

## Summary of 2020 LIFT Rental Frequently Asked Questions:

### NOFA Scoring Questions

#### General Scoring

1. What is required to receive credit for rent assistance in the LIFT NOFA?  
**To get credit for rental assistance, it must be project-based rental assistance.**
2. 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 or Replacement Analysis format?  
**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. For the purpose of any application submitted without a reserve analysis, annual reserve deposits should be between \$300 and \$500 per unit.**
3. Ownership Integrity includes a requirement for Single Asset Ownership. Are applicants required to establish those entities at the time of application?  
**Single Asset Entities do not need to be established at the time of application.**
4. On page 20 of 26 - Demonstration of Financial Viability - well documented and explained construction costs - iii. 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?  
**These ranges are published in the 2016 General Policy and Guideline Manual (GPGM), Section III, subsection A.1 on pages 17 & 18.**
5. For the DCR requirement of 1.20- is this for the entire term of the hard debt?  
**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.**
6. Is there a penalty if the unit mix changes between the pre-application and the full application?  
**There is no penalty for changes to rent and income levels between the pre-application and submission of the full application.**
7. Where can I find the RS Means construction cost data that’s being used for scoring in the LIFT NOFA?  
**This information is included in the NOFA application. You’ll have access to it once your pre-app is submitted and the work center is set up in Procorem.**

#### Portfolio Scoring

1. If a sponsor has no experience with OHCS, but lots of housing development experience, how are capacity points scored?  
**Reviewers will look at the narratives and score according to the information provided. It’s best to provide detailed answers to narrative questions.**

2. How will an experienced affordable housing developer who doesn't have experience with OHCS be scored for the OHCS Portfolio Compliance points and Portfolio Viability points?

**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.**

3. Could you explain OHCS Portfolio Compliance on the NOFA?

**NOFA Section 3.3(K.) 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.**

**Please Note: The compliance status letter is requested, but not scored. It is a self-certification that the projects not in OHCS portfolio are in good standing.**

4. How does the portfolio compliance get scored if a project has co-sponsors?

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

## Application Materials Questions

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

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

2. Is a BOLI Determination Letter to be included in the LIFT Rental NOFA application?

**A BOLI determination letter is not required at application, but after reservation.**

3. Are Letters of Intent (LOIs) from a permanent loan lender or an investor required with the LIFT application? If so, where do we upload these files in Procorem?

**An LOI is not required at application, however, if you have one, you can upload it to the "Program Supplementals" folder. Please note: an exception to this is for loans with OAHTCs, an LOI is required at application.**

4. Do we need to submit a variance request if the project's dwelling unit floorplans are slightly smaller than the required minimum sizes listed in the Core-Development Manual (CDM).

**If you are applying for LIFT only, no variance is required. If you are applying for LIFT and 4% LIHTC, please submit a unit size variance request with your application.**

5. Is a market study is not required for a LIFT/4% application?

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

6. Can previous zoning confirmation be used for this application?

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

7. Where are the application charges published?

**Application charges are included in the application and can also be found on the OHCS website: <https://www.oregon.gov/ohcs/development/Documents/admin/OHCS-Charges-Table.pdf> as well as in the GPGM <https://www.oregon.gov/ohcs/development/Documents/admin/manual-general-policy-guidelines.pdf>**

8. If a project has co-sponsors, who signs the DEI form?

**Each sponsor should sign a separate DEI agreement.**

9. 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 as a signature:
  - i. Authorization & Acceptance
  - ii. Authorization Agreement
  - iii. DEI Agreement
  - iv. Board Resolution
  - v. Ownership Integrity

**We do not require wet signatures at NOFA application, typing the name of the authorized signatory is sufficient**

## NOFA Application Questions

### Project Details Tab

1. Questions about the site, starting on line 136, 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 as the seller and identify it as a related party. Please confirm.

**That’s exactly correct, please list the Developer as seller and identify it as a related party**

### Development Team Tab

1. In the application Excel workbook, on the Development Team tab row 160. What does “filed under ORS 456.548” mean?

**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\(13\)](#).**

2. 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.

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

3. Is it acceptable for the Developer to 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?

**Yes, this is acceptable.**

4. Percent of ownership entity ownership by the Managing Member/General Partner, is typically .01%. Is that answer OK for the entry on Column D, Line 116 on the Development Team tab?

**Yes, this answer is OK for entry on column D, line 116.**

5. Are you requiring information about the Syndicator and Other Partners at this time?  
**This information is not required, but if you have the information, please enter it.**

## Rents & Income Tab

1. We have a number of units with project-based vouchers provided by a housing authority as well as a memorandum of understanding (MOU) for a master lease with a separate entity... How should the master lease be shown in the application?  
**List HUD as the Subsidy Type and enter the rental subsidy amount per unit that master leasing entity will provide per unit. Please be sure to include a copy of the MOU with your application.**

## LIFT Program Questions

### LIFT Specific

1. 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?  
**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.**
2. What is used to calculate the Utility Allowances for LIFT projects?  
**LIFT can use the same utility allowances as the 9% LIHTC and HOME NOFAs.**
3. Are CDD documents or any other type of architectural plans required for the LIFT application?  
**CDD documentation is not required for the LIFT application.**
4. Should 2020 LIHTC rent/income limits posted on the OHCS website be used for the LIFT application?  
**LIFT applications should use the 2020 LIHTC rent/income limits posted on the OHCS webpage.**
5. Is the eligibility for 5+ units PER Building or per project?  
**There are no minimum units per building or per project for the LIFT program.**
6. 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 lower request would a request above the maximum be an automatic denial?  
**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.**
7. Are rental mobile homes eligible for LIFT funding (all property and building ownership retained by owner and homes rented to low-income households)?  
**Rental mobile homes are eligible for LIFT Rental funding.**

## With 4% LIHTCs/Conduit Tax-Exempt Bonds

1. If a project is applying for 4% LIHTC / Bond application and LIFT for the same project. Where should the 4% LIHTC / Bond application fees be sent to?  
**Please submit the fees for the 4%/LIHTC to the same address as the LIFT fees. They should be sent as separate checks with the corresponding charge transmittal form.**
2. How do I apply for 4% LIHTC with LIFT?  
**To apply for 4% LIHTC with LIFT: Fill out the full LIFT application, which includes all the information needed at application for 4% LIHTCs. Any of the 4% LIHTC information that is not included in the application will be requested later and is not due at the time of submission.**
3. Are LIFT, 4%/Bond deals subject to prevailing wage rates if there are no other subsidies than LIFT, tax credits and tax exempt bonds?  
**Please contact BOLI directly for questions regarding prevailing wage requirements: [pwremail@boli.state.or.us](mailto:pwremail@boli.state.or.us) or 971-673-2372.**
4. If a project receives a LIFT reservation through this NOFA, does the project automatically get a reservation for the bonds?  
**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.**
5. 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.  
**Income averaging can be used in a LIFT project; however, LIFT subsidies are limited to units that are affordable at or below 60% AMI.**
6. Can projects requesting LIFT and 4% credits also utilize Metro bond funding?  
**Projects that request LIFT & 4% LIHTC can also utilize Metro bond funds.**
7. What is the annual per unit monitoring fee for a LIFT/4% LIHTC/bonds project?  
**In this scenario, the monitoring fee would be \$45/unit.**