

2022 LIFT HOMEOWNERSHIP NOFA FAQs

New Questions

Question: The Entity Documentation says it requires hard copies. Is this something we should NOT upload to Procorem, but send with our check in the mail?

Answer: Please upload all information including the Entity Documentation to Procorem.

Question: I'm unable to fill in the Project Information/Visitability-ADA cells (J64-J66) on the Project Information Tab.

Answer: Please send your excel application to HONOF@hcs.oregon.gov and Staff will fix it.

Question: Can we amend the amount requested in the preapplication with the NOFA application?

Answer: Yes, provided that the land value can support the increased amount AND it does not go over the amount you are eligible for per the NOFA documents.

Question: The Project name does not populate anywhere and has a 0 in cells where project name should appear. Is this a problem that needs to be corrected?

Answer: No, this is because we tried a new process. It's okay and it won't affect your project information.

Question: Development tab asks for Escrow #. Should this be the escrow # from the land purchase?

Answer: If you have already opened escrow, this would be that number. If you have only obtained the land, then it can be left blank.

Question: How current must application documentation be?

Answer: Application documents should be from within the last 12 months.

Question: Is the Borrowing Resolution the same as the Board Resolution?

Answer: It can be. It depends on what is listed in the resolution.

Question: Will LIFT funds support manufactured homes NOT in mobile home courts or parks, but on individual lots?

Answer: Yes, LIFT funds can be used for new mobile homes, the project will still need to be in a community land trust or leasehold condo structure.

Question: Is there any flexibility with the character limit in LIFT HO NOFA Application narrative responses? **Answer:** There is some flexibility, but we would prefer you to keep it at or close to the character limit.

Question: I noticed that the RS Means calculation includes the GC fee. It has always been my understanding that it included hard costs to build plus architectural fees only. Am I incorrect in my assumption?

Answer: RS Means takes the materials plus the labor plus the equipment to get the costs. It should include any GC fees as well.

Question: Does the GPGM developer fee determination table work for LIFT Homeownership?

Answer: No, this is addressed under section 1.5(L) Profit on page 11 of the Homeownership NOFA. The sponsor/developer cannot earn more than 7% of the total Project costs. This can be a combination of profit from the sale of the homes and a flat developer fee.

Question: Regarding the developer fee, are soft costs eligible as a deduction for consultant fees, or does this fee only pertain to the “Consultant” identified in the Development Team Section?

Answer: The Consultant would be either an organization or individual that was helping you prepare and submit the application. If this is a consultant for a specific part of the project, like an energy consultant or wetlands consultant, it wouldn't be deducted.

Question: What does “Estimated Placed in Service” mean?

Answer: It is the date that it is expected that Homes will be ready for sale to qualified homebuyers.

Question: On the LIFT HO Sources & Uses Tab, I am confused by lines 174-180, can you explain what this is trying to do?

Answer: This section is intended to let you see what the total profit, including any developer fee, would be so you could adjust any of your assumptions. However this section is NOT working as intended. Currently what it does is show you what 7% of the total project costs are. If you'd like to show your calculations for profit on a separate document, that would be most helpful.

Question: One of the required organization documents is to indicate where in the bylaws the dissolution provision is. Our non-profit organization does not have this clause, would a board-approved statement that explains what the organization will do with its LIFT funding/homes if the organization dissolves suffice?

Answer: OHCS is looking for what steps will occur if a nonprofit is dissolved. If it's not specifically spelled out in the by-laws, then your board approved plan or statement explaining what will happen in the event of a dissolution will suffice.

*****END OF NEW QUESTIONS*****

Preapplication

Question: In the Pre-Application Excel file, under the Project Input tab, there is a section called Project Rents and Income Levels. It includes fields for manager units and # of units with rental assistance. Is this section intended to be completed for Homeownership?

Answer: This section was designed for Rental projects however please indicate the number of homes you will be building with the 80 AMI% lines. Disregard the manager unit and number of units with project-based rental assistance.

Question: The income restrictions show set AMI's (50%,60%, etc.). If our organization reserves homes using a range (i.e., 50-80% AMI) should we pick the higher, lower, or average to show in the form?

Answer: Please pick the AMI that matches the AMI at which the project's homes will be restricted.

Question: The autofill on the pre-application only defines urban or non-urban. Regarding mid-sized urban, can we just assume that based on population recorded in the last census?

Answer: Yes, you can assume that based on population recorded in the last census. Mid-sized Urban is a subcategory of Urban, this means the information should be entered under Urban.

Question: Should I request access for the various people for Procorem separately or does it work to have them listed in the pre-application with their email addresses?

Answer: Please list anyone that needs access to the Procorem workcenter on the preapplication under "Application Workcenter".

The screenshot shows a web application interface with two main sections: "Funding Solicitation" and "Application Workcenter".

Funding Solicitation: This section includes a dropdown menu to "Select the NOFA Number from the list:" with "NOFA #2022-3" selected. Below this is a list of "Current Solicitations" with their respective NOFA numbers:

- Based Agricultural Worker Housing Tax Credit (AWHTC) - NOFA #2022-1
- Affordable Rental Housing projects requesting LIFT Rental and/or Wildfire Direct Award funds - NOFA #2022-2
- Homeownership and/or Wildfire Homeownership Award funds - NOFA #2022-3
- Affordable Rental Housing projects requesting Permanent Supportive Housing (PSH) funds - NOFA #2022-4
- Affordable Rental Housing projects requesting 9% Low Income Housing Tax Credits (LIHTC) - NOFA #2022-5
- Affordable Rental Housing projects requesting non-competitive OAHTC/Preservation Pool funds - NOFA #2022-6
- Affordable Rental Housing Projects requesting Preservation funds - NOFA #2022-7
- Affordable Rental Housing Projects requesting GHAP-Veterans funds - NOFA #2022-8
- Other non-competitive resources (Land Acquisition Program (LAP), 4% LIHTC only, Oregon Rural Rehabilitation (ORR)) - Non-Competitive Funds

Application Workcenter: This section includes a field for "OHCS WORKCENTER ID" and a text prompt: "Upon submission of this pre-application OHCS will create an online portal workcenter for the full application, who should be invited from the development team to have access to the workcenter?". Below this is a table for listing invited individuals:

First and Last Name	Position	Email Address

Question: On the OHCS Site Review Checklist, "Site/Area Maps": Would you like distance noted as a "travel distance" determined by routing a potential travel path using roadway, or the shorter "as the crow flies" absolute distance?

Answer: We are looking at travel distance as we're looking to review travel times for homebuyers buying the units

Question: Can the anticipated funding request included in the pre-application be different from the funding request included in the full application (differ slightly)?

Answer: Yes, it can differ, the preapplication is initial notification that you want to apply. It does not set anything in stone.

Question: Do we need a pre app for each separate location? Or can scattered sites be included in one application?

Answer: If you are doing a scattered site project, up to three sites can be included in one application.

Question: If we are not using the project rents/income levels, where would we show the number of units?

Answer: Find the bedroom count of the homes you are planning on building, then pick the AMI at which you will be restricting the LIFT homes and enter in the # of units you are building.

Question: Should we include infrastructure costs in the Total Construction Costs & Architectural Fees field?

Answer: Infrastructure for the subdivision should not be included. We're looking at the cost to construct the buildings, which would include water/sewer/electricity hook ups to existing infrastructure.

Question: The pre-app asks if “project includes culturally specific organization” ... does this mean led by a CSO? Or would a partnership with a CSO count as a yes?

Answer: The sponsor or co-sponsor would need to be a Culturally Specific Organization or Tribal Led Organization.

Question: In Anticipated Funding Request - Do we enter the amount we are requesting or just the maximum we would qualify for based on our appraisal?

Answer: Enter the amount of LIFT Homeownership funds you are requesting.

Question: When asking the year that income restriction allocations were imposed for past grant awards, are you referring to the closing year or something else?

Answer: We are looking for the year that documents for the other funding was recorded. For example, if the project is using land that was purchased using OHCS’s Land Acquisition Revolving Loan Program (LAP). What year did the LAP Operating Agreement get recorded?

Question: When asking for real estate holdings if the project cost more than \$500K, is that total project costs or total funding award from LIFT?

Answer: This is not applicable for LIFT Homeownership.

General Questions

Question: If we have a lot that is 6000 sqft, and we split that lot into three lots of 2000 sqft, each of those lots would need to appraise at least \$115,000 or more?

Answer: Correct

Question: And we can use the assessor real market value if the assess value in lieu of an appraisal?

Answer: Yes, we allow projects to use the assessor real market value in lieu of an appraisal.

Question: What is the admin cap (percentage) that the builder or developer can retain from the project?

Answer: The % cap for developer fee/profit is no more than 7%. This can be a combination of profits from selling the homes and a flat developer fee.

Question: The Developer fee and profit total cannot exceed 7% of total development costs?

Answer: Correct, development costs include all project costs, minus the land cost.

Question: You mentioned a Phase 1 not due at application, but and I saw that an Environmental Review needed by application. Can you explain the difference?

Answer: Our Site Review Checklist is sometimes referred to as the environmental review site checklist. This is different from a federal Environmental Review Record that would need to be done for projects funded with federal funds and is not required for LIFT since is a state resource.

Question: Will OHCS accept a Phase 1 2013 ASTM standard or do we need to update our Phase 1 to the current 2021 standard?

Answer: We will accept Phase I studies that are no more than 1 year old at the time of application. The pre-application states 6 months, but LIFT allows them to be 1 year old at application.

Question: Regarding scattered sites - how do we address the NOFA tab about Construction Cost information?

Answer: You would add up all the construction costs for all sites and enter that total.

Question: Can you please clarify total amount of funding available for this NOFA

Answer: \$15 million for LIFT Homeownership. There is separate money for LIFT Homeownership wildfire direct awards that will, if unclaimed before June 1, 2022, be added to the LIFT Homeownership general pool for funding projects.

Question: How does limit of 2 applications per organization impact Habitat for Humanity, which has multiple affiliates?

Answer: Since Habitat for Humanity is an umbrella organization, each Habitat affiliate can submit up to two applications.

Question: Is the Community Land Trust model ever going to be changed for LIFT Homeownership? That model doesn't work for everyone and is a significant deterrent to some builders and buyers.

Answer: This won't change while LIFT Homeownership uses Article XI-Q bonds as its funding source since XI-Q bonds require the state to have an operating interest in each property funded. The Community Land Trust model is the agreed upon way that OHCS holds an operating interest in LIFT funded properties, through a lien on the land.

Question: Could the LIFT funds be repaid after construction and the project not need to use a CLT model?

Answer: No. With LIFT, a 20-year operating agreement is required along with the use of the Community Land Trust or Leasehold Condo model. Additionally, LIFT is a construction to permanent loan. The program doesn't provide construction only loans.

Question: When asking if the Project Development Schedule demonstrates that construction is able to begin within 12 months, what are you using for the start date?

Answer: The date the reservation of funds is awarded to the project.

Question: How do we get soil type from Natural Resource Conservation Service (local county jurisdiction)?

Answer: Visit the Natural Resources Conservation Service webpage at <https://www.nrcs.usda.gov/wps/portal/nrcs/site/soils/home/> There is a link to the 'Web Soil Survey' on that page that shows the general areas soil makeup.

Question: In the webinar, it was mentioned that a BOLI wage determination letter would be required. When is this letter due?

Answer: It a condition of the reservation letter and is part of the due diligence process required to close the LIFT loan.

Question: Are there any barriers to pairing OAHTCs with LIFT Homeownership funds?

Answer: OAHTC weren't included in the LIFT HO NOFA as an available funding source, so you would not be able to apply for the credits through the NOFA application. The other issue involved is that the OAHTC statute is very specific about which kinds of homeownership projects can qualify for the credits. It lists a three-part test where each part has to be met in order for the project to qualify: the low-income individual must own the dwelling, they must participate in an owner-occupied rehab program, and they

have to be certified as having an income below 80% AMI by a local government (see ORS 317.097(5)(a)). This would preclude LIFT Homeownership projects from being eligible for OAHTC.

Question: Are we still allowed to apply for Wildfire Direct awards or would we have needed to submit a preapplication by 2/18?

Answer: Yes, you can still apply for Wildfire Direct awards, the preapplication was for the competitive LIFT funds. The wildfire direct awards are first come, first reviewed. We publish the various wildfire direct asks on the LIFT NOFA webpages each Friday so interested applicants can see what has been requested previously.

Question: Per the NOFA, it sounds like if site work is underway then a project isn't eligible. Are you defining site work as the same as infrastructure? Previously, it was okay for projects to proceed with infrastructure, but not begin construction (e.g. pouring foundations).

Answer: LIFT HO can't fund projects in progress at the time of application, this includes any site work or infrastructure.

Question: Can staff confirm the scope of the appraisal for the site value meets OHCS standards so we can have an appraisal completed prior to the NOFA deadline?

Answer: OHCS will accept appraisals that meet standard appraisal requirements and have been completed by a licensed appraiser.

Question: For wildfire applications, do we need to submit the check to confirm receipt of the preapplication?

Answer: This is not needed for pre-applications; the application check needs to be received by our Finance section to finish review of the complete application.

Question: LIFT has a 36-month time limit on the construction period. There are only 8 quarters of spending (fields) in the Excel file tab named LIFT HO Sources & Uses.

- When Does quarter 1 begin?
- Can all spending done prior to the award closing be included in quarter 1 or loaded into Q8?

Answer: OHCS' expectation is that sponsors will start drawing the LIFT funds within a year of funding reservation but this will vary by project. Any spending done prior to construction closing can be shown in Q1. A note that LIFT funds can pay for project related charges up to six months prior to the application date.

Question: We are a newly formed company however our members have many years of experience. How should we show that? Additionally, line 143 of the Development Team tab asks for "Years of experience developing or managing multi-family housing". Given that this is homeownership, how should we answer this question?

Answer: Please list the experience of each member of the development team in the appropriate sections on the application. For the years of experience developing or managing multifamily housing, please use the years of experience developing and selling homeownership housing and working with a CLT or Condo model.

Question: I'm unable to find the Transmittal Form as referenced in section 2.2(B) Charges.

Answer: The transmittal form will be added to your Procorem workcenter.

Question: Where can I find the zoning form needed for the application?

Answer: The zoning form is listed under the “Application Materials” heading on the LIFT Homeownership NOFA page: <https://www.oregon.gov/ohcs/development/Pages/nofa22-lift-homeownership.aspx>

Question: Information on real estate holdings was not required for the LIFT homeownership pre-application. Is this information required for the full application?

Answer: There is a real estate list on the Development Team tab of the application that will need to be filled out. The additional Real Estate Holding document referenced by the pre-application does not need to be filled out.

Question: Can MOUs from culturally specific partner organizations be open-ended agreements that are not project specific?

Answer: MOUs don’t need to be project specific but need to include the housing-related services that will be provided for the project.

Question: Can you please detail what specifically you’d like submitted for organizational documents and signed MOU from service providers?

Answer: Organizational documents can be found under Entity Documentation on the Reservation Letter attachment webpage here: <https://www.oregon.gov/ohcs/development/Pages/nofa-reservation-letter-attachments.aspx>

As for MOUs, see our answer from the 2021 LIFT FAQs here:

Question: On the Proposal Summary tab, one of the required Supplemental Documents identified is a Service to Communities of Color MOU. However, a sample MOU is not provided. What is this MOU and is there specific required content?

Answer: While we don’t have any examples of a MOU, here are a few items that OHCS looks for in a MOU. These do not need to be in any specific order.

- Identify the Parties involved
- What is the purpose of the MOU?
- How long is the MOU for?
- How will the Parties report on the various outcomes of this partnership?
- Are there any payments taking place between the Parties?
- What are the responsibilities, remunerations, and roles of the various Parties in the MOU?
- Has this been signed by all Parties with a date within the last 12 months?