**Questions and Answer #2 to RFA 7279**

**12/2/2022**

1Q: The ‘Culturally Responsive Organization’ Attachment 7 specifically requires applicant provide memorandum of understanding (MOU) or similar supporting documentation supporting the above (b) [i.e. has relationships with and is responsive to communities that the organization serves, including communities of color.] with at least two (2) organizations, and at least one being Culturally Specific, including the relationships, and how you are working in partnership with these organizations to serve your community(ies) with this Application and your programs.  MOU or similar documentation dated at least six (6) months prior to application submission.

1A:

1. Does OHCS have an existing list of Culturally Specific Organizations meeting OHCS’s definition of such?  OHCS does not currently have a list of Culturally Specific Organizations.
2. If applicant is responding as a culturally responsive organization, does the Culturally Specific Organization that is party to the ‘MOU or similar supporting documentation’ in Attachment 7 need to also provide required documentation from Attachment 6 as evidence they are a Culturally Specific Organization?  It is not required the Applicant submit additional documentation relating to the Culturally Specific Organization or the Attachment 6 form signed by the Culturally Specific Organization the Applicant is working with.
3. Does MOU or similar supporting documentation need to be specific to provision of Down Payment Assistance or can the MOU or similar documentation from a Culturally Specific Organization be any relationship between applicant and Culturally Specific Organization?  The relationship is not required to be specific to any specific program within the applying organization.

2Q: I am wondering about if we apply for CRO funding and it is overprescribed, will we revert to the other pool of funding?  Trying to figure out strategy…we really need these funds.

2A: You must request each funding source you wish to disburse to homebuyers.  The Agency will not automatically grant other funding sources to Applicant that does not receive funding for any oversubscribed funding source.

3Q: We have identified the following questions we have for the RFA 7279 - Down Payment Assistance (DPA) Program

**Clarification Requested Pg 18 ( attachment 6 and 7) as requirements:**

3Q: We have been previously certified as Culturally Responsive and Culturally Specific Organization. Are we required to resubmit the documents for certification?

3A: Applicants should only submit to be certified as Culturally Specific OR Culturally Responsive.  If your organization has been previously certified as Culturally Specific, please see page 2 of Attachment 6:

**Check this box if certification and supporting documentation has already been submitted to OHCS and accepted under a different opportunity.  Certification is valid until December 31, 2023 (this Attachment 1 must still be submitted with your Application).**

If your organization is applying to be approved as Culturally Responsive, please submit Attachment 7

**Client Eligibility:**

3Q2: Can we utilize 10% of the funding to support current staff to apply for down payment assistance?

3A2: The Agency would anticipate awarded organizations would offer funding to mortgage ready homebuyers on a first come first served basis and based on their program guidelines of how the funds are reserved and disbursed to homebuyers.

4Q: Can we please get clarification on the checklist. **Complete and submit Applicant Information and Certification Sheet (Attachment 4).** Attachment 4 is provided in the application materials, but appears to be just a certification required when people are applying for First Generation DP funds and not part of our agency application.  If it is required, how would we complete it?

4A: On the Agency website, under Procurement Opportunities, RFA 7279 you will see revised Attachment 4 (Application and Information Certification Sheet) and Attachment 5 (Checklist). The revised checklist reflects Attachment 4 is a required (mandatory) form that must be submitted with your application.

5Q: Does every veteran have to go through the specific Veteran DPA timeline even if they are mortgage ready?

5A: The Veteran Build Your Future Pilot program is for those Veteran’s that are not currently ready to purchase a home and need time to become mortgage ready.  This pilot program is not required for veterans mortgage ready.

6Q: The Checklist lists “Applicant Information and Certification Sheet (Attachment 4).  Attachment 4 is named “Application Information & Homebuyer Certification Sheet”.  Is this the document you are referring to on the Checklist?  If so, why as an agency do we have to certify as a First-Time Homebuyer or First Generation Homebuyer or is there a different document you want us to include with the RFA?

6A: Please refer to 4A above for the response to this question.

7Q: Page 2 of Attachment 7 — Culturally Responsive Organization states that  MOUs must be dated at least six (6) months prior to application submission. Is a presently-dated MOU acceptable? We're thinking of the many organizations, including culturally-responsive organizations, that we have long-standing partnerships with but have not historically used an MOU or related document to record our partnership.

7A: Per the Culturally Responsive Application required documents:  MOU or similar documentation dated at least six (6) months prior to application submission.

Provide memorandum of understanding (MOU) or similar supporting documentation supporting the above (b) with at least two (2) organizations, and at least one being Culturally Specific, including the relationships, and how you are working in partnership with these organizations to serve your community(ies) with this Application and your programs.  MOU or similar documentation dated at least six (6) months prior to application submission.

8Q**:** The application and Checklist require the submission of Attachment 4 Applicant Information and Certification Sheet. Are we expected to identify all eligible homebuyers now?  Or is Attachments 4 required at reporting?

8A: Attachment 4 has been updated with the correct attachment meant for the Applicant to use as described in Section 3.3.3 of the RFA. Please go to the Agency’s website, under Procurement Opportunities, RFA 7279 to obtain revised attachments.

9Q: Are we expected to identify all eligible homebuyers now?

9A: The Agency does not require Applicants to have a current homebuyer pipeline at time of application.

10Q: Or is Attachments 4 required at reporting?

10A: The correct document for Homebuyers is an Exhibit to the Grant Agreement, Exhibit I, Homebuyer Certification and will be retained by Organization.

11Q: I'm requesting clarification on Attachment 4. It appears to be a self-certification statement by a program client attesting that they are an eligible first-generation or first-time homebuyer. In the Attachment 4 description in section 3.3.3 (page 20), it mentions that this document is meant to "demonstrate compliance with Oregon tax laws" but I see no mention of tax laws or other statute in the attachment text. Also, the names are slightly different - the RFA mentions the Applicant Information and Certification Sheet, whereas the document is titled Applicant Information and Homebuyer Certification Sheet.

I'm wondering:

a) is this indeed the correct document for Attachment 4? and

b) if so, who at the applicant organization is meant to sign this attestation that they are a first-generation or first-time homebuyer?

11A: Attachment 4 revised document is located on the Agency’s website, under Procurement Opportunities, RFA 7279 and applies to the Applicant.  In addition, the Agency has added Exhibit I, Homebuyer Certification of the updated Grant Agreement Attachment 1 is the required document for homebuyer certification.  The Homebuyer Certification must be signed by the homebuyer and organization.

12Q: The application and Checklist require the submission of Attachment 4 Applicant Information and Certification Sheet.

Are we expected to identify all eligible homebuyers now?

Or is Attachments 4 required at reporting?

12A:Attachment 4, Application Information and Certification Sheet must be completed and submitted with your application by the closing date of the RFA, December 9, 4:00pm PST.

13Q: Page 2 of Attachment 7 — Culturally Responsive Organization states that  MOUs must be dated at least six (6) months prior to application submission. Is a presently-dated MOU acceptable? We're thinking of the many organizations, including culturally-responsive organizations, that we have long-standing partnerships with but have not historically used an MOU or related document to record our partnership.

13A: Please refer to 1Q and 1A in Q&A #2 for the response to this question.

14Q: On another note, I just read all the Q & A on the procurement page of OHCS website for the DPA grant.  I have a question I think *you* can help with, concerning the requirement to be registered as a business, 5.3.3.  Our Director states Housing Authorities *are not* required to register as a business, we are a quasi-governmental municipal corporation.   KHA, as a housing authority; is not registered and Diana states we *will not* be registered on the Oregon Business Registry.  I have put a lot of time and effort into this grant application and am almost done with it.  Do you think OHCS can work through this with KHA if we provide the documentation as a quasi-governmental municipal corporation?