



**OREGON HOUSING *and*  
COMMUNITY SERVICES**

725 SUMMER STREET NE, SUITE B | SALEM, OR 97301  
503-986-2000 | [www.oregon.gov/OHCS](http://www.oregon.gov/OHCS)

## OHCS Charges

Adopted by Housing Stability Council: October 2019

**Note:** All charges **not** reflected below are unchanged and can be found in the [2016 General Policy and Guidelines Manual](#)

| Name of Charge                     | Amount  | Description   |
|------------------------------------|---|---|
| Document preparation and recording | \$79  | Applies to document preparation and recording outside of initial project financing; would include things such as ownership transfers.       |
| Utility Consumption Modeling       | \$100 plus \$3/unit   | applies to Utility Consumption Modeling used when standard models are not adopted.  |
| Packet Review                      | \$300 per review  | applies to packet reviews outside of initial project financing; would include things such as Property Management packet updates.            |
| NOFA Application                   | 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) | Charge for the submission of a complete competitive NOFA application. Charges are superseded by 9% LIHTC application charges if applicable. |
| NOFA Reservation – Grant           | 1% of reservation amount (except when paired with 9% LIHTC)   | Reservation of resources issued as grants; often this is GHAP or HDGP. (Note exception for layering with 9% LIHTC)                          |
| NOFA Reservation – Loan            | 1.5% of reservation amount (except when paired with 9% LIHTC)   | Reservation of resources issued as loans; often these are LIFT and HOME. (Note:   |



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|--------------------------------------|--|--|
|                                      |  | exception for layering with 9% LIHTC)  |
| <b>Monitoring (Non- LIHTC Units)</b> | \$25/unit  | Applies to all funded, non tax credit, units. Historically funded projects are to be phased in. Does not apply to units funded with HOME only. Monitoring charges are not stacked. If unit funded by more than one source, the largest eligible monitoring charge will be used.                                |
| <b>4% LIHTC Application</b>          | \$5,000 per application (\$1,000 for pre-application and \$4,000 for final application)              | Charge for the submission of a 4% LIHTC application. Stacks with other NOFA application charges, not to exceed a total of \$5,000. Note that pre-applications will be phased out with new electronic application, at which point there will be no split and the full \$5,000 will be due with the application. |
| <b>9% LIHTC Application</b>          | \$3,500 per application  | Charge for the submission of a 9% LIHTC application. Supersedes other application charges, if applicable.  |
| <b>9% LIHTC Reservation</b>          | 9.5% of annual allocation  | Charge for the reservation of 9% LIHTCs to a project.  |
| <b>Monitoring (LIHTC Units)</b>      | \$40/unit in first 15 years of service<br>\$30/unit after 15 years of service                        | Charge for the monitoring of tax credit units. Monitoring charges are not stacked. If unit funded by more than one source, the largest eligible monitoring charge will be used.  |
| <b>Conduit Issuance Charge</b>       | 1.5% if ≤ \$10,000,000 issued (max of \$150,000)<br>1.5% if > \$10,000,000 issued (max of \$150,000) | Charge for OHCS issuing the Conduit Bonds.   |

