the Project Rents and Income Levels section for two properties?

**Answer:** Please aggregate your units at the different rents and income levels for each site up to a single sum for the entire project. Scattered sites are defined as “Noncontiguous sites spread across a town or multiple towns.” If the sites are not of the same legal description, they can’t be considered a single site.

**Question:** The application for our project will include a day care/early learning facility. How do we include or identify this in the pre-application?

**Answer:** We are not asking for that level of detail in your pre-application. In the full application, you can provide detail about your common or commercial space in your pro forma and give a description on what that space will be used for as well.

**Question:** How do we pay the \$1,000 4% pre-application fee when all is transmitted electronically?

**Answer:** **Importantly, no pre-application fees are due for this round of NOFAs. The \$1,000 4% LIHTC pre-application fee is only due for deals using 4% LIHTCs only, which is a separate application process at this time.** As stated in the NOFAs, all application fees must be submitted by mail. Here are the detailed instructions for Charges:

- All Applicants must submit application charges via mail. OHCS cannot accept any electronic payments for Application charges.
- Applicants must submit the Application charges to the address below along with the transmittal form provided as part of the application materials in Procorem. All Application charges must be received by OHCS no later than April 24, 2020 at 4:00 PM PST. If the Application charge is not received by the Application Deadline, the Application is considered incomplete. It will be automatically rejected and is ineligible for funding.
- Send Application Charges to: Oregon Housing and Community Services, Attn: Affordable Rental Housing, 725 Summer St. NE, Suite B, Salem, OR 97301

**Question:** The Zoning Form instructions state that only the original with signature will be accepted at application. Will this form be mailed separately with the application fee or uploaded into Procorem?

**Answer:** Please have the original signed form uploaded to Procorem. We will update the language on the form to match the new digital submission process. We will now have you keep the original. Thank you for pointing out that inconsistency.

**Question:** Does OHCS have appraisal requirements?

**Answer:** For appraisal requirements please review page 8 in the General Policy and Guideline Manual located at this link: <https://www.oregon.gov/ohcs/HD/MFH/2016-LIHTC-HOME-NOFA/GPGM-2016.pdf> Also, please review the market analysis guidelines under the heading “additional Information” at this following link: <https://www.oregon.gov/ohcs/Pages/nofa-2020-low-income-housing-tax-credits.aspx>

**Question:** We are submitting a Preservation project, so in the Pre-application, under Program and Pool Information, we selected, but should we also select General Pool - Balance of State Non-Urban (for rural projects)? Will you know that the Preservation set aside would be our first choice, then balance state non-urban our 2nd?

**Answer:** Under OHCS Set-Aside Category, select Preservation. No need to indicate a second choice.

**Question/Answers:**

It is my understanding that I will need to submit an A-VR form for a waiver on certain CNA requirements - however I’m a little unclear about a few of the items:

- 1) Project Owner – the proposed owner, I assume? (This is an acq/rehab)
  - a) Correct.
- 2) OHCS Staff most familiar with the project – this project is not currently in the OHCS portfolio so I'm unsure of who is most familiar with it. I have discussed it with Casey Baumann in the past – would he be an appropriate contact?
  - a) Yes.
- 3) For the rehab cost analysis required per item B under the “partial exemptions from CNA Requirements” section (listed below) – is an estimate by our current contractor for complete-rebuild cost analysis sufficient for this item?
  - a) Yes.
- 4) Should the complete-rebuild cost include the cost to demo the existing buildings?
  - a) No. The purpose of this exercise is to gain an understanding of how the proposed rehab compares to building a new building (building only (no site work and no demo) having the same general building characteristics) on the same or similar site.
- 5) Does it make a difference that the existing density is not compliant with the current zoning (i.e., demo and rebuild is not an option to keep the existing number of units)?
  - a) It could make a difference if you are actually considering full demolition and the project results in fewer units than what exists currently. If you are asking with respect to the 75% cost test (inferred in your previous question) then assume costs to reconstruct the same building even if the zoning would not in reality allow it.

**Question:** In the Pre-Application file on the “Development Team” tab there is a question in Cell J18: Is this a “Capacity Building Partnership.” A note lists see “QAP for further information”, but I cannot find reference to that definition in the 2019 QAP. Please clarify definition of a Capacity Building Partnership.

**Answer:** Please disregard the question in Cell J18: “Capacity Building Partnership”. This question was a holdover from a previous electronic application submission.

**Question:** In the OHCS-NOFA-Pre-Application excel doc, on the Project Input tab, the Urban/Non-Urban cell and the Majority of Units' Construction Type cell both are color coded as DROP-DOWN/RESTRICTED, however, I am not able to select the cells or access a draw-down menu. How do you suggest I proceed?

**Answer:** The urban/non-urban should auto populate after the city gets selected. The construction type dropdown is inadvertently locked.

**Question:** Could you please define scattered site? I don't seem to be able to find a definition. Is it simply different legal definitions of the site? The current owner is operating it as one project and they are within a block of each other and I need to verify is this is to be submitted as a single or scattered site project in the pre-application.

**Answer:** Scattered Site is defined as noncontiguous sites spread across a town or multiple towns.

**Question:** I am looking for clarification on the CNA questions/answers (page 6) of the FAQ 2-28-2020. Question 1) refers to a desk updated for reports completed in the 12-24 month window, yet question 2) talks about an approved variance which would not require a desk update unless their date of completion is 36 months or greater from the date of the NOFA deadline. Can you clarify if the 36 month timeline was just for a specific project or is that for this round of funding in general?

**Answer:** Yes, this item definitely needs a little clarification – thanks for asking. The answer applies to everyone in this funding round (not specific to a particular project). One important point here: the 36 months applies only to the specific items listed under Section B.1.11 (CDM v.3.1, Appendix B.1).

## Questions as of 02/28/20:

**Question:** In fields requesting the “State”, do we use the full state name or the two letter abbreviation?

**Answer:** Please use the two letter abbreviation when filling out state. If you use the full name or any other variant the pre-application will error.

**Question/Answers:** In the Pre-App Excel Sheet...

- 1) Can we get the links in the project input page separately? They are not working when I click on them.
  - a. We updated the Pre-Application. Check for “Updated” next to the link to know when we do an update. We changed our lock settings so they can select those cells with links.
- 2) On the Development Team tab, the Developer section has nowhere to indicate whether the Developer is a nonprofit.
  - a. We have updated the Pre-App Development Team categories to mirror the Full App ones, which include a field for Tax Exempt Status with each entity.
- 1) Is a pro forma template available yet?
  - b. Currently, we are not offering a workable demo pro forma, but will work towards one in future rounds. However, there is a locked demo version of the full app with the pro forma on our funding webpage that you may download and look through to get an idea of what is coming.

**Question:** Can we submit the pre-application prior to the March 6th deadline? First, so that we can get our application and Procorem set up; and, second, I'm concerned that if everyone is submitting their pre-applications for all the NOFAs on March 6th, what happens if there is an internet capacity issue?

**Answer:** Yes, you can submit pre-applications anytime between now and March 6.

**Question:** We would like to play around with the pro-forma to determine if it's even worth our time to submit a pre-application. Is that possible?

**Answer:** Developers usually have pro forma that they use to model initial information for the pre-application. We do have our prior pro forma available on our website under the header Excel Spreadsheets: <https://www.oregon.gov/ohcs/Pages/multifamily-housing-four-percent-application.aspx>

**Question:** Question in regards to information submitted in the pre app. I know that the site can't be changed, but what kind of leeway is there in the numbers submitted in the pre application?

**Answer:** We want you to be as accurate as possible. However, if things do change that is acceptable as long as it is reasonable and, if asked, you are able to explain why the change happened.

**Question:** A question regarding the pre-application. Would it be acceptable to OHCS if a sponsor proposes a scattered site project with a certain number of sites in the pre-application, but then decides to eliminate one of the sites from the project for the final application? E.g. - The pre-application proposes a three site “project”. The Final application is submitted with only two.

**Answer:** In the Expectations Training we say that you can't change projects from the pre-app to the full app. However if for some reason there is a change, like losing a site as in your example, then you need to be able to adequately explain why the change in the narrative section of the full app. However, changes may impact scoring anticipated from the pre-application, so look at the NOFA for scoring criteria.

**Question / Answers:** I have a few questions on the Pre-Application:

1. How should I enter the date?
  - a. We will enter the date at time of submission. Just leave it blank.
2. On Project Input, City or Township (D17): If "NOT LISTED" is selected, then cell D28 propagates "please select or enter jurisdiction name." If left blank, then cell D28 propagates "non-urban." I believe you're looking for the latter but also are looking for all cells to have an entry or "NA" per instructions. How should I handle the "not listed" issue?
  - a. This is a formula error so just leave it blank and enter the city name in the space below it.
3. There is no option for HTF. Will there be HTF funding? If so, how should I enter it?
  - a. We are not offering HTF in this round.
4. Do you want N/A's in unit mix matrix?
  - a. Just leave them blank. Unfortunately we missed a few of those cells and did not add an N/A option.
5. Links not hyperlinked
  - a. The hyperlink issue has been fixed now
6. If you copy and paste information into cell, it will adopt the format of the document that it is being copied from and won't let me fix the format to match the font/colors of the pre-application page. Is there any way to keep the application from adopting a different format? You just might end up with a goofy looking application if people cut and paste and do not hand enter.
  - a. Do not copy and paste. This is a new process and applications are tied to projects and workcenters via metadata. Copying and pasting from a different app may break the associations as well as may bring formulas and ties to other parts of the application and the app will not be usable. SO the project would not be considered.
7. Development Team, if yes, which MWESB (E17, D33) and if so, which (H39, H54, H68): Do not have an "N/A" option
  - a. Any cell with no N/A option just leave blank.
8. On Development Team, Contact Information (Column E): There are "if, then" statement formulas in most of these cells. They don't seem to trigger an error but might want to clean them up?
  - a. Development Team tab, Contact information formulas are supposed to be tied to the next question you had in the list. For some reason they didn't work but will be fixed for later NOFA's. It's ok just to ignore them.

**Question:** If the Project Site Review Checklist (checklist) is now self-certified, do we sign the certification on the front page? The certification is certifying in part that an OHCS representative has completed a site review, which I understand under the new process will not happen until after the checklist is submitted, correct?

**Answer:** You should please sign and date the front page of the checklist. Once you have submitted your checklist and pre-application, we will determine if you are applying for OHCS HOME resources. If you are, you will be prioritized for an in person site visit and contacted for scheduling. If you do not get scheduled for an in person site visit we will accept the checklist as self-certified and no visit will be required prior to funding reservation, if selected.

**Question:** For the endangered and threatened species section, is it acceptable to reference a biological assessment that was completed in 2018? Or do we need a more recent source? I realize we will need to complete an updated biological assessment as a reservation condition.

**Answer:** You can include the assessment and reference that in the Project Site Review Checklist.

**Question:** Related to the NOFA pre-application, is it acceptable to utilize previously completed checklists or portions thereof from last year's NOFA?

**Answer:** If it is within the last 12 months we will accept it.

**Question:** We have a HOME project, with an expiration in 2021, and we are proposing to come in for more HOME and GHAP. Do we need to do a new Phase I and will you have to do a new HOME Environmental review? Also, do you require a new survey? We are not proposing any debt, so there is no mortgage lender.

**Answer:** The Environmental Site Assessment (ESA) must be no more than 6 months old from date of application, but you are not required to submit an ESA prior to reservation (so you can wait for a funding reservation before spending on that). An ER can be good for up to 5 years in certain cases. Anything older needs a new one for certain.

**Question:** At what point will the zoning certification need to be submitted in the application process i.e. with the pre-application or with the full application? Meaning: I know that we need to submit the site review checklist with the pre-application, but are we required to submit the zoning certification at the same time or can we include instead with the full application submission?

**Answer:** Zoning will need to be submitted with the application.

#### **Question/Answers:**

- 1) Per the OHCS Multifamily Partner call on December 2<sup>nd</sup> – will you be formally announcing when the data sets applicable to the NOFA (Location Need, Location Efficiency, Opportunity Area, Vulnerable Gentrification Area) are updated/released?
  - a. The Census updated their ACS data and we have integrated it into our application. We will have the data available to view soon on our website, but if you'd like to find it sooner the data is publicly available at [data.census.gov](http://data.census.gov).
- 2) Can you please direct me to the definition of the "Special Needs Target Populations" referenced in the QAP?
  - a. As we mentioned on the call, the definition for special needs target population was left intentionally broad to allow for self-definition by what the unique needs and circumstances of the population intended to be housed in the area that the project will be sited in. We'd like to know what populations, with unique circumstances, whose needs housing and services in the area will meet, but want to allow for an open definition based on what the area needs most.

**Question:** In future electronic applications, will applicants enter project narratives into cells in an Excel spreadsheet, as we did in the OHCS Gap NOFA process using Procorem. It would be very helpful if OHCS could provide any word or character limits that may apply to that cell. It can be difficult to understand whether we are experiencing a technical glitch, or if there is an unanticipated character limit.

**Answer:** There should be no character limits in the narrative responses besides the Project Overview, which is limited to 1,000 characters. Sometimes when typing, the text can be hidden due to cell size. If that is the case you are able to expand the rows to view more, or you can see what you enter in the formula bar at the top of the screen.

**Question:** How do you find out our points for OHCS Portfolio Compliance and Portfolio Viability Criteria? Can we find out if there are any outstanding issues that we can then try and remedy prior to submitting the application April 24th?

**Answer:**

- Risk Rating:

A Risk Rating is given to OHCS portfolio properties as Asset Management staff perform a Property Review. This review looks at the property as a whole including compliance, physical condition, financial performance and debt. If you would like an applicant property's rating please let us know which one with an email to MFNOFA.

- Performance scores:

The data used for the Performance scoring of the NOFA is based on the most recent File, Physical and financial reviews from the normal cycle. Owners and/or management should have that information and can review current statuses for OHCS properties in their portfolio. OHCS will manually compile all of those results for the scoring of the full application.

**Question:** I missed the dates of the actual webinar trainings. But I understand recorded trainings on LIFT, 4% with Bond, pro forma, and maybe farmworker will be available.

**Answer:** The links for the webinar trainings will be posted on the individual NOFA pages on the OHCS website. Click the link, sign in and then it will load. <https://www.oregon.gov/ohcs/Pages/multifamily-housing-funding-opportunities.aspx>

**Question:** Is the GHAP/HDGP going to be restricted to 30% units? I didn't find anything anywhere saying you were restricting units. We are working on a small 10 unit, previous HOME project, that has its HOME affordability expiring in 2021, so we want to extend the affordability, so we need HOME and GHAP/HDGP, if the HDGP is restricted that would mean that we would have to evict 1 or 2 elderly households, as their incomes are at 50% and 60% to meet the current HOME requirements. Also, with a small project like this, having a 30% unit restricts the ability to pay operating costs, so I'm hoping you are not restricting the HDGP/GHAP to 30% units. If you are, is there an opportunity to request a waiver for a small HOME project?

**Answer:** This 2020 NOFA round we do not have additional affordability requirements for gap funding. Programmatically, the gap sources are 80% but units will follow the most restrictive requirement by any source of funding assisting the unit. In your case, HOME restrictions will probably be the most restricting and units will be restricted to those levels.

Additionally, to address the language used, in the alternate scenario those residence wouldn't simply be evicted. They'd be permanently relocated. Any project with HOME resources would be required to follow Uniform Relocation Act (URA) requirements.

**Question/Answers:** Capital Needs Assessment (CNA) Questions:

1) My existing CNA site visit was done 1/10/19 but for a variety of reasons wasn't finalized until September of 2019, I'm assuming it falls into the 12-24 month "desk update" window for CNA's but if that's incorrect let me know.

**A:** Use the date of the report to determine the time frame to submission deadline. If there is no date then assume a 'desk update' is needed.

2) Also I'm assuming all the standards in the B.1 CNA appendix need to be adhered to for the desk update but if that's not the case let me know.

**A:** For this project (consider this is an approved Variance on this item) items listed under B.1.11 (CDM v3.1) do not require updating unless their date of completion is 36 months or greater from

the date of the NOFA deadline or the date of the CNA submission to OHCS when no submission deadline has been given.

- 3) Does OHCS need to be listed as a reliant party in the report?  
**A:** This is not required but is a good idea and appreciated if there is no added cost to the owner.
- 4) Some of the hazardous materials reporting (LBP, ACM, accompanying O&M's) were contracted separately and they were done in October 2018. Is a desk update sufficient and/or needed since they are under the 24 month time frame? There has been no work to the building and it's remained unoccupied during that entire time frame.  
**A:** No need to update these reports for this project.
- 5) Is it ok that a sponsor contracted to have these reports done or does the CNA provider need to contract directly with a provider and have new site work and report done?  
**A:** The separate contract is fine.
- 6) If these are ok as is can the CNA update just reference these reports in the CNA?  
**A:** Yes.
- 7) Seismic risk assessment same questions as for the hazmat reports?  
**A:** No need to update for this project.
- 8) I will be seeking a variance from you in terms of the energy assessment since we are changing building use and are doing a full gut rehab, I'll be working with my architect to fill out the Variance request form to turn into you. Anything else I need to be aware of with this?  
**A:** Sounds good – no additional needs that I can see.

**Question:** In a rehab project, can we add additional bedrooms to units? And if we increase bedroom size to 3+ bedrooms then can we get the points for family sized units in the project?

**Answer:** Yes to both questions with the caveat that you are meeting the Core-Development Manual (CDM) requirements for unit size. See Chapter 6.1, Section 15.01.

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## **9% LIHTC & HOME NOFA:**

### **Questions as of 05/29/20:**

**Please Note:** The LIHTC Supplemental forms have been revised to include income averaging as a choice of Minimum Set-Aside Election. It is NOT required to submit the revised forms with the application on June 1st. For applicants choosing to use income averaging, these forms will be added as a condition of their reservation letter and to their Procorem workcenter, if the applicant is funded. The revised LIHTC Supplemental forms can be found on the 9% LIHTC and Preservation NOFA webpages, and the 4% Application webpage.

**Question:** Could you please clarify - In Project Details, Row C62, are we supposed to enter the total OAHTC credit request (as seen in the OAHTC Calculation tab, Total tax credit allowed - cell D15), or are we entering the total amount of loan to be covered by OAHTC.

**Answer:** Please enter the OAHTC credit request amount.

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## Questions as of 05/22/20:

**Question:** We are working on uploading the required application items to the procorem. Certain required documents are outlined in the Instructions tab of the Workbook with the required Doc Name, Workcenter folder location, etc. However, other documents required in the QAP and NOFA are not specifically listed in the table (Application Charge & Transmittal Form, DEI Agreement, Certification of Pre-Application Submission, certain scoring categories, etc.).

Would OHCS like us to upload this additional requirements/documentation as separate PDFs in the folder that makes the most sense for that document? For example, we would upload the Application Charge & Transmittal Form and proof of payment in one PDF named "ApplicationFeeDocumentation\_2020-4\_WSLIHTC#2" to the Administrative folder? We would upload the Project Readiness documentation in one PDF named "ProjectReadinessDocuments\_2020-4\_WSLIHTC#2" to the Scoring folder. And so on. If this is not how you envision it, can you provide more guidance to us?

**Answer:** Many of these documents you mentioned are embedded into the application file itself. There are tabs that work as fillable documents for the Applicant Agreement, Authorization and Acceptance, DEI Agreement, Board Resolution, Ownership Integrity, and the Application Charge Transmittal. For the Application Charge Transmittal, we ask that you print that and send it with your check in addition to filling it out in the application.

The checklist on the Instructions tab of the NOFA Application should have listed any required documents to be submitted for each funding source, as well as the folder in which to place it. Anything that is evidence for a scoring criteria that wasn't explicitly listed on the checklist there should go into the Scoring folder in the Full Application folder of your workcenter.

Your description of naming conventions and file types is spot on, that's what we're hoping to see.

**Question:** Can you clarify what we need to include if the project selects tenant protections and voucher utilizations? It says that "if necessary, briefly describe specifics in designated column". I haven't found any directions in the QAP, NOFA manual or FAQ for supportive info. Please clarify what information you are looking for here.

**Answer:** To verify whether or not tenant protections will be available if federal rent subsidy expires you should contact the HUD or RD regional offices (depending on the type of federal subsidy potentially expiring).

For voucher utilization you should contact the local Housing Authority where the project is location.

**Question:** I've discovered that on the operating budget tab of the pro forma that there are still loan payments displaying on years 21-30 even though my loan term as entered in on the sources tab is 20 years. The loan is a 20 year term with 30 year amortization and for some reason the pro forma is reading the 30 year amort as the term and just extending the payments to that point. Our plan for the project is to either payoff the loan balance at year 20 or refinance with much lower payments, so showing the original payment amount of the first loan into years 21-30 ends up incorrectly modeling the bottom of the line cashflow into the negative.

**Answer:** Per our QAP, 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 twenty (20) year permanent loan period. Although our proforma does forecast past year 20, for tax credit deals the Dept. we only typically look at the 1<sup>st</sup> 20 years.

**Question:** How should applicants complete the response associated with Need & Opportunity, Tenant Impact, Row 45 entitled *Extremely Low Income*. Is the intent for this scoring category to tie back to the actual incomes of households current living at the property. In other words, this is mutually exclusive from proposed LIHTC restrictions. It should represent the incomes earned by existing tenants. Please confirm.

**Answer:** Correct, it should represent the percentage of the Project occupied by households earning 30% AMI or less.

**Question:** How should applicants complete the response associated with Federal Preferences & State Priorities, Average Gross Median Income (AGMI). Is the intent for this scoring category to capture **actual incomes of households** currently living at the property, **or** is it intended to capture **proposed LIHTC restrictions**? Please clarify how to complete the Federal Preferences & State Priorities, AGMI section – actual AMI levels of households **OR** proposed LIHTC AMI restrictions?

**Answer:** Average Gross Median Income of tenants currently living at the property.

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### Questions as of 05/20/20:

**\*\*\*Last day to submit questions to MFNOFA inbox is May 15, 22, 2020.\*\*\***

**Question:** Our project has VASH units already secured. These applicants will be sent to us by the VA and Home Forward. Can you please confirm this process makes us eligible to claim the point for marketing units to PHA waitlist? Will our VASH reservation letter from Home Forward qualify as documentation of this? If not, what type of documentation is OHCS looking for?

**Answer:** Yes by securing VASH units you could be eligible to claim the point for marketing units to PHA waitlist. A reservation letter from Home Forward would be sufficient documentation.

**Question:** Regarding the federal preference for projects that commit to market to public housing waiting lists. The NOFA says "with supporting documentation from a local Housing Authority, that establishes a commitment to market its units to its waitlists..." Is this only in cases in which the applicant is a Housing Authority? I would think we (the developer) would supply a certification/commitment regarding our own to market to public housing waiting lists? I don't think the Housing Authority can commit us on our behalf or supply any documentation regarding our commitment. Can you please clarify?

**Answer:** A developer can self-certify their commit to market to a public housing waiting lists at application. Further documentation may be required by the Dept. as a reservation condition if awarded.

**Question:** Please confirm what, if any, restrictions there are on contingencies within the GC cost estimate.

**Answer:** Contingencies guidelines can be found on the Budget Uses tab under "construction cost descriptions".

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## Questions as of 05/15/20:

**Question:** Can you clarify the below question in the NOFA Application: **Describe any restrictions that are currently on the property:** Do the restrictions stated here refer to affordability restrictions or land use restrictions?

**Answer:** It is referring to affordability restrictions.

**Question:** We were emailing to receive "Development History Points" for our organization. Can you please send to us for application scoring?

**Answer:** The minus 5 point scoring penalty under the development history criteria will automatically **not** be assessed for all projects application for this year's 9% LIHTC NOFA round. Applicants do not need to inquiry via [MFNOFA@oregon.gov](mailto:MFNOFA@oregon.gov) to determine their status for these points.

**Question:** Page 10 of the NOFA refers to a "Certification of Pre-Application submission" under Administrative Review (there's also a reference to a "pre-application acceptance letter" in the FAQs). Is there something we need to submit with our application to meet this criterion? We received a brief email confirming our submission of our pre-application, and there is a "welcome letter" in Procorem...is either of these the certification? Or were we supposed to have received something more formal by email or mail?

**Answer:** The Procorem Welcome Letter is the Certification of Pre-Application Submission and everyone with a workcenter has already passed that part of the administrative review.

**Question:** I recently double checked the website for any updates to the LIHTC supplemental form to see if the new income averaging was added to the Minimum Set-Aside but it looks like it hasn't been updated.

**Answer:** Yes, we will update this form to include income averaging.

**Question:** We have reduced the number of sites from our proposed bundle. Can you please confirm if there is anything else we need to do around environmental checklists - eg: rescind those that are no longer applicable and resubmit those that are?

**Answer:** It makes sense that submitted Site Visit Checklists match the sites in the pre-application (when Site Visit Checklists were due) and therefore, match the sites in the full application. In other words, each site that is included in the full application would have a fully completed (valid) Site Visit Checklist already submitted. If one site is removed from a scattered-site, then the corresponding Site Visit Checklist could also be removed. No need to re-submit valid Site Visit Checklists.

**Question:** Regarding the points given for PBRA based on percentage of units with rental assistance, we have a service partner who is, via a foundation grant, proposing to guarantee 5 years of rental assistance/subsidy dollars for special needs residents that live at our project. We would have a letter verifying the terms of the contract. Would this qualify?

**Answer:** A rental assistance contract from a service provider via a foundation grant would not be eligible to count for the PBRA based on percentage of units with rental assistance.

**Question:** Given the market uncertainty due to COVID right now, I am having a hard time securing an LOI from a lender for my perm loan with OAHTC. Is it possible to get a waiver for this one part of the application given the market turmoil?

**Answer:** No waiver is allowed. An LOI is preferred, but in lieu of, any bank letter showing interest in being involved in the project is required.

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### Questions as of 05/08/20:

**Question:** Is the AFHMP required at the time of application for 9% LIHTC Preservation Projects, and is the Scoring 9% Preservation the only scoring tab I would be completing?

**Answer:** A Resident Services Description is required at the time of Application for all projects. In order to receive points under the Preservation Project Scoring Subsection (D) 1. "Partnerships: Resident Services" a narrative providing furthering details on the applicant's specific efforts/activities to address the actions/activities described within this subsection is required. The complete Affirmation Affirmative Fair Housing Marketing Plan will be required a reservation condition if the project is awarded tax credits. For non-Preservation projects we are requesting that applicants do submit a draft or final Affirmative Fair Housing Marketing Plan, and/ or MOU and commitments to be eligible for points within the subsection-(C) 1. Partnerships: Affirmative Fair Housing Marketing Plan (AFHMP).

**Question:** Could you please clarify if projects applying for the 9% NOFA are subject to the schedule limit of 240 *calendar* days or 240 *business* days? Page 16 of the QAP references a 240 day period, defined as the reservation period.

**Answer:** Calendar days.

**Question:** I've tested the cells in the worksheets for data entry, and found these in the Scoring Tab need to be unlocked:

- E20 to E24. Protected Sheet. No data entry allowed. I assume these cells are where the longer narrative write-up for the scoring elements are inserted?
- No selection allowed in cell C45
- No selection allowed in cells D59-68

Question on the RENTS And INCOMES TAB: Not clear where to enter Utility Allowances. Are we supposed to enter tenant paid rent net of the utility allowance for the unit, in Column I? Where do you want us to show the UA calculations, which have been provided by our energy consultant?

**Answer:** Those cells should be unlocked upon re-upload of your application. You are correct on the tenant paid rent - please enter that net of the utility allowance. We dropped the utility allowance calculations out of the new application. We may require this later in the process, and will announce on exactly when and where.

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### Questions as of 05/01/20:

**Question:** We sent out the GIN's for one of our properties that we are applying for HOME funds a couple of weeks ago. A number of the post cards were returned to us signed by the same person and that person is not a tenant of the complex. I called the local Post Office and spoke to the Postmaster there. She explained that the USPS has adopted a policy that during the COVID 19 restricted period that the carrier should sign the cards as verification of delivery to that person's mailbox. I have requested a copy of this policy to accompany our GIN's and receipts for the application. Is this adequate information?

**Answer:** Mailing first class with return receipts is still the only valid method for issuing GIN notices while during the shelter in place mandate is in effect. When possible, it is also recommended to email tenants this and other notices. Email by itself is not yet a valid option for noticing tenants, but is still a useful supplemental strategy for ensuring tenants receive these notices.

**Question:** Can you confirm that unlike the LIFT application, the Resident Services Plan is required in addition to responding to the 'Resident services" narrative in the full application spreadsheet?

**Answer:** Yes, for 9% LIHTC NOFA, please submit a Resident Services Plan, and answer the narrative question in the application.

**Question:** Are we required to provide a BOLI wage determination letter with our application?

**Answer:** The BOLI determination letter is not required at application. It is a condition in the Reservation Letter, once funding is received.

**Question:** We are submitting two 9% applications. Can I fill in some of the information on one and then save as and name the file for the other project?

**Answer:** Each application is specifically tied electronically to the project you are applying for and cannot be copied or used for another project. If you were to do so and we were to process them the wrong project data would overwrite the correct project data in our database causing both projects to fail.

**Question:** I replied to procorem to say we were going ahead with both 9% deals and I get a message every morning telling me the task is overdue but that I have completed my part and what is pending is approval from HFA Service user. Is there a step I am missing here?

**Answer:** As for the tasks, we will sign off on the task once the apps have been received. If you have completed your part, then everything is ok. Just ignore that overdue notice.

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### Questions as of 04/24/20:

**Question:** Page 10 of 38, 3.1 Administrative Review states that we need to submit a "NOFA Cover Sheet." Where is this located? There is no cover sheet on the website or in procorem.

**Answer:** NOFA Cover Sheet is not required. This form was integrated in the application.

**Question:** On the Tab Project Details: S148-U148: This table asks for information regarding the building to be acquired. Are we supposed to put in the information for the building pre-rehab or post-rehab? Example would be a building adding units post rehab.

**Answer::** Post –Rehab

**Question:** On the Development Team Tab: We haven't formed our LP or the GP LLC. Do we leave this blank or fill it in as best as we can? I've filled it in as best as I can currently.

**Answer::** Enter to be determined

**Question:** On the Development Team Tab: Supportive Services Provider. Do we need to have an MOU if we're leading the service provision for PSH at the property?

**Answer::** Please submit a letter detailing your service plan and commitments executed by your board chair.

**Question:** What items go in what folders? Do we put all the threshold review items into the threshold folder? CDDs are threshold, so do they go in both CDDs and threshold?

**Answer::** The Instructions tab in your application workbook has instructions about which folders to file your supporting documentation into, as well as naming conventions.

**Question:** The full application requires backup for things claimed inside the excel file. Example is the Revitalization Plan. Where does this get filed?

**Answer::** See response to question 2 above

**Question:** In the end pages of the excel file, do we just type in people's names or have pdfs of wet ink copies uploaded?

**Answer::** No wet ink signatures are required for those forms.

**Question:** We are looking for clarification on the General NOFA Application Charges: The form states that the sponsor owes "The lesser of \$2,500 or 0.5% of the total funds requested (not to exceed a total of \$5,000 when paired with 4% LIHTC)". Could you please define which funding sources should be included in the calculation of "total funds requested"? While I assume the .5% would be assessed against GHAP or HOME funds requested, what about LIHTC credits? Or, MEP funds?

**Answer::** If you're applying for 9%, it is a flat charge of \$3,500 for the application, regardless of other sources requested. The General NOFA Application Charge is only applicable to non-LIHTC applications.

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### Questions as of 04/17/20:

**Question:** I am applying for a scattered site project and have two different supportive service providers. How should I enter information about them on the Development Team tab, where there is only space to enter information for a single service provider?

**Answer:** Please use the "About Other Partners" chart on the Development Team tab to enter the contact info. for any additional supportive service providers.

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### Questions as of 04/10/20:

**Please Note:** For 9%/4% Combo deal please observe the following :

1. Submit Pre-App on 4% side of the transaction in advance of 9% NOFA application due date. As well as provide some assurance from an investor that they would entertain a 9%/4% deal.

-The Dept. will issue a pre-application acceptance letter (if the application is deem acceptable)

- The Dept. will determine if the 4% side of the transaction is financial viable based on a review of the following
  - ✓ A balanced sources and uses
  - ✓ No funding gaps or uncommitted sources
  - ✓ Only commitment funding sources

2. Submit a 9% application by the application due date and include your pre-application acceptance letter.

3. If your pre-application is rejected you will be unable to count the 4% LIHTC as viable source. As a result the entire project would be at risk in losing points for multiple Competitive Scoring categories within the 9% NOFA.

4. If, you apply for more than 10% of 9% LIHTC allocation you must also submit a 4% LIHTC/tax-exempt bond pro forma to evaluate potential feasibility for that funding source.

**Please Note:** OHCS is aware of a formula issue in the Budget Uses tab, cell O201. This grand total is incorrectly including the values for the subtotals. This is not the correct number for the total eligible basis. It will be corrected when applications come in so that we will be financially reviewing the accurate total number.

**Question:** On the HOME supplemental form, there are some dates that I think are outdated: “Will the project obtain firm commitment of all funding sources on or before 10-1-19? Will the project begin construction on or before 10-1-19?”

**Answer:** The date should be 10/1/2021. It is based on our policy of needing to be ready to proceed within 240 days, with some extra room to complete environmental reviews or extend closing date.

**Question:** For application is a general description of the property site acceptable (site address(es)). We plan on submitting a general description for now and if awarded we would provide a legal description and ALTA/ACSM survey of the property. Please let us know if this is acceptable.

**Answer:** Please submit the required information under the Project Details Tab. A legal description and ALTA/ACSM survey of the property would be a condition of the reservation of award.

**Question:** Do projects subsidized through the 811 program count towards Project Based Rental Assistance in the scored section of the 9% NOFA?

**Answer:** Currently, HUD requires Certificate of Occupancy (C of O) by early September 2021 for our current HUD 811 PRA resources. HUD has not granted an extension for this timeline. In light of the effect of COVID-19, HUD may be delayed in issuing a decision regarding a possible extension or not.

Given, the current feedback the Dept. has received from the contractor community regarding COVID 19 potential delays to construction completion dates combined with what we typically see for how long project take to reach their C of O it would be very optimistic for project to reach C of O by early September 2021.

Therefore, we would advise that you do not model HUD 811 PRA as part of your financial pro forma assumptions. In addition, projects will only receive project based rent assistance points in their 2020 NOFA applications for including HUD 811 PRA if they have clearly demonstrated their ability to meet this C of O program deadline and have submitted a HUD 811 PRA application for the project. In order to demonstrate the C of O timeline, Please reach out to Melinda Alfaro with any other questions regarding our current HUD 811 PRA resources.

**Question:** in the Scoring 9% preservation tab, I'm confused how you get points for MWESB. You can fill in the cell with a target %, but no points show up unless you put an entity name. How do you know your entity yet you haven't gone out to bid for your subcontractors and completed your strategies? I put subcontractors in the cell for MWESB Entity name and it then reflects the points. We have a thorough strategy that is outlined in our MWESB form that is submitted with the application.

**Answer:** The points for this section will come from the narrative that you'll provide on MWESB like it has in previous NOFAs. This was just a way to try and make this a quasi-self-scoring category that just asks you to put something into both fields here. A thorough strategy will get you the points even if there hasn't been a sub-identified in that field yet, but feel free to put a random placeholder if it helps with the point total calculations on your end.

**Response:** I just typed in Subcontractors see MWESB and it worked.

**Question:** The supplemental documents list in the "Instructions" tab of the excel NOFA includes "Development performance letter (if applicable)". Can you please clarify what this is and when it would be applicable?

**Answer:** On page 26 of 38 within NOFA the following is stated in regards to a performance letter - If sponsor has projects in OHCS portfolio, no submission is necessary. If sponsor does not have a project in the OHCS portfolio, must include an "Owner Performance" 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).

**Question:** Per the NOFA PDF document, the (C) Partnerships section points can be earned by providing "A draft or final Affirmative Fair Housing Marketing Plan (AFHMP), and/or MOU and commitments to execute strategies selected below" . This same messaging is in the NOFA excel application as well.

**Answer:** If you do not have final Affirmative Fair Housing Marketing Plan ready to submit at the time of application, you should submit a draft, and/or MOU and commitments.

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### Questions as of 04/03/20:

**Question:** Will OHCS contact the developer to arrange a site visit as needed based off of responses from the pre-app or should we reach out to a specific person at the department to arrange this.

**Answer:** OHCS will be reaching out to all HOME applicants to schedule the site visits to occur no later than 4/24/2020. However, with Covid 19, the site visits are delayed. At this time, we do not know exactly when we will be able schedule the site visits. Previously conducted site visits must not be more than 18 months old in order to be valid for the current NOFA.

**Question:** The 2020 9% LIHTC NOFA #2020-4 on page 8 states that "a single utility allowance is no longer permitted for use in HOME Projects."

In a letter dated June 11, 2018 states that "3. **Tenants Receiving HUD Rental Assistance (tenant based)** - Units housing tenants receiving HUD tenant based rental assistance (HCV) must use the applicable PHA utility allowance established for the Section 8 existing housing program."

Is this a conflict? If so, which prevails?

**Answer:** OHCS acknowledges that certain programs have conflicting requirements with HOME and that in some mixed funded properties it is not possible to use two different UAs to set the rent for a building/unit.

OHCS may request a waiver from HUD CPD of the UA requirement at 24 CFR 92.252(d) if the HOME project receives funding from a source requiring the use of the HUD utility schedule.

**Question:** Regarding the Location Efficiency section, the NOFA states that: "If the Project is a scattered site, then Applicant must provide the values for all sites. The final score will be based on a weighted average of all sites." Can you confirm whether the weighted average for each site will be based on bedroom number or # of units?

**Answer:** The weighting will be by the number of units per site for the Location Efficiency section.

**Question:** The NOFA document describes the point system for “walkability” in the following way:

**2. Location Efficiency – Up to 5 points**

Applicable Criteria Urban Areas - Portland Metro Counties and Non Metro HUD HOME Participating Jurisdictions:

a. **Up to Two (2) points:** Walk-ability; score from <https://www.walkscore.com/cities-and-neighborhoods/> ; two (2) points if 70+, one (1) point if 50-69.

However, you’ll see below that the only drop down options for this criteria provided are “0” or “1”. Please clarify what do here if our project is coming in with a score of 2.

**Answer:** That should allow for 2 as the NOFA says. I can add 2 there as an option if you want to upload again, but we score separately so no worries that this would count against you. You would get 2 points for a high walkability on the back end.

**Question:** Under supplemental document table there is “Financial Feasibility Commitments”. Can you confirm what this constitutes?

**Answer:** Any supporting documentation that indicates financial commitments made to the project that you are counting as a capital or operating source including but not limited to items such as letters of intents, reservation of funds letters, and or commitments letters issued by funders for this projects.

**Question:** The Budget Uses tab includes the question: "Enter any other underwriter notes in the section below." Can you clarify what we are supposed to do in this cell?

**Answer:** Any additional underwriting notes specific to the project Budget you would like to specifically call out to the Department.

**Question:** The LIHTC Supplemental instructions page says to refer to the 2016 QAP. Is this correct?

**Answer:** No. Please refer to the 2019 QAP for details.

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**Questions as of 03/27/20:**

**Question:** I am inquiring about the 9% Preservation Scoring related to the section, Tenant Impact. The categories are scored based on current residents, is that correct? I wanted to clarify that is for the current situation.

**Answer:** Correct. Current residents.

**Question:** Regarding the "9% LIHTC Pre-App Feedback" that was posted, in the Cost Table, is the "Average Total Development Cost/Bedroom" column header supposed to read "Average Total Development Cost/Unit"? In the Pre-App the question that was asked was development cost per unit, not cost per bedroom.

**Answer:** It is Cost per Bedroom. This was intentional.

**Re: Project Details Tab:**

**Questions:** Should the information typed into the “Site & Building Acquisition Information” section be pre-reab or post rehab? For our project, many of these details will change with the acq/rehab plans (i.e., common area SF, Restricted Units, Accessible Units, etc.)

**Answer:** Post-rehab

**Questions:** Cell C331 – does an existing HUD Section 8 Contract qualify as “rent or income restrictions” for the purposes of this question? Or is the question asking about OHCS restrictions and/or rent restrictions on title?

**Answer:** We are looking for OHCS restrictions for this question.

**Re: Development Team Tab:**

**Questions:** Some of this information is not established at this stage: Ownership Entity and Managing Member entities are generally not set up until after notice of funding. Ok to leave these sections blank?

**Answer:** Enter TBD if entity is unknown at this point

**Re: Budget Uses Tab:**

**Questions:** Can you please point me to where OHCS reservation charges, recipient charges, etc are listed?

**Answer:** See page 35 to 38 of this document <https://www.oregon.gov/ohcs/DO/docs/10-04-19-HSC-Materials.pdf>

**Re: OAHTC Calculation Tab:**

**Questions:** According to the OHCS OAHTC Project Manual “Projects defined as a Preservation project” are not required to provide rent pass through.” Please confirm that there is nothing I need to do on this page related to the pass through number being shown as a negative.

**Answer:** Correct, Projects defined as a Preservation Project are not required to provide rent pass-through. A Preservation Project is defined as housing that was previously developed as affordable housing with a contract for rental assistance from the United States Department of Housing and Urban Development (HUD) or the United States Department of Agriculture and that is being acquired by a sponsoring entity. The contract for project-based rental assistance must cover at least twenty-five percent (25%) of all units in the Project and must be at risk of expiring within the next seven (7) years.

**Questions:** For all of the blue forms at the back of the Application (Applicant Agreement, Auth Accept, DEI Agreement, etc.) – do you want these printed out and signed? Or submitted electronically with the excel application?

**Answer:** Please fill these out within the Excel sheet and submit electronically with the rest of the application. No need for wet signatures.

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**Questions as of 03/20/20:**

**Question:** I have two questions related to the General Information Notices for HOME funds.

- In the case where an applicant is not the current owner of a proposed acquisition/rehab project it can be very difficult to reach the residents in person in order to obtain their signature on the GIN. Is a certified letter receipt an acceptable form of verification for the delivery of the GIN as required in order to apply for HOME funding?
- In addition, the GIN notice document provided by OHCS includes a notice regarding lead-based paint. Since the applicant is not the current owner we cannot verify what notices the resident has received and cannot sign a document stating disclosure on behalf of the lessor. Is this form a required piece of the GIN notice, and will it be acceptable that we are not able to provide that

form, or do we provide information regarding what we do know as the applicant for federal funds?

**Answer:** Under normal circumstances; General Information Notices (GINs) must be personally served or sent by certified or registered first-class mail, return receipt requested. However, due to social distancing recommendations, OHCS is asking sponsors to only send notices via certified or registered first-class mail. In lieu of face-to-face engagements and town hall meetings, sponsors are encouraged to find ways to engage tenants in remote ways only. Please note, GINs must be noticed prior to application submission to be eligible for HOME funding.

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### Questions as of 03/16/20:

**Question:** Is the Narrative Tab considered to be a concise summary page or should it include full content? An example being with resident services, should the question include the full proposed plan as noted in the resident services plan supplemental form?

**Answer:** The Narrative should be a summary.

**Question:** Is the AFHMP a form that should be included in the supplemental forms?

**Answer:** The fully completed AFHMP will be required to submit as part of your Management Agent Package <https://www.oregon.gov/ohcs/APMD/PCS/pdf/2020-MAP.pdf> which will be required as a reservation letter condition not as part of your full application.

However, Please note that the information provided in the Applicant's Resident Services Plan should reflect the priorities of competitive scoring, including affirmative fair housing marketing, as well as be substantially in line with the Project's final Project Management Agreement and Resident Services Plan.

**Question:** Is there any further description of what sort of measures would meet the criteria under the Affirmative Fair Housing Marketing Plan or under Resident Services? Eg - what would qualify as an asset-building opportunity? Or are these up to our interpretation?

**Answer:** See page 12 of NOFA for what the Dept. look for with Resident Services as well as the Resident Services Supplement Form (see attached). See page 21 of NOFA for what would qualify as an asset-building opportunity.

- **Question:** Under the AFHMP section, there is a "Culturally Responsive Referral/Outreach Partner". If the sponsor is a "culturally responsive" organization that has a mission to serve its own community, would that get us this point? Or does it need a 3rd party to serve this role?
- **Answer:** This does not need to be a 3<sup>rd</sup> party.
- **Question:** Under the Resident Services section, I have the same question about the "Culturally Responsive Service Provider"
- **Answer:** This does not need to be a 3<sup>rd</sup> party.

**Question:** The Pre-application excel document has us enter the Total Development Cost and Cost Per Unit. Our numbers have not been finalized yet and will most likely change from pre-application to application. Is this allowed? Additionally, you have to enter the project rents and income levels. Can this change? And do units have to be assigned an income set aside or can the income set aside percentages float. For example, we have a 10-unit project and 5 two-bedroom units are set to 40% AMI and 3 two-bedroom units to 50% AMI and 2 three-bedroom units to 60% AMI. Does it matter if the AMI set aside changes from say a 40% two-bedroom unit to a 40% three-bedroom unit? Furthermore, for income

averaging, there is nowhere to select that on the pre-app. Can unit set asides change to meet income averaging or are they set at application?

**Answer:** Be prepared to provide an explanation on why information submitted on your pre-application changed when you submit your full application. You can indicate income average within your full application.

**Question:** Can you please confirm the market study is not needed for application? However, it will be needed for the allocation, correct?

**Answer:** Correct. A market study is not needed for the full application submission. However, if awarded this will be a reservation letter condition.

**Question:** I am wondering if there is a 30 year replacement reserve requirement in the full application?

**Answer:** A 30 year replacement reserve schedule is not part of the full application. The Dept. would expect sufficient replacement reserved be budgeted within any given project per lender and investor requirements.

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### Questions as of 03/06/20:

**Question:** If we're requesting more than 10% of the 9% allocation, we're required to submit a 4% LIHTC pro forma. Do we need to send in a pre-application/site checklist for this? Or is this just a pro forma?

**Answer:** You do not need to fill out a pre-app for this. However if you decide to move forward you will need to send in with your app a 4% LIHTC pro forma. Best way to do that is to make a copy of the application and name it \$% LIHTC pro forma.

**Question:** Can I apply for both 9% LIHTC and Preservation Funds for the same project, but need to submit separate applications for each.

- For the 9% NOFA Application I would need to request more LIHTC than I would otherwise need if we were to be awarded the Preservation funds and
- For the Preservation NOFA Application, I would need to submit a 4% pro forma, even though I would be showing a sizeable gap?

**Answer:** Applicants are encouraged to leverage non-competitive 4% Low Income Housing Tax Credits (LIHTC) for the Preservation NOFA. You can apply for these 4% LIHTC as part of this NOFA. A separate 4% pro forma is not required as part of your application submission.

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### Questions as of 02/28/20:

**Question:** I was looking for the application fee for the 9% LIHTC applications and any other tax credit fees. Can you please point out where the fees are listed? I didn't see them in the QAP.

**Answer:** Here is the list of fees: General NOFA Application Charge:

- The lesser of \$2500 or 0.05% of the total funds requested (not to exceed a total of \$5,000 when paired with 4% LIHTC)
- 9% LIHTC Application Charge: \$3,500 per application
- 4% LIHTC Application Charge: \$5,000 per application (\$1,000 for pre-application and \$4,000 for final application)

The transmittal tab will automatically calculate the fee based on your choices of funding.

**Question:** Could you please send me a list of all of your underwriting requirements for 9% LIHTC applications?

**Answer:** Please see Appendix 1 – Underwriting Standards in the QAP  
<https://www.oregon.gov/ohcs/HD/MFH/LIHTC/QAP/2019-QAP-Final.pdf>.

**Question:** Under section 3.3.1 (A) 2 Family Sized Units: It states Up to Three (3) points: Greater than 15% of the Project's total affordable units sized 3 Bedrooms or larger...; three (3) points if 15% of the total units. If the project has exactly 15% of the units will it be awarded the full 3 points? The section for 2 bedroom units more clearly mandates greater than 45% "two (2) points if 46% - 55% of the units". If both were to read the same either 15% or 16% of the units would be required to be 3 bedroom units.

**Answer:** 15% or greater of the total affordable units ( $\geq 5$  units) is required to receive the full 3 points.

**Question:** A quick question, the LIHTC supplemental form does not have income averaging as an option. Will that be updated?

**Answer:** Yes, this form will be updated.

**Question:** Can you confirm that projects applying for 9% NOFA are NOT eligible to also apply for the Preservation NOFA?

**Answer:** You can submit multiple pre-applications (and subsequent applications) for same project for different funding NOFAs. You will need to submit multiple pre-applications for each of the different NOFAs you wish to apply to. However, you cannot apply for a Preservation NOFA and include other OHCS funds not specified within this NOFA. Any NOFA application may only include OHCS resources that are offered within that specific NOFA.

**Question:** Besides the environmental site checklist for the pre-application. Is a full Phase I ESA required for application?

**Answer:** The Phase I ESA is not required at application. This report may be required as a pre-funding reservation letter condition.

**Question:** The tax credit application fee is \$3,500 for 9%. What is the tax credits reserved fee? Is it 6.5% for projects over 30 units? What about projects less than 30 units?

**Answer:** 9.5% of annual allocation for all projects regardless of the unit count.

**Question:** During the webinar it was indicated that under Federal Resources Status that if you have project-based rental assistance you wanted to see the RA contracts. It was stated that you want to see when they expire. RD is different than Section 8, where with Section 8 you can get 1-20 year contracts. With RD RA Contracts are done annually. RD project rental assistance is tied to the mortgage, as long as you have an RD mortgage you have rental assistance, so you can't really judge the term or expiration based on the RA Contract. Just wanted you to be aware when you see the RA contract it's for the current year. In the past we have not submitted anything in this category if we were not asking for "additional" resources.

**Answer:** All we would need is something showing the maturity date of the RD loan to show risk of loss.

**Question:** Regarding the HOME leverage scored section (see below), is there a minimum amount of funding needed to secure the 2 points?

**1. HOME Leverage – Up to 2 points** Applicable Criteria Portland Metro Counties and Non Metro HUD HOME Participating Jurisdictions: Two (2) points: HOME Leverage; if committed leverage of HOME and/or CDBG Funds; or Projects in Participating Jurisdictions that 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;

**Answer:** The Dept. will defer to the minimum guidelines prescribed by the Portland Metro Counties and Non Metro HUD HOME Participating Jurisdictions.

**Question:** We noticed Corvallis is listed as a part of Non-Metro HUD HOME Participating Jurisdictions in the NOFA #2020-4. However, we couldn't find any information regarding a HOME program set up by the City of Corvallis. Instead, we found on their website, "the City Council has chosen to forego future allocations from HUD's HOME Investment Partnerships program." Could you clarify if projects in Corvallis are eligible for HOME funding through this NOFA or not?

**Answer:** Corvallis is no longer a Non-Metro HUD HOME Participating Jurisdiction. Projects in Corvallis will be categorized as a Balance Urban for the purposes of the set-aside and regional scoring. Projects in Corvallis are also, resultantly, now eligible for OHCS HOME resources.

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## **HOME NOFA:**

### **Questions as of 05/22/20:**

**Question:** All documents must be highlighted and annotated directing reviewers to relevant portions of the document. - Not sure what documents should be highlighted and annotated.

**Answer:** Ignore. Hang over from a previous version that got missed.

**Question:** Documents submitted in Adobe PDF format should be bookmarked: Adobe PDF "Portfolio", should not be used. - Just want to clarify if I have all my GINs inserted into one PDF file and saved this is ok?

**Answer:** It is ok for you to combine the GIN into a single PDF.

**\*\*\*Last day to submit questions to MFNOFA inbox is May 15, 22, 2020.\*\*\***

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### **Questions as of 05/20/20:**

**Question:** For the Tenant Relocation Plan, we were not sure if we need to fill this out or not since tenants will not be displaced for more than 8 hours. Shall we state, "tenants will not be displaced for more than 8 hours and may return to their unit each night during renovations to the interior of their unit. We plan to notify the tenants in this way of that displacement:...." or is this not applicable?

**Answer:** For any rehabilitation project we'll need to have a relocation plan to review. In this scenario, based on the information you provided, your plan would not be substantially compliant with URA. There are multiple factors here that I predict trigger temporary relocation under URA. HUDs guidance states that temporary displacement that does not require relocation is:

- less than 1-hour;
- Does not involve packing or moving or storing residents' furniture or personal items to perform the work;

- Does not involve the unit kitchen or bathroom where the work prevents the use of these areas for the intended use by the occupant (e.g., replacing the kitchen cabinets and countertops, tub surrounds and plumbing fixtures, flooring and painting);
- Does not create odors, dust, debris, noise, or other hazards that may impact the safety or sanitary conditions of the unit;
- (an hour or less) A temporary switch over to new equipment, if the temperature within the unit can be maintained between 68-72 degrees Fahrenheit;
- (an hour or less) A temporary switch over to new fixtures, receptacles, or equipment, if the electrical service to a unit is not interrupted; and
- Where ingress and egress can be safely maintained throughout construction.

In addition to these bulleted triggers, sponsors need to consider the emotional impact on households caused by temporary moves and the disruption to daily life that can occur. It is important to be sensitive to the needs and concerns of persons who will be relocated—especially the elderly and persons with disabilities.

**Question:** Can you confirm that the tenant survey is required for ALL projects requesting HOME funds, even if there is no relocation in project?

**Answer:** Confirmed. A tenant survey is required for ALL projects requesting HOME funds.

**Question:** Do we need to submit a copy of the GINs and the receipts? If so, where?

**Answer:** Yes, we need evidence that the tenants were properly noticed as required by law. You will upload these into your Procorem work center. Please create a folder for URA submissions. There are no other organizational requirements past this, but if you're able to, please organize the submission to where I can match receipts with the GINs quickly. That can mean either individual PDFs per resident, or a single PDF where the GINs and receipts or organized by occupant. I can generate an example if you still feel unsure.

#### Questions as of 05/08/20:

**Question:** We are submitting a HOME application for rehab. The Tax Credit 15 year exit will cause a change in the Ownership. We are considering this a Acq/Rehab because of this change. Is that correct, or should we just show the app as a Rehab only?

**Answer:** That's correct - Acq/Rehab.

**Question:** We are working on our HOME application for a project that is existing, but is not a preservation project. Can you confirm which scoring tab we will need to complete for this project? Our assumption is to complete the "Scoring\_HOME NewConst&AcqRehab" tab, but we just wanted to confirm.

**Answer:** Yes, please fill out only the scoring tab for Acq\_Rehab – the one that you identified.

#### Questions as of 05/01/20:

**Question:** We have a CNA that will be more than 24 months old based on the date of the funding application deadline. Covid-19 health risks do not allow us to enter the apartment units to update the CNA and we are concerned that our presence on site to update the CNA may unnecessarily endanger

the health of the CNA provider and the property's residents. May we use our current CNA without updates for this application?

**Answer:** CNA's that are no more than 36 months old (date of the CNA report to date of the application deadline) will be accepted, without the updates required by the CDM, for this NOFA round. The Department requests that the applicant informally update the CNA with a cover memorandum that lists any significant changes in the building condition that they are aware of that may not be covered in the CNA. This is a request – not a requirement. The Department reserves the right to require a formal update to the CNA after a successful applicant accepts a Funding Reservation..

**Question:** We have a CNA that meets the revised age acceptability given in the FAQ response to question 1 above however it does not contain the needed WDO Assessment nor does it contain the needed Energy and Water Use Assessment. Based on the rationale we provide in Question 1 above, will this CNA be acceptable for this NOFA round without these elements?

**Answer:** Yes, however, the Department may require successful applicants to update their CNA's with this information after a Funding Reservation is accepted by the applicant.

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### Questions as of 04/10/20:

**Question:** On the HOME supplemental form, there are some dates that I think are outdated: "Will the project obtain firm commitment of all funding sources on or before 10-1-19? Will the project begin construction on or before 10-1-19?"

**Answer:** The HOME Program Deadline Dates should be 10/1/2021. It is based on our policy of needing to be ready to proceed within 240 days, with some extra room to complete environmental reviews or extend closing date.

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### Questions as of 03/06/20:

**Question:** I understand that there is no scoring for the pre-app; however, data entered in the pre-app must be consistent with the application so when choosing rents and operating costs for PSH housing in the pre-app it would be helpful to know the points assigned to units per income level(s) to be served.

**Answer:** It's because scoring does not take place until the application. On the pre-app be as accurate as you can. If numbers change between the pre-app and the full app then just be prepared to explain why. The NOFA will however give you the pointing structure for HOME applications. Everything will be scored based on what is in the NOFA.

**Question:** Where can I see the scoring to be used with the current NOFA? I searched for the points system on OHCS website and found 2016 points. Is it the same?

**Answer:** Look at the HOME NOFA 2020-5 for scoring points. Also the pre-app does not have points. Only the full application.

**Question:** We have a HOME project, with an expiration in 2021, and we are proposing to come in for more HOME and GHAP. Do we need to do a new Phase I and will you have to do a new HOME Environmental review? Also, do you require a new survey? We are not proposing any debt, so there is no mortgage lender.

**Answer:** The Environmental Site Assessment (ESA) must be no more than 6 months old from date of

application, but you are not required to submit an ESA prior to reservation (so you can wait for a funding reservation before spending on that). An ER can be good for up to 5 years in certain cases. Anything older needs a new one for certain.

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## **LIFT Rental NOFA:**

### **Questions as of 05/01/20:**

**Question:** When are LIFT reservation recommendations going to be made?

**Answer:** We are planning to take LIFT reservation recommendations to the July 10 Housing Stability Council meeting. Applicants will be notified whether or not their application is being recommended for funding during the week prior to the meeting.

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### **Questions as of 04/17/20:**

**Question:** For the LIFT program NOFA credit for vouchers what specifically is required ? do they have to be project based? could they be issued by a 3rd party? Is an MOU required? Is assurance from a property manager with OHCS experience an assurance that tenant based vouchers can be expected?

**Answer:** To get credit for rental assistance, it must be project-based rental assistance.

**Question:** Regarding capacity points, if the sponsor has no experience with OHCS, but lots of housing development experience, how is that scored? Does the property management company get scored?

**Answer:** Reviewers will look at the narratives and score according to the information provided. It's best to include details when answering these narrative questions.

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### **Questions as of 04/10/20:**

**Please Note:** OHCS is aware of a formula issue in the Budget Uses tab, cell O201. This grand total is incorrectly including the values for the subtotals. This is not the correct number for the total eligible basis. It will be corrected when applications come in so that we will be financially reviewing the accurate total number.

**Question:** On the Cost Containment section of the LIFT Quantitative tab, % of max subsidy seems to be an error. Is that right or am I looking at that wrong? Mine is showing 78794%.

**Answer:** There is an error in the Cost Containment section of the application's Scoring\_LIFT Quantitative tab. The values should be per square foot, but is currently being calculated as per unit. If you have not already, please upload the latest working copy of your application and contact [MFNOFA@oregon.gov](mailto:MFNOFA@oregon.gov) asking to update this section for you and we will correct and reupload your application asap.

**Question:** The Management Agent Packet is not included in our work center on Procorem. Do we need to access this elsewhere?

**Answer:** The management agent packet is not due at application, but at reservation.

**Question:** Is a BOLI Determination Letter to be included in the 2020-2 LIFT Rental NOFA application?

**Answer:** A BOLI determination letter is not required at application.

**Question:** We're working on the OHCS 4% LIHTC / Bond application and LIFT application for the same project. Who's attention should the 4% LIHTC / Bond application and application fees be sent to?

**Answer:** Please submit the fees for the 4%/LIHTC to the same address as the LIFT fees, they should be sent as separate checks and we'll make sure that they get to the right place internally.

**Question: How do I apply for 4% LIHTC with LIFT?**

**Answer:** To apply for 4% LIHTC with LIFT: Fill out the full LIFT application, which includes all of the information needed at application for 4% LIHTCs. Any of the 4% LIHTC information that is not included in the application will be requested at a later date, but is not due at the time of submission.

**Question:** Are Letters of Intent (LOI)s from a permanent loan lender or an investor required with the LIFT application? If so, where do we upload these files in Procorem?

**Answer:** An LOI is not required at application, however, if you have one, you can upload it to the "Program Supplementals" folder.

**Clarification:** For loans with OAHTCs, an LOI is required at application.

**Question:** For the LIFT NOFA, Financial Viability is scored against "Submitted reserve or replacement analysis and included adequate amount for replacement items in pro forma." Where can we find the Reserve of Replacement Analysis format? I do not see it as a tab in the application Excel file.

**Answer:** You can submit your own reserve or replacement analysis at application. If not, we will use the amount for replacement items in your pro forma for scoring the application. We require a reserve or replacement analysis for due diligence prior to loan closing. For the purpose of application, without a reserve analysis, annual reserve deposits should be between \$300 and \$500 per unit. Regarding the reserve schedule, if you don't have one at the time of application, you will not lose points submitting your application without one.

**Question:** Our project's dwelling unit floorplans are slightly smaller than the required minimum sizes listed in the Core-Development Manual (CDM). Will this be a problem? Should we submit a unit size variance request form with our application? We are applying for LIFT funds and 4% LIHTCs.

**Answer:** Please submit a unit size variance request with your application.

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### Questions as of 04/03/20:

**Question:** We plan to apply for LIFT Multifamily funds and use 4% LIHTC which means that we would be using OHCS tax exempt bond cap. In looking at the Multifamily Bonds tab, on line 5 it says this section must be completed if using OHCS bonds, however, if we are using OHCS bonds most of the questions in this tab would be provided by OHCS not the sponsor. It seems like line 5 should say if NOT using OHCS bond cap, then fill out this section. Describing the enhancement on line 29 would simply be "we have to issue bonds to get 4% LIHTC". Please confirm whether we need to fill out this tab or not.

**Answer:** We would like you to please estimate costs where you can on this tab and understand that you won't know all costs at this point. Costs will be finalized at a later date, if your project is successful.

**Question:** In the application Excel workbook, on the Development Team tab row 147. What does "filed under ORS 456.548" mean?

**Answer:** That question refers to [ORS 456.548\(13\)](#) “Nonprofit Housing Corporation.” If a nonprofit entity is involved in the project, we would like to know whether it is organized in such a way that it meets the requirements for a nonprofit housing corporation listed in ORS 456.548(13).

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### Questions as of 03/27/20:

**Question:** On the LIFT Quantitative Scoring Tab, under cost containment, I have selected 1-3 story Fiber Cement Siding/Wood Frame. Under this It says RS Means PER UNIT average is 171. Can you please confirm 171 is the RS Means average cost PER UNIT (meaning \$171,000 per unit) and not average cost PER SQUARE FOOT (meaning \$171/sf)?

**Answer:** All of the information in that scoring section should be per square foot, including RS Means.

**Question:** On the Application Checklist it indicates that a MWESB form should be in the Threshold folder, but you also have basically the same question in the Application in the Scoring LIFT Narrative Tab. Do we do both?

**Answer:** The MWESB form is not required for LIFT Rental. Answer the MWESB narrative question on the Scoring LIFT Narrative tab of the application.

**Question:** What should we be using to calculate the Utility Allowances for the New Construction LIFT NOFA projects? If we have an existing RD project, will OHCS accept the Utility Allowance calculations as required by RD for the Gap Preservation NOFA / 9% LIHTC NOFA / and HOME NOFA?

**Answer:** LIFT can use the same utility allowances as the 9% LIHTC and HOME NOFAs.

**Question:** The FAQ published on 3/20 states that a Resident Services plan is not required for the LIFT application, but it will be required after reservation. But the “Narratives” Tab in the Excel workbook asks us to describe the project’s Resident Services. Do LIFT applicants have to fill in the “Narratives” tab, or just the “LIFT scoring” tab? Please confirm exactly which tabs in the Excel workbook a project applying for LIFT and MEP funds (and later 4% credits if awarded LIFT) needs to complete.

**Clarification:** A resident services plan is not required at application, this question asks what services are going to be available to residents. This is a brief narrative about the services that are envisioned for the project, we are not expecting a full resident services plan in answer to this question. LIFT applicants fill out all tabs except those having to do with 9%, HOME, Preservation and OAHTCs (unless you’re applying for OAHTCs).

**Question:** The Instructions tab one the Excel Application form states that Residents Services Plan is required for LIFT Application. However, the LIFT Work Centers in Procorem do not contain a Resident Services form (unlike the 9% LIHTC Work Center), nor are there Resident Services questions in the Narrative LIFT tab in the spreadsheet. Resident Services also do not appear to be a relevant consideration for the LIFT program in the QAP. Is a Resident Services Plan a required submittal for LIFT applications?

**Answer:** A resident services plan is not required for LIFT, however, information about service to communities of color is required. The service to communities of color information is part of the LIFT narrative tab. Here’s the information from p.10 of the NOFA:

#### **I. Resident Services Plan**

Comprehensive resident services are not required for LIFT Rental funded Projects; however, LIFT Rental recipients will be required to submit a resident services plan during the Reservation period to document whether or not services or service referrals

will be provided, and to detail any service delivery process, including those required by any other funding sources.

**Re: Development Team tab:**

**Question:** Is info on LP needed at this time? The typical arrangement is that the LP holds 99.99% interest in the ownership entity, typically a limited partnership or limited liability company and that the responses requested in Procorem are not settled until later in the process, i.e. when financing, such as LIFT and both construction and perm debt has been settled. We will have LOIs from one or more prospective investors, but wonder if the Procorem info is required now.

**Answer:** This information is not required at application.

**Question:** In our case, the Developer, NE Oregon Housing Authority, may form a SPE to be the Managing Member/General Partner. For purposes of the application is it acceptable to list the Developer as the Managing Member/General Partner since the SPE has yet to be formed?

**Answer:** Yes, this is acceptable.

**Question:** Per cent of ownership entity ownership by the Managing Member/General Partner, is typically .01%. Is that answer OK for the entry on Column D, Line 103 on the Development Team tab?

**Answer:** Yes, this answer is OK for entry on column D, line 103.

**Question:** Are you requiring information about the Syndicator and Other Partners (lines 215 – 243) at this time?

**Answer:** This information is not required, but if you have the information, please enter it.

**Re: Rents and Income tab:**

**Question:** We have a number of units with PBVs provided by NEOHA. Also a MOU from OHA/HOPWA for 10 units on master lease. How should the HOPWA units be displayed?

**Answer:** List HUD as the Subsidy Type and enter the rental subsidy amount per unit that OHA or HOPWA will provide per unit. Please be sure to include a copy of the MOU with HOPWA with your application.

**Question:** Operating Budget tab does not deduct vacancy allowance

**Answer:** Vacancy allowance is deducted via row 128 in the Operating Budget tab

**Re: Project Details tab:**

**Question:** Doesn't appear to be calculating correctly re: Column B248 and Column C 251

**Answer:** B248 is not calculating correctly, but C251 appears to be. If you'd like us to correct cell B248, please upload your latest version so we can download, correct it, and re-upload it. To the best of my knowledge this cell is not referenced anywhere else, so it is not critical, but if it helps your visualize this better we'd be more than happy to fix it.

**Question:** Questions about the site, starting on line 148, asks questions about Seller in Columns L and M. In our case the developer acquired the property with an OHCS LAP loan and will transfer or "sell" it to the LIHTC entity. I assume we will list the developer, i.e. the NE Oregon Housing Authority, as the seller and identify it as a related party. Please confirm.

**Answer:** That's exactly correct, please list NEOHA as seller and identify it as a related party

**Question:** No entry is allowed in line 158 Columns X, Y, Z, AA, preventing completion of requested information.

**Answer:** Apologies, the hidden rows in this table were unintentionally left locked. Please upload your latest version to your Procorem workcenter and we will unlock these cells for you.

**Question:** Column T, Line 147 asks for the Commercial Areas and Fee-Driven Space Square Footage sq. ft. in each building. Is “Fee-Driven Space” the rentable sq. ft. of buildings? Do we count the sq. ft. of the community building as “Fee-Driven Space?”

**Answer:** Fee-driven space does not include rentable square footage. It would include the community building if there were spaces within the community building that required fees for use. An example would be something like a basketball court that charged a fee to community members who wanted to have access to it.

**Question:** The formula on the Scoring LIFT Quantative tab, line 77 kicks out a weird % of maximum subsidy per unit requested. Appears it might be related to the Budget Uses tab Column O, Line 201 which looks like it is double counting subtotals.

**Answer:** We can update this formula when we update the hidden rows as well. It is using per unit, but should be looking at per square foot because that is the metric that RS Means cost averages reflect. It does not reference the Budget Uses tab, but we will update that as well to ensure it adds the subtotals only instead of the entire column.

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### Questions as of 03/20/20:

**Question:** In the FAQ there are two statements about scoring on the compliance points that appear to be at odds. Can you either explain how they are not at odds, or provide clarification. They are listed below, the first says that scoring is based on a letter, the second says they will score all points. If a letter is to be submitted, please clarify when, where in Procorem, and with what naming convention, as well as what information that letter should include.

**Question:** How can an experienced LIHTC developer who hasn't developed in Oregon garner the OHCS Portfolio Compliance points and Portfolio Viability points?

**Answer:** As stated in the NOFA, Section 3.3 (K) p.21, “Applicants without Projects in the OHCS portfolio will be asked to submit a letter indicating their compliance status with any existing Projects”, we'll use this information to score this section. Please note that, due to a formatting error in the NOFA, Section 3.3 (K) Ownership, Sponsor, Management Capacity, (L) OHCS Portfolio Compliance, and (M) OHCS Portfolio Viability Criteria on p.21-22 appear to be three separate scoring criteria, however, (L) OHCS Portfolio Compliance, and (M) OHCS Portfolio Viability Criteria are actually elements of (K) Ownership, Sponsor, Management Capacity. The maximum scoring for Section 3.3 (K) is 6 points, with 3 of the 6 points from (L) OHCS Portfolio Compliance and 3 of the 6 points from (M) OHCS Portfolio Viability Criteria

**Question:** Could you explain OHCS Portfolio Compliance on the NOFA?

**Answer:** NOFA Section 3.3(L.) OHCS Portfolio Compliance scoring is based on portfolio data on other projects owned by the project sponsor that are in the OHCS portfolio. If a sponsor doesn't have any projects in the OHCS portfolio, their application will score all 6 points

**Clarification:** The compliance status letter is requested, but not scored. It's basically as self-certification that the projects not in OHCS portfolio are in good standing.

**Question:** I noticed the 2020-2 LIFT excel application does not list the Tenant Relocation Plan or the Tenant Survey as supplemental required documents, but I see them in the project's Threshold folder on Procorem. Would you like us to include these with our application?

**Answer:** LIFT can only fund new construction or conversion of non-residential structures, so a tenant relocation plan and tenant survey would not apply to LIFT projects and are not required. Sorry for the confusion.

**Question:** The Instructions tab one the Excel Application form states that Residents Services Plan is required for LIFT Application. However, the LIFT Work Centers in Procorem do not contain a Resident Services form (unlike the 9% LIHTC Work Center), nor are there Resident Services questions in the Narrative LIFT tab in the spreadsheet. Resident Services also do not appear to be a relevant consideration for the LIFT program in the QAP. Is a Resident Services Plan a required submittal for LIFT applications?

**Answer:** A resident services plan is not required for LIFT, however, information about service to communities of color is required. The service to communities of color information is part of the LIFT narrative tab. Here's the information from p.10 of the NOFA:

#### **I. Resident Services Plan**

Comprehensive resident services are not required for LIFT Rental funded Projects; however, LIFT Rental recipients will be required to submit a resident services plan during the Reservation period to document whether or not services or service referrals will be provided, and to detail any service delivery process, including those required by any other funding sources.

#### **Questions/Answers:**

I have the following questions about the LIFT Rental NOFA:

1. For the following tabs in the Excel Application Workbook, please confirm that typing in the name of the authorized signatory on the "signature" line item will suffice or do we need to fill in the tab, then print, get signed, and upload as a pdf? If so, where do we upload these files in Procorem (in which folder inside the "Full Application" folder?)
  - Authorization & Acceptance
  - Authorization Agreement
  - DEI Agreement
  - Board Resolution
  - Ownership Integrity

**Answer:** We do not require wet signatures, typing the name of the authorized signatory is sufficient

2. Are LOIs from a permanent loan lender or an investor required with the LIFT application? If so, where do we upload these files in Procorem (in which folder inside the "Full Application" folder?)

**Answer:** An LOI is not required at application, however, you can upload it to the "Program Supplementals" folder

3. The FAQ confirmed that CDD documents are not required with the LIFT application. Please confirm if any architectural plans are required to be submitted with the LIFT application.

**Answer:** CDD documentation is not required for the LIFT application

4. The FAQ dated 2/28 said If pairing LIFT with 4% LIHTC, "Level 1" 4% LIHTC documentation is required at LIFT application, but this is not indicated in the LIFT NOFA, in the Excel Application Workbook Instructions tab, or in Procorem. Please clarify if any the Application Submittal Forms, Required Attachments, or Architectural Submissions listed on the checklist below (taken from the 4% LIHTC application) are required to be submitted with the LIFT application on April 24<sup>th</sup>. And if so, which ones exactly and where do we upload these files in Procorem.

**Answer:** To apply for 4% LIHTC with LIFT, fill out the full application, which includes all of the information needed at application. Any of the information that is not included in the application

will be requested at a later date, but is not due at application. We will clarify the FAQ from 2/28 to reflect this information more clearly.

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### Questions as of 03/16/20:

**Question:** Please confirm that the 2019 LIHTC rent/income limits posted on the OHCS website are to be used for the LIFT application.

**Answer:** Yes, I am confirming that LIFT applications should use the 2019 LIHTC rent/income limits posted on the OHCS.

**Question:** Can projects requesting LIFT and 4% credits also utilize Metro bond funding?

**Answer:** Projects that request LIFT & 4% LIHTC can also utilize Metro bond funds.

**Question:** Can you confirm that the CDDs from Section 3 of the Core Development Manual is required for the LIFT NOFA application? According to the table on the "Instructions" page of the OHCS 2020 NOFA Application Example Template, it does not look like it is. Could you please give an explanation of how we should be using this table?

**Answer:** You are using the table correctly and the CDDs of the CDM are NOT required for LIFT.

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### Questions as of 03/06/20:

**Question:** In the LIFT pre-application there is a maximum allowable LIFT request. Understanding that there is a scoring criteria that gives more points to a lessor request would a request above the maximum be an automatic denial?

**Answer:** The LIFT subsidy limits are hard caps. Requesting more funding than is allowable would create a gap in project financing, which would result in denial.

**Question:** Are rental mobile homes eligible for LIFT funding (all property and building ownership retained by owner and homes rented to low-income households)?

**Answer:** Rental mobile homes are eligible for LIFT Rental.

**Question:** Please provide a link to the RS Means construction cost data that's being used for scoring in the LIFT NOFA?

**Answer:** This information is included in the full application. You'll have access to it once your pre-app is submitted and the work center is set up in Procorem.

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### Questions as of 02/28/20:

**Question:** Regarding F. Ownership Integrity under Threshold Review. Do you expect the ownership entity to be formed at the time of application, for example the LLC or LP, or can the developer be the applicant with Ownership TBD?

**Answer:** The ownership entity does not need to be formed at the time of application.

**Question:** On page 21 of 26 - Demonstration of financial viability - well documented and explained construction costs - v. Contractor overhead, profit and general conditions are within the required range, as identified in NOFA instructions. Are there additional instructions that will be sent out, or will that be included in the full application materials once we have access to them?

**Answer:** Additional instructions are in the application, at the bottom of the Uses page. You can download a locked version of the application, here: <https://www.oregon.gov/ohcs/Pages/nofa-2020-LIFT-rental.aspx> and the full application template is located on the LIFT Rental NOFA web page.

**Question:** Regarding the compliance monitoring fee, please confirm that for LIFT it is \$25 p/u, plus the 4% compliance monitoring fee of \$40 p/u, for a total of \$65 in OHCS monitoring fees? How does that work with the Conduit fee of \$35 p/u for LIHTC monitoring, and \$10 for Conduit, for a total of \$45. Do we add the LIFT \$25 p/u to the bond/4% monitoring fee for a total of \$70 p/u?

**Answer:** In this scenario, the monitoring fee would be \$45/unit.

**Question:** Are LIFT, 4%/Bond deals subject to prevailing wage rates if there are no other subsidies than LIFT, tax credits and tax exempt bonds?

**Answer:** Please contact BOLI directly for questions regarding prevailing wage requirements: [pwemail@boli.state.or.us](mailto:pwemail@boli.state.or.us) or 971-673-2372.

**Question:** How can an experienced LIHTC developer who hasn't developed in Oregon garner the OHCS Portfolio Compliance points and Portfolio Viability points?

**Answer:** Section 3.3 (K) p.21 states "Applicants without Projects in the OHCS portfolio will be asked to submit a letter indicating their compliance status with any existing Projects", we'll use this information to score this section. Please note that, due to a formatting error in the NOFA, Section 3.3 (K) Ownership, Sponsor, Management Capacity, (L) OHCS Portfolio Compliance, and (M) OHCS Portfolio Viability Criteria on p.21-22 appear to be three separate scoring criteria, however, (L) OHCS Portfolio Compliance, and (M) OHCS Portfolio Viability Criteria are actually elements of (K) Ownership, Sponsor, Management Capacity. Maximum scoring for Section 3.3 (K) is 6 points, with 3 of the 6 points from (L) OHCS Portfolio Compliance and 3 of the 6 points from (M) OHCS Portfolio Viability Criteria.

**Question:** Can OHCS commit to a fund reservation date?

**Answer:** Unfortunately, OHCS cannot commit to a reservation date at this point. Funding recommendations will likely go to Housing Stability Council in June or July and reservation letters will follow approximately 2 weeks after the meeting.

**Question:** Where are the application charges published?

**Answer:** Application charges are included in the application.

**Question:** Can you confirm that a market study is not required for a LIFT/4% application?

**Answer:** A market study is not required at application for LIFT/4% LIHTC applications.

**Question / Answer:** Is there the ability in Procorem to:

- 1) Preview documents that have been uploaded,
  - a. Documents can't be previewed in Procorem, files must be downloaded to be viewed.
- 2) Delete documents that have been uploaded, and
  - a. Documents can't be deleted, but can users can revise documents and upload the revised document, which will overwrite the previous version. The work center webinar covers

how to do this and can be accessed here:

<https://register.gotowebinar.com/recording/8244073718771606023>.

- 3) Comment on documents that have been uploaded?
  - a. Users can comment on uploaded documents.

**Question:** For projects with co-sponsors will there be accommodations in Procore for both sponsor's organizational information?

**Answer:** The application contains for organizational information of more than one project sponsor.

**Question:** Are there multiple DEI signoffs for project co-sponsors?

**Answer:** There is only one sign-off on the DEI form. Each sponsor should sign a separate DEI agreement.

**Question:** How does the portfolio compliance get scored if a project has co-sponsors?

**Answer:** Portfolio scoring will include all sponsors in scenarios where there are co-sponsors.

**Question:** Could you explain OHCS Portfolio Compliance on the NOFA?

**Answer:** NOFA Section 3.3(L.) OHCS Portfolio Compliance scoring is based on portfolio data on other projects owned by the project sponsor that are in the OHCS portfolio. If a sponsor doesn't have any projects in the OHCS portfolio, their application will score all 6 points.

**Question:** It looks like the NOFA shows 106 possible if you consider the 6pts for Construction costs in section F separate from the 10pts in financial viability in section I?

**Answer:** There are 100 points available in the NOFA, we've updated the slide deck to clarify this. Additionally, please note that, due to a formatting error in the NOFA, Section 3.3 (K) Ownership, Sponsor, Management Capacity, (L) OHCS Portfolio Compliance, and (M) OHCS Portfolio Viability Criteria on p.21-22 appear to be three separate scoring criteria, however, (L) OHCS Portfolio Compliance, and (M) OHCS Portfolio Viability Criteria are actually elements of (K) Ownership, Sponsor, Management Capacity. The maximum scoring for Section 3.3 (K) is 6 points, with 3 of the 6 points from (L) OHCS Portfolio Compliance and 3 of the 6 points from (M) OHCS Portfolio Viability Criteria. The LIFT scoresheets presents this accurately.

**Question:** For 4% documentation- do we have to submit just Level 1 documents with the LIFT application, or are "Level 2" documents also required?

**Answer:** If pairing LIFT with 4% LIHTC, "Level 1" 4% LIHTC documentation is required at LIFT application.

**Question:** If we are requesting HOME funds and GHAP funds in addition to LIFT and 4% credits, are GHAP funds subject to the same limits as 9% projects (\$200K max if HOME funds)? Or can we request more GHAP funds if they are needed to make the project feasible?

**Answer:** LIFT does not pair with 9% LIHTC, HOME funds or GHAP funds. Per Section 1.2, p.4 of the NOFA, LIFT pairs with 4% LIHTC, OAHTCs, and OMEP.

**Question:** For the DCR requirement of 1.20- is this for the entire term of the hard debt? What is the DCR requirement for Year 20?

**Answer:** OHCS will consider a DCR of lower than 1.20 for hard debt if an LOI from a lender is submitted with the application. The LOI must specify that the lender agrees to a DCR lower than 1.20 and must specify what that DCR is.

**Question:** Is the \$5M of OAHTC per project or total for the NOFA?

**Answer:** The \$5 million in OAHTCs the total available for the NOFA.

**Question:** Are Procorem site credentials limited to one person per sponsor?

**Answer:** There is not a limit to the number of people who have access to Procorem work centers. If there are more people that need access than there are spaces on the pre-application, please include the names and emails of the additional people in the body of the pre-application email.

**Question:** Will we be able to include attachments when submitting via Procorem--e.g. MOUs with service providers?

**Answer:** Yes, attachments can be uploaded to Procorem.

**Question:** Is there any opportunity to underwrite to slightly different standards--e.g. 5% vacancy rather than 7% vacancy? \$300-\$350 PUPA for replacement reserves rather \$450?

**Answer:** The underwriting standards are hardcoded into the application document and are not able to be changed at this time. Once projects awards are made, with justification and other lender agreement, we will consider using different underwriting standards, on a project by project basis.

**Question:** What if unit mix changes between time of pre-application and 4/24?

**Answer:** There is no penalty for changes to rent and income levels between the pre-application and submission of the full application. We ask that you use your most accurate estimate for the pre-application and explain reasons for any changes when submitting the full application.

**Question:** Is the eligibility for 5+ units PER Building or per project?

**Answer:** There are no minimum units per building or per project for the LIFT program.

**Question:** Does the application include a scoring worksheet?

**Answer:** The application includes a self-scoring portion, which will automatically score answers when they are entered. There is also a narrative section that will be scored by an external scoring committee.

**Question:** Can we use previous zoning confirmation?

**Answer:** Previous zoning confirmation can be used if dated within 12 months of the NOFA release.

**Question:** Ownership Integrity includes a requirement for Single Asset Ownership. Are applicants required to establish those entities at the time of application?

**Answer:** Single Asset Entities do not need to be established at the time of application.

**Question:** It has been mentioned at past HSC meetings that the 4% LIHTC/bond program may become competitive, perhaps by 2021. If a project receives a LIFT reservation through this NOFA, does the project automatically get a reservation for the bonds?

**Answer:** If you apply for LIFT and 4% LIHTC/bond, and are awarded LIFT funds, you will receive a reservation for both LIFT and 4% LIHTC/bonds.

**Question:** It has been mentioned that after pre-applications are submitted, OHCS would provide a list of applicants, so we can decide if we want to proceed based on competition. When will that be available?

**Answer:** OHCS will provide summary information on submitted pre-applications around March 13.

**Question:** Please confirm that income averaging can be utilized in a LIFT project, but LIFT funding will be limited to units at or below 60% AMI.

**Answer:** Income averaging can be used in a LIFT project, however, LIFT subsidies are limited to units that are affordable at or below 60% AMI.

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## **PRESERVATION WITH 4% LIHTC NOFA:**

### **Questions as of 05/29/20:**

**Question:** I noticed that the Preservation NOFA states that the Resident Service Plan will be submitted as a supplement to the application, but the checklist doesn't indicate that it is required (beyond the summary narrative in the application itself). Can you please clarify if a full plan should be submitted in addition to the summary narrative at the time of application?

**Answer:** The Applicant is required to provide a Resident Services Description at application to pass threshold. A full plan is not required.

**Question:** The supplemental checklist has "Energy Efficiency Evidence, if applicable" checked, but I'm not sure what that would be applicable to. The OMEP reservation would be included in Financial Feasibility Commitments and proposed energy-saving measures in the CDDs. I just want to make sure I'm not missing something on this portion.

**Answer:** OHCS would consider the OMEP reservation letter as evidence of energy efficiency evidence with the agree upon understanding that the project must comply with the requirements of Part 7 of the CDM, version 3.1.

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### **Questions as of 05/20/20:**

**\*\*\*Last day to submit questions to MFNOFA inbox is May 15, 22, 2020.\*\*\***

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### **Questions as of 05/15/20:**

**Question:** For the total amount of capital needs in the immediate-5-year term, will you use the CNA to verify those items?

**Answer:** Yes, we will reference the CNA to see the total amount of capital needs in this term. For the question in the score sheet though, we are asking what percentage of your construction budget is going directly towards addressing those needs. We have you enter that by hand because it won't likely line up with the amount in the CNA directly. The required documentation used to verify those items are the Capital Needs Assessment, Combined Rehabilitation Scope of Work and Construction Cost Estimate.

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## Questions as of 05/08/20:

**Question:** Would OHCS consider a one-time rent increase of more than 5% around the time of the rehab and resyndication? Our property has extraordinarily high capital needs, and will require more revenue to operate sustainably. The need for a rent increase that exceeds 5% is extraordinary, necessitated by the rehab, and critical to being able to achieve a rehab scope that addresses the property's needs.

**Answer:** This would need to be determined at the time of rehab and resyndication. OHCS would look at both physical needs of the building and impact to tenants at the time of the rent increase request.

**Question:** For units that are filled as part of the post-rehab lease-up or at turnover, would we be able to charge maximum allowable LIHTC rents for the applicable set-aside (not maximum rents established for the property)? After a rehab, the units will be considerably more desirable and higher quality than currently, so it may be appropriate to charge rents at the maximum allowable, not equivalent to the rents of existing households.

**Answer:** Taking units to max on turnover is something that can be considered as part of the rent increase requests at time of submission. Again we would look at all factors of the property and consider the fact that units will be upgraded and rehabbed.

**Question:** Also, when determining if an existing household is over-income, at what point in time is their household income established? Since tenants' incomes may change often, when does their income level get established relative to the OHCS financing process?

**Answer:** At application we ask for an estimate as part of our Tenant Survey and Relocation Plan submissions. See OHCS Compliance Manual pages 16-18 for additional information regarding at what point in time a household income established -

<https://www.oregon.gov/ohcs/APMD/PCS/pdf/2016-OHCS-LIHTC-Compliance-Manual.pdf>

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## Previous Questions:

**Please Note:** OHCS is aware of a formula issue in the Budget Uses tab, cell O201. This grand total is incorrectly including the values for the subtotals. This is not the correct number for the total eligible basis. It will be corrected when applications come in so that we will be financially reviewing the accurate total number.

**Question:** Can I apply for both 9% LIHTC and Preservation Funds for the same project, but need to submit separate applications for each.

- For the 9% NOFA Application I would need to request more LIHTC than I would otherwise need if we were to be awarded the Preservation funds and
- For the Preservation NOFA Application, I would need to submit a 4% pro forma, even though I would be showing a sizeable gap?

**Answer:** Applicants are encouraged to leverage non-competitive 4% Low Income Housing Tax Credits (LIHTC) for the Preservation NOFA. You can apply for these 4% LIHTC as part of this NOFA. A separate 4% pro forma is not required as part of your application submission.

**Question:** Would a project with existing LIHTC restrictions qualify under publicly owned housing?

**Answer:** Since the project has an existing OHCS contract (i.e. LIHTC restrictions) that include an affordability restriction it would be eligible for funding in this NOFA.

**Question:** Can you point me to resources on preservation funds?

**Answer:** Attached is a copy of the [OHCS 02-13-2020 Technical Advisory](#) email with links to information about the Preservation NOFA that was just released. OHCS conducted a webinar and will be posting it to the NOFA webpage asap.

**Question/Answers:**

- 1) 4% Fed Assist 6a: Are you referring to the project only or the sponsor's portfolio when talking about compliance?
  - a. This section is based on all properties in the existing OHCS portfolio.
- 2) 4% Fed Assist 6c: What are these financial submissions? Who does the asset management rating?
  - a. All properties in the OHCS portfolio with LIHTC, HOME, ARRA or Bond financing are required to submit annual financials and we perform a Property Review that considers the property as a whole including compliance and financial performance which is given a Risk Rating by our Asset Management staff.
- 3) 4% Fed Assist 2: How do we demonstrate that units will serve a vulnerable population in the future?
  - a. Through the Resident Services Plan

**Question/Answers:**

- 1) NOFA 2020-6 Tab: Is the "Project Rents and Income Levels" table for the future restrictions on the units or the existing current tenants' incomes?
  - a. Existing current Tenant's income.
- 2) In the PowerPoint, it said you can submit multiple pre-applications for same project for different funding NOFAs (e.g., 9%, 4%, LIFT). Do you need to submit multiple excel spreadsheets or just the one spreadsheets with different tabs filled out?
  - a. Please submit multiple excel spreadsheets. One per NOFA being applied for.

**Question:** Can you confirm that projects applying for 9% NOFA are NOT eligible to also apply for the Preservation NOFA?

**Answer:** You can submit pre-applications (and subsequent applications) for same project for different funding NOFAs. You will need to submit multiple pre-applications for each of the different NOFAs you wish to apply to. However, you cannot apply for a Preservation NOFA and include other OHCS funds not specified within this NOFA. Any NOFA application may only include OHCS resources that are offered within that specific NOFA.