

State of Oregon
Housing and Community Services Department
Notice of Funding Availability (NOFA) 2020-8v2
General Housing Account Program Preservation of Manufactured Dwelling Parks
(GHAP PMDP)
And Appendix A NOFA Instructions Manual

NOFA Issued Date: **March 16, 2020**

Applications Reviewed on a First-Come First-Reviewed Basis

NOFA will remain open until the Final Application Due Date so long as funds are available.

Final Application Due Date: **Dec 16, 2020**

Final Application Due Time: **4:00 PM PST**

Version 2.0, posted July 9, 2020

Changes made from Version 1.0:

Section 3.2 Program Review: *update made to the affordability requirements*

In response to COVID 19: *application submission instructions have been updated in Sec 1.2 Definitions and in section 2.1 Application Submission, allowing for digital submissions and removing the option to hand deliver applications to the OHCS front desk.*

Application Due date extended to Dec 16, 2020 from Aug 27.

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www.oregon.gov/ohcs



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1.0 INTRODUCTION

1.1 Purpose

Oregon Housing and Community Services Department (“OHCS”) is seeking applications (“Applications”) in this Notice of Funding Availability (“NOFA”) to assist eligible Manufactured Dwelling Parks, Mobile Home Park resident groups or qualified non-profits in either gaining control over rising rents or taking control when Park owners are considering closing a manufactured dwelling park by providing Gap Funding to acquire, and, if demonstrated as necessary, rehabilitation of such Parks

1.2 Definitions

For purposes of this NOFA, the following terms have the following meanings:

- a) **“Applicant”** means a person or entity submitting an Application responsive to this NOFA.
- b) **“Dwelling unit”** has the meaning set forth in in Oregon Revised Statute 90.100 (12).
- c) **“Grantees”** mean Applicants, if any, that OHCS awards a Reservation of Funding (“Reservation”) contingent on the satisfaction of terms and conditions set forth in the “Reservation Letter”.
- d) **“Manufactured Dwelling Park” or “Mobile Home Park” or “Park”** have the meaning set forth in in Oregon Revised Statute 90.512(4).
- e) **“Procorem™ Workcenter”** is a secure portal technology solution developed by ProLink Solutions™ to help facilitate a more robust collaboration and communication model for all applicants and future housing partners. The Procorem™ Workcenter provides a series of functionality to help facilitate this by including a repository for electronic document submission, a task management and tracking tool, an events calendar and communication features.
- f) **“Project”** means a Park

1.3 Funding Sources

- a) Funds for this NOFA (“Funds”, “Gap Funds” or “Gap Funding”) will be derived from state funds, that include:
 - i. General Housing Account Program (GHAP) funds and Housing Development Grant Program (HDGP) funds; and
 - ii. Oregon Affordable Housing Tax Credits (OAHTC).
- b) The above-described funding sources are subject to their respective set of standards (Program) and corresponding Program requirements as set forth in the respective Program Manuals and applicable administrative rules (“Program Requirements”). The Program Requirements must be satisfied by the corresponding Applicant in order to qualify for funding under this NOFA.

1.4 Application Parameters

- a) Gap Funds will be available statewide.
- b) OHCS will allocate a total of \$5,000,000 in Gap Funding and \$5,000,000 in OAHTC through this NOFA.
- c) Funds are capped according the following schedule:
 - i. \$35,000 cap per space in Gap Funding for Parks with 51 spaces or more
 - ii. \$45,000 cap per space in Gap Funding for Parks with 50 spaces or less
 - iii. OAHTCs do not have a per space or per Park cap
- d) Only the following entities may apply:
 - i. A Tenants Committee as provided in ORS 90.844
 - ii. A Manufactured Dwelling Park nonprofit cooperative as provided in ORS 62.803
 - iii. A housing authority established under ORS 456.055 through 456.235
 - iv. A local government as defined in ORS 197.015
 - v. A qualified nonprofit
- e) All Gap Funds will be awarded in the form of a grant.
- f) Applicants must agree to a minimum of 60 years of affordability (“Affordability Period”).
- g) To apply, a minimum 60% of Park spaces must be occupied by residents at or below 80% of area median income (AMI) as determined by the US Department of Housing and Urban Development (HUD) (“Affordability Requirement”).
- h) Gap Funds will require repayment if the Park is sold or there is a change in the Park’s use or Affordability Requirement during the Affordability Period.
- i) The intention of this NOFA is to provide funding to purchase the Park. However, rehabilitation may be funded with Gap Funds if a demonstrated need exists.
- j) Funding can only be used for Project acquisition and rehabilitation costs. Administrative costs, reserves, developer fees and operational expenses may not be covered with these funds.
- k) Projects receiving Gap Funding under this NOFA are not eligible for additional OHCS funding for five years from placed in service date.
- l) No additional OHCS funds are available under this NOFA.
- m) Applicants may only submit one Application within the first 90 days of the application period.
- n) Included in Appendix A of this NOFA are instructions for completing and submitting an application.

1.5 Reservation Process

- a) Gap Funds are reserved by OHCS on a competitive basis on a first come, first reviewed basis to Projects of qualifying Applicants that:
 - i. Pass the Application Review;
 - ii. Pass Program Review; and
 - iii. Meet the Minimum Threshold Requirements.

- b) If awarded a Reservation, the Applicant will be required to sign the Reservation Letter accepting the Gap Funding amount(s), time limits to complete the closing, and Reservation terms and conditions. Applicants will have a period of six months from the date of the Reservation Letter to secure all financing and close the transaction (purchase of the Park). If the Applicant is unable to close within the allocated period, OHCS reserves the right to rescind the Reservation.

- c) Re-Evaluation of Reservation:
 - i. Any of the following events will result in a re-evaluation of a previously issued Reservation Letter:
 - A. Failure to meet all Reservation Letter and the Program Requirements,
 - B. The failure to execute or record documents to the satisfaction of OHCS,
 - C. A material change so that the Project, or Applicant no longer meets the criteria of this NOFA, or
 - D. Other causes at OHCS's discretion.

 - ii. In the event of a re-evaluation of Reservation, OHCS may:
 - E. Revoke or modify the Reservation,
 - F. Approve requested changes to the original Application as proposed,
 - G. Take no action, or
 - H. Take such other action as OHCS determines to be appropriate.

- d) All Reservations are conditional in nature, contingent upon the terms which they are made, approval by the Housing Stability Council (as applicable), the continuing availability to OHCS of the described funds or tax credits (collectively or individually without distinction), the continuing authority of OHCS to disburse or allocate such funds, and the successful negotiation, execution, and recording (if required) of relevant documents in a manner satisfactory to OHCS.

2.0 APPLICATION REQUIREMENTS

2.1 Application Submission

- a) Applications must be digitally uploaded in Procorem, or mailed and received at the following address no later than the Application due date listed below. Due to COVID-19, OHCS offices

are closed to the public through August 30, 2020; this means that neither applications nor application charges can be hand delivered to OHCS.

Application due date and time:

March 17, 2020 through Dec 16, 2020, by 4:00 PM PST

- b) Applications that are mailed;
 - a. Must be received **by the OHCS receptionist** at the address below no later than the Application due date and time.

Delivery address:

Oregon Housing and Community Services
Attn: Edward Brown
725 Summer Street NE, Suite B
Salem, OR 97301

- b. Must be delivered in a sealed container that clearly identifies the following:
 - i. NOFA number,
 - ii. Applicant's name,
 - iii. Name of the contact person for the Applicant, and
 - iv. Application closing date and time.
- c) Applications that are submitted digitally through Procorem;
 - a. Contact the program manager Edward Brown at edward.brown@oregon.gov to request credentials for Procorem access and instructions for uploading application electronically. Please allow three working days to process this request.
 - b. Procorem does not allow for application fees to be submitted electronically. Application fees must be mailed to the delivery address above. Submit payment by mail along with a filled out and printed charge transmittal form located online with the application.
 - c. We consider the time of submission to be when both payment and application are received and the application is fully uploaded in Procorem.
- d) If all Gap Funds are allocated prior to the Application due date, this NOFA will be closed.
- e) Mis-deliveries and late submittals will not be accepted or considered.
- f) Applications may not be submitted via email. The only acceptable digital submission is through Procorem.
- g) Post-mark dates will not be considered.
- h) Incomplete Applications will not be accepted or considered. All Applications and any accompanying documentation become the property of OHCS, subject to Oregon Public Records Law, and will not be returned.
- i) Application charges are nonrefundable.
- j) All costs associated with Applicant's submission of its Application are the sole responsibility of the Applicant and will not be borne by the State of Oregon. OHCS is not responsible for

any errors or omissions resulting from the Applicant downloading this NOFA. The official version of this NOFA is the one held at OHCS.

- k) Applications determined by OHCS to be incomplete or otherwise fail to meet all requirements of this NOFA will be deemed by OHCS as "non-responsive" and rejected. Applications considered complete or otherwise meet all requirements of this NOFA will be deemed by OHCS as "responsive". Responsive Applications will be evaluated to determine if they comply with the administrative and technical requirements of this NOFA. If the Application is unclear, the Applicant may be asked to provide written clarification to assist OHCS in determining the issue of the Application's responsiveness.

2.2 NOFA Questions

- a) All inquiries relating to this NOFA process, administration, deadline, Reservation, or to the substantive technical portions of this NOFA, must be directed to the contact information listed below:

Oregon Housing and Community Services
Attn: GHAP PMDP
725 Summer Street NE, Suite B
Salem, OR 97301
Email: edward.brown@oregon.gov

- b) All questions regarding the intent of this NOFA must be submitted in writing (by mail or e-mail). When appropriate, revisions, substitutions, or clarifications will be issued as addenda to this NOFA. Changes or modifications to the NOFA requirements will ONLY be recognized if in the form of written addenda issued by OHCS. OHCS will provide copies of any addenda to all known NOFA recipients as well as post the addenda at:
<http://www.oregon.gov/ohcs/Pages/multifamily-housing-announcements.aspx>.

2.3 Application and Other Charges

Applicants must submit with application an Application Charge that is the lesser of \$2,500 or 0.5% of the total funds requested.

After a funding Reservation is received, the following charges apply:

- a) NOFA Reservation Charge: 1% of reservation on Grants, and 1.5% of reservation on Loans.
- b) Document Recording and Preparation: \$750 (normally assessed in escrow)
- c) The applicant shall reimburse Agency for all reasonable Department of Justice costs incurred during the course of the initial grant request, or any subsequent transfer of ownership. Agency will send an invoice for the Department of Justice costs to the Applicant for payment.

If reserved, Department resources may be requested for reimbursement of Department charges, excluding the Application charge. The foregoing list of charges is nonexclusive.

Other charges may apply as circumstances warrant.

3.0 EVALUATION CRITERIA

There are three parts to the review criteria. The Applicants must pass each criterion below to proceed to the next level of review. If at any point between the criteria listed in sections 3.1 through 3.3 an Application fails, the Application will be deemed nonresponsive and will not be reviewed further.

OHCS may employ, but is not limited to, the following selection criteria in sections 3.1 through 3.3 upon which to base its decisions.

3.1 Application Review

Each Application will be reviewed for timeliness and completeness of the NOFA requirements. The following are Pass/Fail criteria:

- a) Application Submission Checklist included and complete.
- b) Application is complete including all required supplemental documents described herein and in the Application Submission Checklist.
- c) NOFA Cover Sheet completed and submitted by due date and time.
- d) Application and Charge Transmittal Form included and complete.
- e) Authorization and Acceptance Form included and complete and when required; the Board of Directors Resolution included and complete.
- f) Organizational Documents included and complete.
- g) Funding request is within the maximums defined in this NOFA.

3.2 Program Review

After passing the Application Review, each Application will be reviewed for compliance with the following criteria on a Pass/Fail basis:

- a) Applicants must agree to the Affordability Requirement that will be recorded against the property of the Park and will be binding on successors and assigns for the duration of the Affordability Period. All projects must agree to 60 years of affordability.
- b) At the time of the Application, the Park must have, at a minimum, 60% of park spaces occupied by residents at or below 80% of Area Median Income (AMI) as defined by HUD.
- c) Gap Funding is prioritized for the acquisition of eligible Parks.

3.3 Performance Review

After passing Program Review, the Application will be reviewed for portfolio performance of both the sponsor and the proposed management agent. The following are Pass/Fail criteria:

- a) Risk Rating:** The properties in the OHCS portfolio will be reviewed for the most recent risk ratings. If more than 25% of the portfolio reviewed has a risk rating of 32 or higher AND/OR if any property has received a letter of noncompliance the application will be considered to have failed the Performance Review. Some of the categories evaluated may include the following:
- i. Most recent rating received for management reviews,
 - ii. Physical inspections,
 - iii. Tenant file reviews,
 - iv. Manufactured Communities Resource Center (MCRC) reporting and communication,
 - v. Adherence to technical advisor contracts (where applicable),
 - vi. Submission of required reports including financial audits and Certifications of Program compliance, and
 - vii. Owner and Management cooperation with reporting and communication.
- b) Resident Services Review:** The Applicant must provide a Resident Services Description at the time of Application responsive to ALL the following goals and guidelines below:
- i. Resident Services Description Goals:
 - A. Thorough coordination, collaboration and community linkages. The residents must be provided the opportunity to access appropriate services that promote self-sufficiency, independent living and positive life choices.
 - B. Maintain the fiscal and physical viability of the project. The ongoing management will incorporate the appropriate services to address resident issues as they arise.
 - ii. Resident Services Description Guidelines:
 - A. Support and serve the general low-income population by improving residents' ability to maintain lease obligations, enhance quality of life through programs for employment, education, income and asset building, child and youth development, community building and general access to services.
 - B. Support and serve the elderly by improving residents' ability to uphold their lease during the aging process through better access to health care and other services, enhanced quality of life through community building, socialization and other programs.

- C. Support and serve any special needs population by focusing on the strengths and needs of the target population to provide for their daily support and promote participation in the larger community.
- c) **Readiness to Proceed:** Applicant's must demonstrate the Project's readiness to proceed based on the following information:
- i. **Site Control:** The Applicant must have control of the land necessary for the Park at the time of Application and submit evidence of that control with the Application. Acceptable evidence of site control at Application is a document that has a complete and accurate legal description and is either:
 - A. A recorded deed or conveyance showing the Applicant has ownership,
 - B. A valid purchase and sale agreement. This agreement should secure the site for a minimum of 4 months from time of application submission to allow time for due diligence from both OHCS and applicant,
 - C. A valid option to purchase. This option should secure the site for a minimum of 6 months from time of application submission to allow time for due diligence from both OHCS and applicant,
 - D. A valid option for a long-term lease (60 years or more), or
 - E. Other evidence satisfactory to OHCS.
 - ii. **Site Control Continued:** The Applicant must be sure the name on the evidence of site control and the Application are exactly the same. The site control document should also identify the exact same area as the Project site listed in the Application and the exact same cost for the land and/or existing buildings for the Project referenced in the development budget provided with the Application. If the site description in the Application and the site control document are not exactly the same, the Applicant must provide a narrative description and supporting documentation to clarify how the area and cost for the Project were established.
 - iii. **Zoning:** The Project must be properly zoned for the type of intended Project. The Applicant must provide the Certification of Zoning executed by the appropriate zoning authority to verify this.
 - iv. **Additional Federal Project Resources Status:** If the Applicant has identified additional federal resources, such as rental or capital assistance from HUD, U.S. Department of Agriculture Rural Development (RD), or VA as part of the funding structure, the Applicant is required to provide evidence that an Application for these resources has been submitted and remains active.
 - v. **Rehabilitation Schedule:** The Applicant's schedule for completing any rehabilitation must demonstrate that the Gap Funds will be fully expended within 6 months from time of the award.

- d) Financial Feasibility:** All Applicants must demonstrate financial feasibility by providing adequate information in the Application to OHCS's satisfaction for the following;
- i. Sources and uses, operating proforma:**
 - A. The sources and uses are well documented, balanced and accounted.
 - B. Provide evidence of committed sources.
 - C. Project schedule shows closed and funded within 180 days.
 - D. The operating Proforma contains growth assumptions for a Project of this size and scope in conformance with OHCS and industry norms.
 - E. The income and expenses are well documented by actual amounts.
 - ii. Expenses, operating proforma:**
 - A. If there is first mortgage debt, the loan-to-value and debt service coverage must be in conformance with OHCS guidelines and industry norms.
 - B. If there is no mortgage debt, the Project must have reasonable cash flow after all expenses.
 - C. The operating proforma demonstrates stable long-term performance.
 - D. There must be a demonstrated need for the funds requested.
 - iii. OHCS funds used for rehabilitation (if any)**

The budget for rehabilitation must be complete and meet OHCS guidelines and industry norms for percentage of architectural fees, builder overhead, profit, soft costs, construction contingency and other typical percentages.
 - iv. Development Team Capacity:**
 - A. Construction Experience: The Applicant must have a successful history of leading construction development Projects of similar (or larger) size and scope such as; mid-rise versus high-rise, wood frame versus steel, and new construction versus rehabilitative construction. If Applicant's history is limited, the Applicant must partner with an appropriate party to mitigate this concern.
 - B. Financing Experience: The Applicant must have a successful history of closing the requested combination of financing, such as mortgage financing, HOME funds, and other grant or government loan programs. If Applicant's history is limited, the Applicant must partner with an appropriate party to mitigate this concern.
 - C. Management Experience: The Applicant must have a successful history of managing existing projects with similar population and programs, size and scope. If Applicant's history is limited, the Applicant must partner with an appropriate party to mitigate this concern.

Please note: If Applicant is a coop ownership; OHCS requires an approved management agent be contracted.

- D. Development Team Experience: The Applicant must have demonstrated experience by managing similarly comprised development teams. If Applicant's history is limited, the Applicant must partner with an appropriate party to mitigate this concern.
- e) **Commitment to Diversity, Equity and Inclusion (DEI):** Each Applicant must submit a signed DEI form, which commits to making strides toward diversity, equity and inclusion within the Applicant's organization as well as in the work it does.

4.0 Notice of Intent to Issue Reservation Letter; Protests

- a) An unsuccessful Applicant may protest the selection process, Reservation, or if applicable, rejection of its Application. The protest must be in writing and must be received at the address set forth in Section 2.2, within thirty calendar days of written notification of Application rejection. The protest must state with clarity the issue protested, and the rationale and basis for such protest. The envelope containing the protest must be marked "Protest", and must identify the NOFA number, the closing time and date for acceptance of Applications, OHCS contact person, and address as listed in Section 2.2 of this NOFA.
- b) OHCS will provide written responses to all timely filed protests. Failure to timely provide a qualifying protest will be deemed a failure to exhaust administrative remedies and terminate further rights by an unsuccessful applicant to challenge any related OHCS actions.

5.0 GENERAL NOFA TERMS

- a) OHCS reserves the right and option to amend any Reservation Letter or other related documents (collectively, the Agreement) that result from a Reservation made pursuant to this NOFA. All amendments will be in writing and signed by relevant authorized parties.
- b) ORS 60.701 requires that foreign corporations be registered by the State of Oregon, Office of the Secretary of State, before conducting business in the State. A foreign corporation (ORS 60.001) means a for-profit corporation incorporated under a law other than the law of the State of Oregon. If a foreign corporation is selected for the Agreement because of this NOFA, it must register to do business in Oregon.
- c) OHCS reserves the right:
 - i. To amend the NOFA prior to the closing date,
 - ii. To amend the deadline for submitting Applications,
 - iii. To determine whether an Application does or does not substantially comply with the requirements of this NOFA,
 - iv. To waive any minor irregularity, informality, or nonconformance with the requirements of this NOFA, or

- v. To obtain from or provide to other public agencies, upon request, references regarding the Applicant's performance.
- d) At any time prior to Agreement execution OHCS may (including after announcement of the apparent Reservation):
 - i. Reject any Application that fails to substantially comply with all prescribed NOFA procedures and requirements, including the executing and recording of documents satisfactory to OHCS,
 - ii. Reject all Applications received and cancel this NOFA upon a finding by OHCS that such cancellation would be in the best interests of the State; or
 - iii. Seek clarification on any or all Applications.
- e) This NOFA and Application received, together with copies of all documents pertaining to the Reservation, will be kept by OHCS and made a part of a file or records, which will be open to public inspection. If an Application contains any information that is considered a trade secret under ORS 192.501 (2), each sheet containing such information must be marked with the following:
 - f) "This Application constitutes a trade secret under ORS 192.501 (2) and should not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."
 - g) The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance," ORS 192.501 (2). Therefore, non-disclosure of a document or any portion of a document submitted as part of an Application may depend upon official or judicial determination made pursuant to the Oregon Public Records Law.
 - h) The Applicant will be required to assume responsibility for performance required by the Agreement, whether performed by the Applicant, a representative, assignee or subcontractor. OHCS considers the Applicant responsible for all contractual matters.
 - i) Reservations, Allocations or Awards (collectively, Determinations) subject to State Housing Stability Council review under ORS 456.561, and Determinations where additional OHCS funding supporting such Determinations are subject to Council review, are contingent, inter alia, upon Council approval of those Determinations or supporting funding. The Council may approve, reject, modify, or further condition funding awards submitted for its review, thereby directly or indirectly impacting OHCS Determinations.
 - j) All Reservations made pursuant to this NOFA are subject to the successful negotiation, execution, and recording (if required) of documents satisfactory to OHCS. Projects that have only a leasehold interest in relevant real property must include documented commitments executed and recorded by the landlord satisfactory to OHCS, including, but not limited to, covenants respect to the ongoing use and operation of the real property and leasehold interest for affordable housing acceptable to OHCS.
 - k) OHCS may charge, and the Applicant must pay, legal and administrative costs incurred by OHCS in negotiating Agreement and other related documents.

- l) Provisions stated in the form of a question in this NOFA are construed as required action by Applicants.

Appendix A
Instruction Manual
for
2020 PMDP NOFA Applications

#2020-8v2

Effective Date: July 2, 2020

Application Submission Requirements

These instructions will guide an Applicant through the Application process, including the identification of the forms, exhibits and required documents, some guidance on how to fill them out, and the order in which to present them.

Compile the Application in the following manner: (if mailing)

- a) Submit one (1) original.
- b) Submit one (1) electronic version of the completed Application on a CD or thumb drive. Save Application materials in Microsoft Word or Excel to the electronic device. Save third-party reports in a Portable Document Format (PDF).
- c) Do not bind or staple the Application sets. Secure each set with a binder clip or rubber band. Use only 8 ½ x 11" paper.
- d) Use only 11 or 12 pt. type font.
- e) All submissions are to be printed **single-sided**. Tab each section for reference.
- f) OHCS will not accept emailed or faxed Applications.

Compile the Application in the following manner: (if digitally uploading through Procorem)

- a) Contact Edward Brown at edward.brown@oregon.gov to request Procorem credentials for your project.
- b) Upload one (1) electronic version of the completed Application. Save Application materials in Microsoft Word or Excel. Save third-party reports in a Portable Document Format (PDF).
- c) Locate the Charge Transmittal Page located online with the application and submit your application fee with the filled out form to OHCS.

Delivery address:

Oregon Housing and Community Services
Attn: Edward Brown
725 Summer Street NE, Suite B
Salem, OR 97301

Note: Applications may not be submitted via email. The only acceptable digital submission is through Procorem.

The NOFA Application

Submit the NOFA Application package in these three parts:

- Part 1: The NOFA Submission
 - 1.1: Application Submission Checklist
 - 1.2: NOFA Cover Sheet
 - 1.3: Application and Charge Transmittal
 - 1.4: Authorization and Acceptance Form
 - 1.4A: Board of Directors Resolution (if required)
 - 1.5: Copy of Organization Documents
 - 1.6: Diversity, Equity and Inclusion (DEI) Agreement Form
- Part 2: The Applicant and Project Worksheet
- Part 3: The NOFA Submission
 - 3.1 Resident Services
 - 3.2 Readiness to Proceed
 - 3.3 Pro Forma
 - 3.4 Financial Assumptions
 - 3.5 Development Team Capacity
- Part 4: Oregon Affordable Housing Tax Credit Supplemental Loan Information

***Note:** If a page of the Application does not apply to your Project, write “N/A” on the page and submit it with your Application. If an entire section of the Application does not apply to your Project, do not submit it.*

INSTRUCTIONS FOR COMPLETING THE APPLICATION

PART 1: APPLICATION DATA SUBMISSION – NOFA Section 3.1 Application Review

1.2: Application Submission Checklist

The entire Application package with all the Sponsor and Project Information must be completed and submitted along with all the forms, required exhibits and documents requested in each section of the Instructions.

The Application Submission Checklist will help you determine what documents you must submit and where they should be in the Application. Include the completed Application Submission Checklist with your Application. Every page of the Application should appear in the same order it appears in the checklist. Number all pages of the Application and note the numbers on the checklist. Please use the checkboxes to track items as you complete them

1.3: NOFA Cover Sheet

The authorized signor must complete and execute the NOFA Cover Sheet, which contains a certification of acceptance of the NOFA Terms and conditions, Affirmative Action and Equal Employment Opportunity and sponsor authority declarations. Applicant must agree to all of these.

1.4: Application and Charge Transmittal

Carefully complete the charge calculations on the Charge Transmittal. **Attach your check** to the transmittal page. **Payments are non-refundable.**

1.5: Authorization and Acceptance Form

You must include a signed Authorization and Acceptance Form.

1.4A: Board of Directors Resolution (if required)

Many non-profit bylaws require the Board of Directors to adopt a resolution in support of a

funding Application. If your organization has such a requirement, include a copy of that Resolution. If not, include a statement why a resolution is not applicable. The Department has provided a sample resolution. If you chose to use a different format, ensure it includes all of the information in the Department sample.

1.5: Copy of Organization Documents

In this section, provide a copy of the applicable organizational document, such as Articles of Incorporation, Partnership Agreement, etc.

1.6: Diversity, Equity and Inclusion (DEI) Agreement Form

Review the agreement and have signed by an authorized signer.

PART 2: APPLICANT AND PROJECT INFORMATION SUBMISSION

The Department uses the Applicant and Project information to determine if the Project’s attributes meet Program Requirements, including guideline criteria. The Department will enter information from your Application into its database and will use the data for future benchmark reports. Submit complete and accurate information.

a) Applicant and Project Information

Provide all organizational information that applies to your Project. Do not attach other material about the business entity, such as resumes or organizational charts. If the Applicant or Co-applicant is to be the newly established cooperative for the park, list the entity and contact information separate from the Applicant.

b) Development Team Information

- I. Provide all information about the development team. Do not attach other material about the business entities, such as resumes or organizational charts.
- II. Describe all specific identity of interest. Identity of interest is defined as a financial, familial or business relationship that permits less than arm’s length transactions. It includes, but is not limited to, the existence of a reimbursement program or exchange of funds, common financial interests, common officers, directors or stockholders or family relationship between officers, directors or stockholders.

c) Department Based Program Funding Requests

List all resources requested for the proposed Project. Use the same information every time you refer to these requests.

d) Type Of Project

For this NOFA the project type must be Mobile Home Park Purchase. If the Project includes Rehabilitation, indicate the year the park was built.

e) Project Description

Provide a one (1) page description of the scope of your Project and who you will be serving. Do not exceed one (1) page in length.

f) Unit Type And Percent Of Median Income Designation

- I. Complete the table; list the unit type (RV, Single-wide, Double-wide, Houses, Apartment’s include Single-Room Occupancy, studio, one (1) bedroom, etc.), the total number of each unit type, income and rent limitations of the proposed units, square footage of units *and total square footage for each unit type*. If actual sizes for RV’s, Singlewide or Doublewide mobile homes are unknown or unattainable use the following method. For RV’s use 6x20, Mobile homes use 14x60 for single

wide or 28x58 for double wide. For other buildings used for residency use the method described in the Architectural Guidelines of the General Policy and Guideline Manuals to calculate the floor area of each unit type.

- II. If the Income limitation percentage of the household residing in the unit is not equal to the proposed rental percentage charge, then provide an explanation why; identify Manager units,

g) Target Population

List the main target population(s) for units. Indicate if you will hold vacant units for the target population until you find an eligible household. Indicate the number of targeted units for each population type. Indicate the number of units that will meet the listed criteria.

h) Project Rent And Income Levels

Complete the remaining question items regarding the Legislative preference for serving tenants whose net income is at two (2) times the rent; the number of units with project-based assistance and their sources; list the Project local jurisdiction information.

i) Site And Building Information

- I. Use this section to provide a picture of the physical Project: building design, construction method, unit amenities, etc. Check all the boxes that apply to your Project.
- II. Under “Building Type” and “Building Construction Characteristics”, indicate the number of buildings in the Project that include the listed design feature. Buildings can be double-counted and can exceed the total number of buildings in the project.
- III. Under “Planned Project Elements to be Incorporated”, put an “X” in each box for which the indicated feature is a component of your Project. Do not type the number of times the item will appear in the Project. However, you must provide the number of parking spaces.

PART 3: EVALUATION CRITERIA

Asset Management and Compliance review:

This is an INTERNAL REVIEW performed by the Department staff. No submission is required.

Program Compliance review

This is an INTERNAL REVIEW performed by the Department staff. No submission is required.

1.7 Resident Services Plan Overview:

- a) The Department has long recognized resident services as an integral part of the ongoing success of affordable
- b) housing developments. Not only are appropriate services important and empowering to residents, but they bring benefit to Project management, to the project sponsor/owner, and to the local community as well.
- c) An effective Resident Service Plan adds to a development’s marketability, and can be advertised as an added amenity. Service coordination establishes important links with providers, which can result in positive community exposure. A Resident Services Plan can improve cash flow by reducing turnover, evictions, and the resulting vacancy loss. An

effective plan includes a provision for crisis prevention resulting in savings in physical damage to units, unpaid rent, and lease violations.

- d) The anticipated outcomes and overall goals of the Resident Services Plan are:
 - I. Through coordination, collaboration and community linkages, residents will be provided the opportunity to access appropriate services, which promote self-sufficiency, maintain independent living and support in making positive life choices.
 - II. To maintain the fiscal and physical viability of the development by incorporating into the ongoing management the appropriate services to address resident issues as they arise.
- e) When developing a Resident Services Plan consider these general guidelines:
 - I. General low-income population support and services may include improving residents' ability to maintain their lease obligations, enhance quality of life through programs for employment, education, income/asset building, child and youth development, community building and improving access to services.
 - II. Elderly support and services could include improving residents' ability to uphold their lease throughout the aging process through better access to health and other services, enhanced quality of life through community building, socialization, and other programs.
 - III. Support and services for special needs population should focus on the strengths and needs of the target population to provide for not only the daily support but to be part of the larger community.
- f) The Resident Services Description is the first opportunity for applicants to describe the Project's resident services plan. If the applicant receives a funding reservation, the lengthier Resident Services Plan will be a condition of the reservation.

Directions for Completing

- a) The first step in developing the Resident Services Description and Plan: Targeting population and service needs identification involves collecting data and conducting research to establish the target population and to determine their needs. Do not assume a project can meet all the service needs of the target population or what those service needs are without a thorough investigation. Contact appropriate community resources such as social service providers, civic organizations, health care providers, and local government agencies.
 - I. Inquiries about possible service needs of the target population should be made at neighborhood schools, community centers, churches, and libraries. Housing providers and management agents are also knowledgeable resources regarding service needs of residents.
 - II. In smaller communities and neighborhoods it is sometimes possible to extrapolate the needs of the target population of the housing development based upon identified needs of the local community as a whole. Review demographic information as part of this approach. It is beneficial to design an assessment instrument to be utilized during Project lease-up. Such an instrument can verify the accuracy of service needs projected prior to occupancy and is a helpful evaluation tool as service needs change from time to time.

- b) The second step is identification and coordination. It includes research and data collection with special focus on information about existing and available services to the target population. Services must be specific to the proposed development and to the needs and characteristics of the target population. Applicants must identify local community resources, determine specific eligibility requirements, and establish the availability to the residents. Success of the Resident Services Plan relies on the sponsor establishing strong community linkages and recognizing this outreach as an opportunity to market to community providers who serve the target population. Obtain and renew firm letters of intent or memorandums of understanding from potential partners. This will add to the success of the plan and services.
- c) The third step is implementation and asks the Applicant to describe how and where resident services will be provided and identify who will be responsible for service delivery. Sponsors/owners may arrange to offer services on-site in a community room or in the resident's units for individuals who require in-home supportive services. Applicants may also establish a direct referral system where residents can access available services outside of the development. An efficient information and referral system should be more than a display of brochures and flyers, or a community directory. It should help build relationships among residents, and between residents and their larger community. An effective Services Plan is goal-oriented with clear and measurable outcomes defined under "Anticipated Results". Whether the implementation of the plan is through a service provider or is incorporated as the responsibility of the management agent, the plan should include the service provider's duties, qualifications and experience. These will help guarantee that the anticipated results will be achieved. Include a description of the resources available or planned, the ongoing implementation of the plan, and the coordination and delivery of services.
- d) The Applicant should determine the scope of the Services Plan and base it upon the identified needs of the target population. Include only services that can be realistically delivered and address the most pressing needs of the residents. An effective Services Plan may include a long list of services, or just one (1) or two (2) services that are fully developed, easily accessible, and address a critical need of the target population.
- e) Evaluation and coordination with management requires the Applicant to develop and discuss how the services will be evaluated for effectiveness on an on-going basis, and how services delivery will be coordinated with the property management. Coordination of services with property management should include a deliberate and specific effort, such as weekly meetings, a system for sharing information through reports, and utilization of a formal referral system.
- f) The Department encourages sponsors/owners to document the effectiveness of their resident service program activities. This recordkeeping will assist in evaluating and re-designing the Services Plan as needed in order to maintain effectiveness. A resident services report is now part of the Department monitoring and compliance requirements.

3.1 Readiness to Proceed

- a) Certification of zoning
 - i. All Applications must include a zoning certification form even if the Project is solely acquisition or rehabilitation. The Department has designed a Zoning Certification Form to be used to document the zoning status of the property. The Department will not accept zoning approval in any other format. The City or County staff responsible for determination of issues related to comprehensive

planning and zoning must sign the Zoning Certificate. The Department will not accept an application without the certification or if it is incomplete or inappropriately signed. For example, an excerpt from the zoning code is not acceptable as zoning confirmation.

- II. The Department will not accept application for Projects that require zone changes or annexations. The original of the Certificate must be placed in the original application.

b) Verification of site control

Complete the table and attach evidence of site control. The General Policy and Guideline Manual contains a discussion of acceptable site control verification. If you do not yet own the property, be sure to submit all extension documents, amendments and/or addendums to your original documents.

c) Federal project resources status

Here the Applicant should provide a copy of the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Agriculture Rural Development (RD), or Veteran's Administration (VA) application (not all the attached materials) along with a brief statement on the application status.

d) Proposed development schedule

The Project schedule should be accurate and the timelines should be consistent with the requirements of the Project's components, such as providing adequate time to complete acquisition or satisfaction of funding conditions.

3.2 Pro Forma

Submit the Excel workbook pages in the order in which they appear in the workbook.

Insert the hardcopy spreadsheets in the section listed on the Application Submission Checklist as well as including an electronic copy in Excel on the submitted CD.

The Department has protected the cells so that alterations to the form cannot be made outside of OHCS. All cells shaded with green are to be filled out by the Applicant. Grey cells indicate the value is being calculated and peach indicate it is being linked to from another worksheet.

a) Summary Page

- I. Begin on the Summary worksheet and work through the remainder of the worksheets.
- II. Fill in the project name, date, pro forma phase, and type of project on the Summary sheet and it will update the rest of the workbook. Update the date for each revision. The selected pro forma phase on this worksheet establishes what values will be used to calculate the summary values throughout the workbook; be sure to select correctly.
- III. The Department has included supplemental guidance to the right of the tables; these will not print but will provide general information about what limitations or expectations are.

b) Sources of Funding Page

- I. Enter source dollar amounts in their proper locations, as well as indicating the

status of those funds using the drop down menu in the status column. Be sure to include Commercial funds if applicable.

- II. If applying for LIHTC, do not attempt to enter numbers in the peach shaded cell labeled "LIHTC equity." The spreadsheet will automatically fill this cell after completion of the Calculation of Tax Credit page.
- c) Uses of Funding Page
- I. Fill in IRS set aside (only if requesting LIHTC), using the drop down menu.
 - II. Enter square footage for Residential Common Areas, and Commercial/other areas; residential unit square footage information will come from the Income worksheet once populated with all of the unit information. The spreadsheet will calculate the Total Square Footage based on these entries.
- d) Cost Column
- I. Enter costs by line item. "Other" lines for "other" costs have been provided, however most costs should fit into the pre-labeled line items.
 - II. Do not combine line items or request "see above" or "see below."
 - III. Show contractor's profit, overhead and general conditions as separate line items.
 - IV. "Cost per unit," percent change" and "summary" columns / figures
 - V. These will be calculated automatically. The calculations will be based on the residential and common areas only (not including the commercial areas).
- e) Funding Source Column
- List actual funding source, e.g., HOME, Trust Fund, permanent loan, donation, etc., even though the sources will often change during the development of the Project. Reviewers of the Application need to determine if the applicant proposes to use the fund sources for eligible costs.
- f) Bottom of second page
- The workbook will automatically calculate and complete these cells. If the "Surplus or Gap" cell shows a positive or negative number, then the Sources and Uses do not match by that amount. Applicants need to go back and correct the error.
- g) Income Page; Income with OAHTC Page; Housing Operating Budget
- I. Every applicant must complete the Income page, including those requesting OAHTC.
 - II. If requesting OAHTC, applicants must also complete the "Income with OAHTC" page found later in the workbook.
 - III. Select the county from the drop down menu at the top of the page, select whether the rents will be based on the Actual Multifamily Tax Subsidy Incomes or the Non-Metro Median Incomes. If this is not done, the formulas for Median Income % will not work.
 - IV. To double check which one you want to use, to the right of this table you will see the income limits for the selected county as well as the non-metro medians for comparison. Once the county is selected, the worksheet entitled "Selected County Rent & Incomes" will be populated with the current year Actual

Multifamily Tax Subsidy Incomes.

- V. In the "Unit Size" column, select the following designations from the drop down list for appropriate unit sizes:
- 1) SW – single-wide
 - 2) DW – double-wide
 - 3) RV- recreational vehicle
 - 4) 0 - use for single resident occupancy, or studio apartments
 - 5) 1 - use for one bedroom
 - 6) 2- use for two bedrooms
 - 7) 3 - use for three bedrooms
- VI. In the "Unit Type" column – select from the drop down menu whether it is a "SW", "BDR" unit for tenants or a "MGR" unit for property management.
- VII. "Number of Baths" column – select from the drop down menu 0.5, 1.0, 1.5, 2.0, etc.
- VIII. "Median Income %" Column. Both the "Income without OAHTC" and the "Income with OAHTC" pages use formulas to automatically calculate the percentage of median income. The Department will consider the percentages to be expressed as a not-to-exceed percent of median income in ten percent (10%) intervals. For example, if the percentage of median income is calculated by the formula to be forty-three percent (43%), then the Department will consider the not-to-exceed percentage of median income to be fifty percent (50%). The Department will use these not-to-exceed percentages in all legal agreements and declarations between the applicant and the state.
- IX. Enter the total income for Service Revenue and any Other Revenue for the Project in the "Total Annual Income" column. This is the annual income for all units using the service or other Project revenue as project income.
- X. The spreadsheet defaults the Annual Inflation Rate Factor for income to two percent (2%) (set at the top of the page). If a different rate is used, explanation must be provided in the Financial Description section of the Application. The same applies to the default five percent (5%) vacancy rate at the bottom of the page.
- h) Expenses Page; Housing Operating Budget
- I. The Annual Inflation Rate Factor at the top of the page is defaulted to three percent (3%). If this rate is changed, the change must be supported in the Financial Description narrative.
 - II. Complete only the green shaded cells, the spreadsheet will automatically calculate and complete the other cells.
 - III. In the Permanent Loan row, enter the interest rate, term and loan amount. If requesting OAHTC, show the original interest rates, not the rate after the OAHTC is applied. The spreadsheet will complete the OAHTC permanent loan row using the information entered on the OAHTC calculation page. The portion of the permanent loan not affected by the OAHTC reduction will be automatically calculated based on the OAHTC amount indicated. This spreadsheet page will

calculate cash flow projections up to thirty (30) years, but only prints the first five (5) years. After that point, it shows only years ten (10), fifteen (15), twenty (20) and thirty (30).

i) **Uses, Operating Pro Forma**

Applicants must include the cost estimates used to develop the construction budget in the Application. Acceptable cost estimates include: a contractor's or cost estimator's worksheet, rehabilitation assessment, scope of work, or any other documents that show how the construction costs were established.

3.4 Financial Assumptions

Complete all narrative questions and tables as indicated.

3.5 Development Team Capacity worksheet:

Complete the narrative questions and tables of requested information. Responses to each narrative question are to be limited to one-half (1/2) page, 11 or 12-point type.

The scope and scale of a proposed project should correlate to the development team's experience. This prevents project delays and minimizes need for additional resources.

Real Estate Holdings worksheet:

The Applicant must thoroughly complete this form, identifying all real estate projects it has any ownership in whatsoever including, but not limited to, any general partnerships, limited partnerships.