Oregon Centralized Application (ORCA)

Oregon Housing and Community Services (OHCS)

Affordable Rental Housing Division

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Welcome to the Oregon Centralized Application (ORCA)

The ORCA provides applicable review parameters for investment requests against adopted standards throughout the funding process. Where resources are not sufficient for the project applications, the ORCA retains an active pipeline through a first-come, first-reviewed waitlist from which future funds will be matched with eligible projects. OHCS will publish project progress as they move through the ORCA process and beyond.

The ORCA has one entry point followed by three application steps:

- **Intake**: This is the required entry point which gathers information from development teams on project concept, financial strategy, location, and team members. The Intake also directs requests for other offered funding to the associated review process, such as for offered capacity, predevelopment and land acquisition funds.
- **Impact Assessment**: Once a project at Intake submission passes an internal review, applicants can submit an Impact Assessment application through their assigned WorkCenter focusing on non-financial requirements and policy objectives like equity, racial justice, community engagement, and partnerships. Depending on project readiness, this typically happens one to two years before financial closing. At this point, if resources are available OHCS brings a project recommendation for approval by Housing Stability Council which establishes a conditional hold of resources once the project meets all Impact Assessment evaluation standards. Where resources are not available to support the project financing, the project will be placed on a waitlist which serves as a pipeline for OHCS.
- **Financial Eligibility**: Once a project receives a conditional hold of funds, OHCS works with the applicant to evaluate the project's financial proforma and supporting documentation for project costs, construction standards, and adherence to underwriting standards outlined in the OHCS General Policy and Guideline Manual (GPGM). Depending on project readiness, this step typically occurs about six months to one year before the proposed financial close date.
- **Commitment**: Once a project meets all Financial Eligibility evaluation standards, it can proceed to the Commitment step. The Commitment step requires that all Financial Eligibility due diligence evaluation standards are completed, and the project is within six to nine months from the start of construction. Upon funding approval, the project must financially close by the agreed-upon financial closing date (within six months of reservation).

Prequalification

OHCS prequalifies developers (lead and/or co-developer), management entities, general contractors, sponsors/owners, Certified Needs Assessment (CNA) vendors, architects and development consultants to expedite the funding process by ensuring performance, experience, and good standing of applicants and partners.

Applicants must have all required members of their development team submit their Prequalification Request Form through OHCS' website each year. Prequalification must be resubmitted and approved on an annual basis. All members of the development team must be prequalified by OHCS before moving past the Impact Assessment step. Additionally, as a part of prequalification, developers (Lead and/or co-developer) and development consultants submit their organizational Diversity, Equity and Inclusion (DEI) Agreements. This agreement must be updated annually to remain prequalified. Learn more about the DEI Agreement on OHCS's DEI webpage.

While prequalification ensures organizations are eligible to apply, it does not guarantee project funding. For additional details regarding prequalification, please review the OHCS Prequalification Guideline. If it's determined that any of the named members of the development team are not in good standing and fail prequalification standards, OHCS holds Discretionary Authority under the ORCA General Terms and Conditions to not consider the funding application for the project.

OHCS maintains full discretion and authority to determine whether an entity is qualified to conduct business with the state through its housing programs. This includes:

- Determining whether an applicant's experience and performance meet minimum standards
- Placing reasonable conditions on prequalification
- Requiring additional oversight or review
- Denying prequalification request when necessary to protect program integrity, public resources, and resident safety
- Revoking or suspending prequalification if material issues arise

Applicants undergoing Moderate Income Revolving Loan Project Application Analysis only are not required to complete prequalification.

Application Analysis Only

Moderate-Income Revolving Loan (MIRL)

Currently, OHCS offers support to active Moderate-Income Revolving Loan (MIRL) Sponsoring Jurisdictions (SJs) with qualitative review of potential projects ("MIRL Project Application Analysis"). An active SJ means that there is a master agreement in place between the SJ and OHCS. For the MIRL Project Application Analysis, OHCS will review applicants against existing OHCS standards and provide a report to the SJ detailing the alignment between the applicant and OHCS standards. The SJ will make the ultimate funding decision and may incorporate OHCS analysis at their own discretion. Active SJs may elect to use the ORCA MIRL Application Analysis following the initial MIRL program eligibility determination and must otherwise meet all requirements detailed in the MIRL manual to access this resource.

Applicants directed to the ORCA for MIRL Project Application Analysis must have confirmed eligibility and support from their SJ which must be documented and submitted with their intake questionnaire. Once applicants have successfully submitted their intake questionnaire, they will be assigned a WorkCenter. Response to ORCA standards will be reviewed on a “met” or “unmet” basis for each standard and correlated task and captured in a report to be provided to the SJ. Different from the standard ORCA process, applicants will have the opportunity to submit justification for tasks the applicant does not or cannot answer. Additionally, applicants will not receive a Letter of Intent (LOI) from OHCS, nor seek funding approval from Housing Stability Council (HSC). MIRL funding commitment will be provided by the SJ and not OHCS.

For applicants pursuing both MIRL Project Application Analysis as directed by their SJ and funds directly from OHCS, applicants will receive two separate work centers that may proceed at different paces to suit the differing review timelines for MIRL and OHCS ORCA processes. For additional guidance, see the MIRL program manual.

For access to additional subsidy to support a MIRL project, or requests for additional funding, applicants are required to apply directly to OHCS through the standard ORCA or other adopted processes.

Set-Asides

OHCS has reserved or “set-aside” funding for specific entity-types and geographic regions to relieve the housing burden of historically underserved populations and ensure investment in geographically diverse communities across Oregon.

The ORCA incorporates standard geographic set-asides categories that are relied on to distribute funding where applicable to the funding source and resource allocation. The ORCA geographic set-asides incorporate housing needs through the Oregon Housing Needs Analysis and housing cost burden of historically underserved communities across the state. These set-asides are established in the ORCA and may apply to funding resources offered through the ORCA unless established otherwise in policies, including as adopted for the 9% LIHTC program in the Qualified Allocation Plan. The current set-asides are published on the OHCS website.

OHCS will publish available resources within each set-aside monthly as resource holds are approved by Housing Stability Council.

Other Limitations

Single Room Occupancy (SRO) units

With the exception of programs that maintain their own guidelines regarding SROs—specifically Permanent Supportive Housing (PSH) and Preservation—no other programs or funding sources support SRO development. OHCS, in its sole discretion, may grant requests for an exception to that limitation. Such requests must include supporting documentation, including a market study analysis and evidence demonstrating the need.

Single Asset Entity (SAE)

Projects must be owned by a single asset entity (SAE), which must be established prior to financial closing or the disbursement of any OHCS funds. OHCS, in its sole discretion, may grant requests for an exception to that requirement. Such requests must include supporting documentation and evidence demonstrating the need for the exception.

Scattered site policy

Scattered site applications for new construction will be considered where:

1. The sponsor describes a need to bundle properties together in a single application to make the project viable. For projects seeking to use LIHTC, this can include the need to combine properties needing gap funding with one or more sites that are not requesting preservation gap funds.

2. The sites are all within reasonable proximity to each other, defined as no property being further than 120 miles from any other of the sites in the application.

3. The sites all have the same property management company, and one entity will be responsible for reporting on the compliance and performance of the scattered-site project.

4. For projects that include Low-Income Housing Tax Credit (LIHTC) resources (either as part of the preservation package or as part of the initial funding) these scattered sites must be combined into one project, reflected as such by checking “yes” in box 8b of the new Internal Revenue Service (IRS) Form 8609 that is submitted, and otherwise in compliance with IRS Section 42. IRS Code requirements supersede any scattered site requirements found here.

Cost Controls

Cost evaluation

OHCS is committed to ensuring best use and maximum impact of public funds. All projects must seek to leverage public and private funds with state investments and provide OHCS with information as part of a leverage review with those efforts.

To ensure proposed costs are reasonable, OHCS compares costs to significant data from our existing portfolio and identifies project costs outside of expected ranges. If necessary to substantiate project costs, OHCS may request a third-party cost justification. OHCS' evaluation of costs includes, but are not limited to, the following:

- Assessing cost reasonability with a predictive cost model informed by available data and comparable projects.
- Requiring detailed cost estimates and tracking of project costs with detailed line items in the financial proforma, using the Uniformat Schedule of Values (SOV).
- Requiring submission of a cost analysis that provides potential strategies for reducing project costs.

Policy controls

OHCS continues to ensure efficient use of public funds by setting expectations for applicants that include, but are not limited to, the following:

- Identifying the project elements that are fundamental to meeting the project's intent and are not eligible for value engineering, such as playgrounds, meeting spaces, resident services, etc.
- Establishing a developer fee at the Financial Eligibility step that may not be increased throughout the life of the development project without appeal.
- Reviewing substantive changes to the project and ensuring such changes are appropriate and align with scope of the project.
- Prohibiting "cost savings clauses" that allow the contractor or developer to benefit from excess project resources, in alignment with national best practices to deter fraud and misuse of public funds.

Subsidy limits

The subsidy limits established for the ORCA are intended to:

- Scale according to bedroom size and Area Median Income (AMI) served,
- Respond to lower rent rates in rural communities with significantly lower AMI, which reduces the ability for projects to cover fixed costs of development,
- Include an additional building-level subsidy for projects that incorporate unique building design functions to serve the target population, and
- Allow for reasonable increases (up to 10% above subsidy limits) when projects approach the final commitment of resources, at OHCS discretion based on demonstrated financial need and resource availability, upon approval by the OHCS Finance Committee.

OHCS may provide **up to $200,000 per project** in addition to the existing subsidy requests where there is a unique, functional building need to ensure tenant life/safety/health, including spaces to meet agricultural workforce needs, accessibility factors for elderly or disabled populations, supporting children, or durability interventions that tie specifically to the unique needs of the tenant population that the project will serve. Standard amenities, community rooms and separately owned or financed co-location facilities do not qualify. These funds and the proposed unique enhancing elements must be included at the Impact Assessment and before a Housing Stability Council action of funding recommendation occurs.

OHCS also offers **up to $60,000 per project of additional subsidy** for a contracting equity consultant. For LIHTC projects to be eligible, at least $100,000 in gap must be included in project financing. See more under "Equity in contracting strategy" in Impact Assessment and Financial Eligibility. These funds must be requested and included in the Impact Assessment financial information and must be requested before a Housing Stability Council action on funding recommendations occurs.

Units funded with OHCS PSH program resources are not subject to other ORCA subsidy caps and will be evaluated in-line with current and historic project data alongside all scrutiny of financial review in Financial Eligibility Step and in Underwriting. OHCS reserves the right to ask for further justification before moving the project forward.

Units funded with OHCS Older Adult Housing Program (OAHP) resources are not subject to other ORCA subsidy caps. OAHP Projects may qualify for an additional 25% subsidy and may receive subsidy for units serving households between 80% and 120% AMI at 50% of the applicable 80% AMI subsidy limit. Refer to the OAHP Manual for additional information. OHCS reserves the right to ask for further justification before moving the project forward.

Applicants requesting 9% LIHTC resources are eligible for up to $2 million in annual credit allocation per project, and up to $3 million in additional gap resource request per project.

Projects utilizing project-based rental assistance (PBRA) and HUD 811 PRA are eligible for 30% AMI subsidy limits. Oregon Affordable Housing Tax Credit (OAHTC) or other programs used to reduce rent levels without restricting units are not eligible for this increased subsidy limit and must default to the actual AMI rent restriction tied to the units in their project.

Applicants seeking MIRL Project Application Analysis only shall ensure their project application reflects the funding amounts in alignment with the MIRL Program requirements.

Subsidy limits are outlined in the charts below. These subsidy limits may be overridden if in conflict with other programmatic requirements and regulations.

Gap only subsidy limits

The following subsidy limit tables are applicable to projects that are requesting subsidy without leverage of LIHTC equity. Incomes served is based on unit restrictions. Project-based rental assistance units should use 30% AMIs. Gap Only investments should not exceed $35 million, nor should they exceed 45 units, beginning with version 2.1 of the ORCA manual.

Table 1: Gap Only Rural New Construction Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$275,000	$335,000	$395,000	*$60,000*
40% AMI	$265,000	$325,000	$385,000	*$60,000*
50% AMI	$250,000	$300,000	$350,000	*$50,000*
60% AMI	$240,000	$290,000	$340,000	*$50,000*
70% AMI	$230,000	$280,000	$330,000	*$50,000*
80% AMI	$220,000	$270,000	$320,000	*$50,000*

Table 2: Gap Only Rural Acquisition/Rehabilitation Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$190,000	$250,000	$310,000	*$40,000*
40% AMI	$175,000	$235,000	$295,000	*$40,000*
50% AMI	$160,000	$210,000	$260,000	*$35,000*
60% AMI	$145,000	$195,000	$245,000	*$35,000*
70% AMI	$130,000	$180,000	$230,000	*$35,000*
80% AMI	$115,000	$165,000	$215,000	*$35,000*

Table 3: Gap Only Urban New Construction Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$265,000	$325,000	$385,000	*$60,000*
40% AMI	$250,000	$300,000	$350,000	*$60,000*
50% AMI	$240,000	$290,000	$340,000	*$50,000*
60% AMI	$230,000	$280,000	$330,000	*$50,000*
70% AMI	$220,000	$270,000	$320,000	*$50,000*
80% AMI	$210,000	$260,000	$310,000	*$50,000*

Table 4: Gap Only Urban Acquisition/Rehabilitation Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$175,000	$235,000	$295,000	*$40,000*
40% AMI	$160,000	$210,000	$260,000	*$40,000*
50% AMI	$145,000	$195,000	$245,000	*$35,000*
60% AMI	$130,000	$180,000	$230,000	*$35,000*
70% AMI	$115,000	$165,000	$215,000	*$35,000*
80% AMI	$100,000	$150,000	$200,000	*$35,000*

Gap with 4% LIHTC Subsidy Limits

The following subsidy limit tables are applicable to projects that are pairing gap funding with LIHTC resources. Incomes served is based on unit restrictions. Project-based rental assistance units should use 30% AMIs. These limits are for the gap resources, not the tax credits themselves.

Table 5: Gap for LIHTC Rural New Construction Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$210,000	$240,000	$270,000	*$30,000*
40% AMI	$200,000	$230,000	$260,000	*$30,000*
50% AMI	$190,000	$210,000	$230,000	*$20,000*
60% AMI	$180,000	$200,000	$220,000	*$20,000*
70% AMI	$170,000	$180,000	$190,000	*$10,000*
80% AMI	$160,000	$170,000	$180,000	*$10,000*

Table 6: Gap for LIHTC Rural Acquisition/Rehabilitation Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$175,000	$195,000	$215,000	*$20,000*
40% AMI	$155,000	$175,000	$195,000	*$20,000*
50% AMI	$135,000	$150,000	$165,000	*$15,000*
60% AMI	$115,000	$130,000	$145,000	*$15,000*
70% AMI	$95,000	$105,000	$115,000	*$10,000*
80% AMI	$75,000	$85,000	$95,000	*$10,000*

Table 7: Gap for LIHTC Urban New Construction Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$190,000	$220,000	$250,000	*$30,000*
40% AMI	$180,000	$210,000	$240,000	*$30,000*
50% AMI	$170,000	$190,000	$210,000	*$20,000*
60% AMI	$160,000	$180,000	$200,000	*$20,000*
70% AMI	$150,000	$160,000	$170,000	*$10,000*
80% AMI	$140,000	$150,000	$160,000	*$10,000*

Table 8: Gap for LIHTC Urban Acquisition/Rehabilitation Subsidy Limits

Incomes Served	Studio	1 bedroom	2 bedrooms	*+ Per-Bedroom*
30% AMI	$155,000	$175,000	$195,000	*$20,000*
40% AMI	$135,000	$155,000	$175,000	*$20,000*
50% AMI	$115,000	$130,000	$145,000	*$15,000*
60% AMI	$95,000	$110,000	$125,000	*$15,000*
70% AMI	$75,000	$85,000	$95,000	*$10,000*
80% AMI	$55,000	$65,000	$75,000	*$10,000*

Compliance

A compliance monitoring fee sufficient to cover OHCS' due-diligence costs is required annually. This fee may be adjusted over time by OHCS. Additional monitoring fees may apply depending upon the type of funding awarded to a project, this may include but not limited to:

- Initial household income verification
- Utility allowances
- Annual income verification, including self-certification
- Risk-based physical inspections every one to three years based on project condition
- Permanent Supportive Housing program monitoring for services and rental assistance, if applicable

If other public capital or operating subsidy is used from any source, relevant compliance requirements of those sources are assumed to apply. For example, if 4% LIHTCs are used, all 4% LIHTC compliance requirements apply.

Applicants seeking only MIRL Project Application Analysis are exempt from compliance monitoring fees.

Application Process

The first step of the ORCA process is to submit an Intake Form. This web-based form can be accessed through OHCS' website. OHCS' application team, technical advisors, and program staff evaluate completed forms and determine if a project can move on to the application steps of the funding process.

Upon approval to move forward, applicants receive credentials to access their Procorem WorkCenter, where they have access to the evaluation standards, tasks, and supplementary documents related to the Impact Assessment, Financial Eligibility, and Commitment steps. **The Procorem WorkCenter includes tasks related to each evaluation standard that both the applicant and OHCS staff need to check-mark when complete.**

While applicants are only evaluated for the application step in which they are working to meet, they are not precluded from submitting ready documents or evaluation standards that are in future application steps. OHCS will not review these documents for approval or evaluation until the applicant has reached the appropriate application step. OHCS reserves the right to make any updates to process, criteria, or standards listed below at its sole discretion.

Developers or co-developers pursuing funding may not have more than two projects, excluding preservation projects, in any one application step at a time (Impact Assessment, Financial Eligibility, and Commitment). This criterion requires the project select a developer to access a WorkCenter.

Through the ORCA evaluation and process there are adopted standards that are used in the evaluation for applicable funding sources; the applicable evaluation standards for project applications are provided, along with the associated supplemental materials, in the application WorkCenter. Review your WorkCenter for a checklist of required standards and supplementals.

Most program resources are offered through ORCA on a first-applied, first-reviewed cadence; where resources are limited OHCS maintains an ORCA Pipeline Waitlist. Some resources are offered with an up-front selection process that applies a competitive prioritization and review process. Such offerings made through ORCA incorporate a Funding Request in advance of Impact Assessment evaluation. This includes in the states 9% LIHTC program as adopted in the Qualified Allocation Plan (QAP) which uses a 9% LIHTC Request Form. Criteria and process for the 9% Request Form can be found in the QAP. Applicants moving forward with 9% LIHTC applications after approval of their Request Form must meet all program requirements for application timing, including carryover timing requirements as described in the QAP.

Waitlist Policy

Conceptually, the ORCA waitlist is a queue of projects that have been evaluated against the impact assessment standards that are ready to be funded when there are resources to meet project needs. The ORCA incorporates deliberate focus on resource leverage, and in doing so, establishes standards for being able to apply for project funding without leverage of federal Low-Income Housing Tax Credits, based on resource availability and market. If OHCS subscribes all available or eligible resources for either a specific funding source needed by a project or for a set-aside region or category in which the project is located, applications are placed on a waitlist. OHCS will continue to accept application Intake Forms to continue to establish a funding pipeline. Staff will continue to move eligible Intake applications into Impact Assessment as applicants desire, and they will continue to review completed Impact Assessment applications.

Projects are placed on the waitlist in order of final completed and correct Impact Assessment application. If an application is sent back to the sponsor for required changes, the cure process outlined in the section below applies to determine positioning on the waitlist. OHCS will retain and publish the active waitlist monthly. At OHCS discretion, OHCS will require applicants to review and update application submissions and information within the Project WorkCenter to maintain their position on the waitlist. If a project has been on the waitlist for less than six months at the time OHCS requests application recertifications, it will be exempt from having to update until the next recertification period if it is still on the waitlist at that time. There is no maximum length of time that a project may stay on the waitlist, however material changes (as defined in the Financial Eligibility step) will require a new application and removal from the waitlist. When ORCA policies on resource leverage requirements are updated, existing waitlist projects will be given a time-limited period to align their application with the new requirement and retain their waitlist position as initially submitted.

When there is additional funding made available, OHCS will directly notify projects on the waitlist in order of their place on the waitlist about the funding. Projects have two weeks from that notification to indicate to OHCS that they are ready to accept the recommended resources and to update materials as necessary to move to a Housing Stability Council approval. If a project can meet all updated ORCA requirements and the project is still deemed feasible based on standards approved initially at impact assessment, a project will not lose their place on the waitlist.

The maximum of two projects in Impact Assessment still applies, and projects on the waitlist are not exempt from that requirement, exclusive of preservation, older adult housing projects, and projects seeking permanent debt financing without paired subsidy. Developers may remove a project from the waitlist and bring a different one into Impact Assessment at any time, if desired. This policy is intended to ensure that the projects on the waitlist are the priority projects for each organization that are most ready to proceed based on available resources. When new resources are added to the ORCA, or offered competitively in a selection process, OHCS may choose to allow those projects to remain on the ORCA Waitlist while submitting the same project for the new resource offering. Following that initial application review and selection process, duplicative applications exceeding two (2) per sponsor will be resolved. OHCS reserves the right to waive this requirement at its own discretion in cases where resources for specific project types or populations are at risk of being underutilized.

Applicants seeking only 811 PRA MIRL Project Application Analysis, are exempt from the waitlist policy unless seeking other state funds from OHCS.

Cure Process

If an application, excluding competitive review and selection processes such as with the 9% LIHTC program, does not meet a standard, OHCS will allow a cure period of 10 business days for applicants to respond to and address any identified issues. The cure period begins at the end of the standard 30-day standards evaluation period. Applicants may choose to respond sooner than 10 business days if they resolve the issues sooner. After receiving the applicant's response, OHCS has up to 10 business days to review the updates and determine whether the issues have been resolved. During the cure period and review, an applicant's initial submission date remains intact.

If there is a successful resolution and the application meets all standards after the cure period and review, the application moves forward into the waiting list with their position determined by their initial submission date or proceed to Housing Stability Council if there are available resources for the project. If there are unresolved issues after OHCS review and the application still fails to meet standards, the application returns to the Impact Assessment step, the original submission date is lost, and the application must be fully resubmitted as a new application. Upon a resubmission, a new 30-day OHCS standard evaluation period will commence.

Application Charges

Applicants will be charged an application fee consistent with those listed in the General Policy and Guideline Manual unless otherwise stated in the applicable program manual. Applicants are invoiced through their WorkCenter after submission of their completed Impact Assessment application submission. The WorkCenter provides instructions on how to submit electronic payments for application charges. For the full schedule of required charges, see the General Policy and Guideline Manual (GPGM).

Applicants seeking only MIRL Project Application Analysis, are exempt from Application Charges.

Do you have questions?

- For questions about the ORCA, submit your questions to the ORCA Question and Feedback Portal.
- For questions about the Impact Assessment, Financial Eligibility, or Commitment step

applications, email App.Team@hcs.oregon.gov.

- For technical assistance, email Technical.Advisors@hcs.oregon.gov.

Entry Point: Intake Form

About the Intake form

The Intake Form is the entry point for the application process. **All projects are required to begin with the Intake Form.** This helps OHCS provide projects with early support, identify applications that require analysis only, build our pipeline of affordable housing projects, and forecast funding requests.

The brief, web-based Intake Form includes an overview of the project vision and the partners involved, a preliminary site assessment, and early questions such as the proposed number and configuration of units, population served, an initial estimate of resource needs and timing, and predevelopment funding needs and eligibility.

The Intake Form collects information from development teams in the earliest stages of their projects, with the goal of providing early project details to the state to establish a prospective pipeline and support resource requests. It serves as the gateway to predevelopment funding and can help OHCS assess project locations and communicate with public funders. Additionally, it identifies the best-fit resources and connects project teams with technical advisors for support.

It is through the centralized intake process that requests are directed to the responsive review process:

- **New Construction, Acquisition, and Rehab requests**: Applicants should submit an Intake Form as early as the initial concept stage of a project, this could be two to five years before applying for funding. The form is intended for organizations that are seriously considering a project and may have already incurred due diligence expenditures.

- **Moderate-Income Revolving Loan (MIRL) Project Application Analysis**: Sponsoring Jurisdictions may request OHCS MIRL Project Application Analysis under Affordable Rental Housing in the Intake form for any rental Eligible Housing Project seeking MIRL funding. OHCS will accept requests for analysis of these MIRL Project Applications through the ORCA process. Application review for Eligible Housing Projects may occur at any stage of development. OHCS will evaluate the Project based on ORCA standards and provide an analysis to inform the Sponsoring Jurisdiction in their Provisional Approval decision. Applicants must include the “Sponsoring Jurisdiction MIRL Project Analysis Request” form in their Intake Form submission.

- **GHAP Capacity Building Grants**: General Housing Account Program (GHAP) capacity building funds are made available by OHCS to support the growth and development of nonprofit housing developers, local housing authorities, Native Nation (Tribal) housing entities, and local governments in meeting our shared goals in affordable multifamily rental housing development and operations. The ORCA Capacity Building (ORCA CB)

Grants, funded through GHAP, are for activities and resources needed to bring an organization or region to the next level of operational, programmatic, financial, or comprehensive development so it may effectively advance development of an affordable multifamily rental housing project or ensure long-term viability of an existing project or portfolio of properties. The ORCA CB Grant application is accessed through the ORCA Intake Form which inquiries about uses which may include (but are not limited to):

  - Strengthening organization and regional capacity to build and operate affordable rental housing (ARH)
  - Innovative solutions to address capacity needs
  - Evaluations and assessments to identify strategic next steps
  - Building ARH-related skills, knowledge, and networks
  - Specific grant offerings are made available through the ORCA and grant opportunities are shared through OHCS Technical Advisories.

- **Land Acquisition Program (LAP)**: The Affordable Housing Land Acquisition Revolving Loan Program assists eligible organizations to purchase bare land for affordable housing development. The intent of the program is to respond quickly to the needs of applicants to secure sites as they become available in Oregon markets where there is an urgent need for affordable housing and there is competition for limited developable land. Eligible organizations are defined in statute as the following:
  - Local governments
  - Local housing authorities
  - Nonprofit community or neighborhood-based organizations
  - Federally recognized Tribes in Oregon
  - Regional or statewide nonprofit housing assistance agencies

  Complete application procedures and program details and requirements for funding are included in the LAP Program Manual.

- **Permanent Supportive Housing (PSH) rent assistance and services**: Applications that have already received capital funding resources from OHCS and are seeking to add PSH rent assistance and services funding to their project must submit an Intake Form indicating this interest. Applicants will work with the PSH Program Manager to apply for these resources. This funding is only available to sponsors who have completed the PSH Institute and have already received capital funding from OHCS. The following items must be completed and submitted to the applicant's Procorem WorkCenter to be considered for either a PSH project-based rent assistance or services funding award:

- An updated operating proforma for the site, showing OHCS rent assistance as income (if being requested) and showing positive cash flow for the next 20 years
- A property income statement/balance sheet
- Evidence of commitment for any external resources for services funding or rental assistance
- Development Team Capacity Worksheet
- PSH Standards Form
- PSH services narrative questions
- PSH services budget (on OHCS template)

- **Permanent Loan Guarantee Program (LGP)**: By guaranteeing a portion of the loan used for building, buying, or renovating housing for people with moderate to very low incomes, the Permanent Loan Guarantee program reduces risk for lenders and assists affordable housing developers secure loans more easily or more favorably. For Guarantee terms, usage options, and complete application procedures and program requirements for funding, see the LGP Program Manual.
- **Preservation requests**: Preservation projects include all properties with existing and expiring affordability restrictions that will extend their affordability period if funded. Preservation projects are strongly encouraged to leverage LIHTC and are subject to GAP only policy as detailed below. When an application is identified in intake as a preservation project, and requests gap funding, the applicants will be asked to supply supporting documentation necessary to assign the project an initial priority rating under the preservation criteria for that specific preservation category (See the Preservation Manual for specific details on the categories and criteria). OHCS staff will review those materials, assign an initial preservation priority, and communicate this rating to the applicant, who then may proceed to Impact Assessment. LIHTC projects not requesting gap funds and not submitting materials for preservation priority ranking are able to proceed directly from Intake to Impact Assessment.
- **Predevelopment funding**: OHCS' Predevelopment Loan Program includes two loan products for projects in the development funding pipeline that have completed the requirements of the Intake Form. The Intake Form asks respondents to indicate interest in predevelopment funding. OHCS staff will then follow up with the applicant to determine whether the interest aligns with the Feasibility Loan product or Predevelopment Loan product and send application materials as necessary based on early assessment of eligibility and need. Complete application procedures and program details and requirements for funding are included in the Predevelopment Loan Program Manual.

- **GHAP Capacity Building Grants**: General Housing Account Program (GHAP) capacity building funds are made available by OHCS to support the growth and development of nonprofit housing developers, local housing authorities, Native nation (Tribal) housing entities, and local governments in meeting our shared goals in affordable multifamily rental housing development and operations. The ORCA Capacity Building (ORCA CB) Grants, funded through GHAP, are for activities and resources needed to bring an organization or region to the next level of operational, programmatic, financial, or comprehensive development so it may effectively advance development of an affordable multifamily rental housing project or ensure long-term viability of an existing project or portfolio of properties. The ORCA CB Grant application is accessed through the ORCA Intake Form. Eligible fund uses which may include (but are not limited to):
    - Strengthening organization and regional capacity to build and operate affordable rental housing (ARH)
    - Innovative solutions to address capacity needs
    - Evaluations and assessments to identify strategic next steps
    - Building ARH-related skills, knowledge, and networks
    - Specific grant offerings are made available through the ORCA and grant opportunities are shared through OHCS Technical Advisories.
- **Property Stabilization Investments (PSI):** PSI is a resource offering intended to assist financially distressed affordable housing properties to achieve financial stabilization, primarily through debt buydown. PSI projects must meet specific metrics of distress as well as demonstrate that they are able to be stabilized within program funding limits. Dedicated portfolio stabilization funds will allow OHCS to support emergency interventions for these types of troubled properties where other preservation options are not qualified or have been exhausted.
- **HUD Section 811 Project Rental Assistance:** The Section 811 Project Rental Assistance (811 PRA) program provides project-based rental assistance to help extremely low-income Oregonians with disabilities live independently in the community. The program serves nonelderly adults with serious and persistent mental illness (SPMI), Intellectual or Developmental Disabilities (I/DD), and physical disabilities who receive long term services and supports through the Oregon Health Authority (OHA) or Oregon Department of Human Services Offices of Developmental Disability Services (ODDS), or Aging and People with Disabilities (APD).
    - 811 PRA does not fund housing development. Instead, it provides rental assistance for units in existing or newly constructed Multifamily Rental properties across Oregon. The program is designed to support housing stability and

community living through partnership between housing and service providers.
    - OHCS administers the program in partnership with OHA and ODHS, with referrals coordinated through designated service partners.

Fill out the Intake Form now.

Technical Advisors

OHCS Technical Advisors (TAs) can help applicants navigate the complex project development and financing landscape. TAs can help developers:

- Navigate the ORCA application process.
- Identify resource fits, including OHCS predevelopment loans, capacity building grants, and consultant referrals.
- Get feedback on project concepts and financing strategies.

Step 1: Impact Assessment

About the Impact Assessment step

For development funding, the Impact Assessment application provides OHCS with key information about the project to review alignment with policy priorities following an initial internal review through an assigned Procorem WorkCenter. This step focuses on due-diligence items and thoughtful strategies to achieve objectives, as well as the project's impact and non-financial requirements, evaluating its ability to meet funding requirements and adhere to policy standards. It offers a conditional commitment for resources based on project performance and allows for resubmission if the initial requirements are not met.

This step secures a conditional **Letter of Intent (LOI)** from OHCS, which holds resources for projects, allows OHCS to ensure the project meets Impact Assessment step evaluation standards, and prepares the project for the Financial Eligibility and Commitment steps. This step also allows OHCS staff to determine the specific resources that a project is assigned.

Consultants hired to support development projects must be available to projects throughout the life of the work, from the application and through construction completion. A development consultant must meet Prequalification and Development Team Capacity standards.

The Impact Assessment step should be initiated **no more than one to two years before closing**. All applications must pass through the Impact Assessment step. While there is no definitive timeframe for a project to have to submit their materials for this step, if a project has been inactive in the Impact Assessment step for 12 months, they will be contacted and have their materials refreshed if necessary or have their Procorem WorkCenter deleted if the project is no longer viable. Any Partnership Agreements, including Memorandum of Understandings (MOU) for service providers, must be dated within the last year or have signed documentation (an email confirmation is acceptable) from all parties agreeing to extend the agreement.

Administrative Corrections

If any required document is missing from an Impact Assessment submission, OHCS will issue a notice of all missing items from the application. The applicant will be given three (3) business days to respond to the missing content. If the applicant does not submit the identified missing items within three (3) business days, the applicant must restart the Impact Assessment step and resubmit all required documentation.

Applicants seeking only MIRL Project Application Analysis may supplement any missing documentation with a justification of why the requirement cannot be fulfilled by a project. Missing documentation for administrative review will not be cause for restarting the Impact Assessment step.

Connecting to existing programs

OHCS staff determine a project's eligibility for resources based on characteristics described at the Impact Assessment step. For most projects, a tentative determination of a resource pathway, dependent on resource availability, occurs at this point. Some project types (e.g. transitional housing, new construction projects under 5 units, group homes, Assisted Living Facilities, etc.) are not eligible for any current resources OHCS has available through the ORCA.

In some cases, OHCS may need more information to definitively assign a specific resource, particularly when one specific resource is being requested or the resource has unique or prescriptive program requirements. For example, to request resources from OHCS' PSH program, the project or the developer must have previously attended the Oregon Supportive Housing Institute, and the project must utilize a project-based rental subsidy for PSH units, provide comprehensive on-site supportive services, and utilize a regional Coordinated Entry system to fill PSH units.

Other program-specific requirements can be found on the OHCS website. We strongly recommend that applicants apply with a willingness to be flexible and accept a different resource than originally requested or a combination of OHCS resources, as this flexibility may allow for an expedited funding process.

Applications for preservation resources are prioritized based on the Preservation Manual.

Impact Assessment evaluation standards

The following evaluation standards are required to be met at the Impact Assessment step.

Applicants are required to meet all evaluation standards to indicate to OHCS that they are ready to move to the next step. Applicants set their own timeline for completing these evaluation standards and move at different speeds.

Inactivity or failure to make progress on meeting evaluation standards for a period of 12 months will remove a project from the application process and require them to restart at Intake. OHCS considers inactivity or failure to make progress during the Impact Assessment step as not responding to department within the allowable cure process timeframe.

In addition, applicants must submit other supplemental documents not associated with these evaluation standards. See the list in your Procorem WorkCenter for details.

Affirmative Fair Housing Marketing Plan

All applicants must submit a complete and thorough Affirmative Fair Housing Marketing Plan (AFHMP) for their project. The AFHMP is a form that exists as a part of the Affirmatively Furthering Fair Housing (AFFH) policies adopted by OHCS. The form helps applicants identify the communities least likely to apply for housing based on the area's demographics, which could include various communities of color, people with disabilities, or other communities, and it helps applicants formulate a marketing strategy for those communities.

Instructions for submittal:

- Submit the completed Affirmative Fair Housing Marketing Plan Form through your Procorem WorkCenter.

Requirement to meet this standard:

- Applicant has submitted a complete and detailed AFHMP.
- AFHMP materials match information submitted in the IA application.

Architectural plans

OHCS has architectural requirements for affordable rental housing developments outlined in the OHCS Architectural Standards (OAS) and Architectural Index.

New construction

Instructions for submittal:

- Respond to the New Construction Narrative Questions in the Impact Assessment application. Submit completed form NC-1 (New Construction Part 1). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed form AD-1 (Accessibility Requirements Part 1). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed form SD-1 (Sustainability Requirements Part 1). This form is included

in the project WorkCenter on all New Construction projects.

- Submit completed Program Specific Supplement OAS Form(s) If applicable, this form(s) will be included in the project WorkCenter.
- Submit a conceptual site plan that, at minimum, contains the following information:
    - The Conceptual Site Plan demonstrates that the subject site and uses have been thoughtfully planned and that the proposed project design is a viable use of the subject site. The site plan should include but not be limited to showing boundary lines, major site features, proposed parking and roadways, building footprints, pedestrian ways, primary access points from the public right-of-way to the site, and primary access points to proposed buildings.
- Submit Unit Size and Visitability Variance Requests (if applicable) using form VR located in your Procorem WorkCenter. Submit one form for each Variance Request.

Requirement to meet this standard:

- All Procorem WorkCenter instructions have been followed for all tasks
- Site plan contains the basic information requested and appears to demonstrate a feasible project concept given the subject site.
- All required forms are complete and are present in the project's WorkCenter.

Rehabilitation/Preservation

Applicants should consider resource availability and current resource waitlists in making decisions about investing in this application.

Instructions for submittal:

- Respond to the Rehabilitation/Preservation related Narrative Questions in the Impact Assessment application.
- Submit completed form RH-1 (Rehabilitation Part 1). This form is included in the project WorkCenter on all Rehabilitation projects.
- Submit completed form SD-1 (Sustainability Requirements Part 1). This form is included in the project Procorem WorkCenter on all Rehabilitation projects.
- Submit completed Program Specific Supplement OAS Form(s). If applicable, this form(s) will be included in the project Procorem WorkCenter.
- Submit a Rehabilitation Scope of Work according to guidance given in Architectural Index (Ai) module 03.02. A copy of the Ai is included in the project Procorem WorkCenter.
- Submit a Capital Needs Assessment (CNA) according to guidance given in Architectural

Index (Ai) module 03.01. A copy of the Ai is included in the project Procorem WorkCenter.

Note: A CNA is not required for acquisition only Preservation projects or projects proposing complete redevelopment where all existing affordable units will be demolished and replaced.

Requirement to meet this standard:

- All Procorem WorkCenter instructions have been followed for all tasks.
- Proposed project scope addresses the critical and immediate needs identified in the CNA.

  All required forms are complete and are present in the project's Procorem WorkCenter.

At this point, OHCS will confirm whether the CNA supports the original preservation priority rating or OHCS may update the project Preservation rating based on the submitted information.

Construction costs

Applicants must describe how they derived construction costs, how they will address potential risks, and a plan for covering costs outside of contingency funds.

Instructions for submittal:

- Respond to the narrative questions in the application.

Requirement to meet this standard:

- Applicant has provided a development schedule (in the proforma) with committed dates for construction start, substantial completion, and final completion, as well as a prescribed lease-up threshold that aligns with OHCS' expectations for the development timeline.
- Applicant has provided estimates for construction costs and a rationale for how they were derived (e.g., bid received, early consultation with general contractor, comparable completed projects plus inflation). Include in narrative if any third parties were consulted.
- Applicant has included a list of known project- and market-related risks in application narrative.
- Applicant has included options for covering costs that may be incurred in excess of contingency funds.

Development team capacity

This standard asks about the capacity and experience of the project's development team, which includes the developer (lead and co), sponsor/owner, architect, general contractor, development consultant, and management entity. Each section must be completed by an authorized officer of each respective entity. Sponsor/Owner and development team members must submit a complete questionnaire including certain types of projects completed within specified time frames. Additionally, applicants must disclose and, if relevant, explain a set of unacceptable practices.

OHCS reserves the right to require any additional information, including financial information, deemed necessary to complete its review.

Instructions for submittal:

- Submit the Development Team Capacity Worksheet to your Procorem WorkCenter. Each entity must respond to their respective questions.

Requirement to meet this standard:

OHCS evaluates the development team to ensure sufficient staff capacity and experience in developing and owning affordable rental housing. Additionally, OHCS reserves discretionary authority to reject applications and deny project funding requests based on the criteria outlined in this ORCA.

Multifamily Rental Financing: Permanent Loan Program (Permanent Loan Program)

Applicants must submit additional information to prove eligibility for Elderly & Disabled Bonds and HUD Risk Share.

Instructions for submittal:

- Respond to all questions in the application.
- Complete all supplemental tasks in the Procorem WorkCenter, including uploads of supporting documentation.

Requirements to meet this standard:

- If there are any requirements needed to be met to obtain funding, applicant must coordinate with the Program Analyst to ensure compliance.
- Follow and complete additional requirements in the WorkCenter and as described in the Permanent Loan Program Manual.

Engagement and community needs

Applicants describe tenant engagement and how feedback informed project design, amenities, and services provided. Applicants are asked about engagement efforts with the tenant communities the project plans to serve, including communities of color, and how project teams incorporated what they learned during this process into building design. Project teams are welcome to conduct their own engagement as well as to draw on existing sources of community needs published by agencies and community-based organizations.

Instructions for submittal:

- Respond to the narrative questions in the application.
- Upload supporting documentation to Procorem WorkCenter (where applicable).

Requirement to meet this standard:

- Applicant demonstrates shared learnings, either from their own engagement or document(s) by one or more local entities (citing specific documents).
- Applicant describes engagement plans suited to the project and tenant communities to be served.
- Applicant demonstrates they have integrated feedback from tenant communities to be served in a way that ensures the project design reflects the tenant population's identities and needs and is culturally responsive to communities of color.

Environmental reports

Applicants must submit complete environmental reports (ESA Phase I or II) conducted no more than 6 months prior to submission or provide a plan for completing reports within appropriate timelines.

This standard is not applicable for Local Innovation and Fast Track (LIFT) Acquisition applications.

Instructions for submittal:

- Respond to the questions in the application.
- Upload environmental reports to your Procorem WorkCenter (where applicable).

Requirement to meet this standard:

One of the following is true:

- Applicant has submitted complete environmental reports, or
- Applicant has identified a need for environmental reports and described a clear plan for completion including partners, timeframe, and contingency plans, that aligns with other established timeframes for the development process.

Equity and Racial Justice (ERJ) strategy

This standard creates a baseline that all projects must meet toward achieving racial equity in the projects OHCS funds, and it provides a flexible way for projects to work toward additional goals that apply to their projects and regional contexts. This section includes quantitative and qualitative questions to allow for flexibility and equitable application in different situations. This section is distinct from, but complementary to, the DEI Agreement and the Affirmative Fair Housing Marketing Plan.

Instructions for submittal:

- Respond to the narrative questions in the application, including four required items and two additional items from a list of four options.
- Upload supporting documentation to your Procorem WorkCenter (where applicable).

Requirement to meet this standard:

Applicant has both:

- Responded to the **four** required items:
    - If applicant does not have existing properties in the OHCS portfolio, or the properties in OHCS portfolio are not currently required to provide tenant demographic data to OHCS's Compliance team, provide tenant demographic data disaggregated by race and ethnicity for the five most recently placed in service properties in their portfolio. If this is not available, applicant must provide detailed explanation of how they plan to meet this requirement with this project. Any applicant with projects in OHCS's portfolio that are out of compliance with this requirement will not meet this criterion.
    - Applicant provides the list of languages identified in the AFHMP and a plan for translating lease-up documents, outreach materials, and other appropriate materials.
    - Applicant provides the list of languages identified in the AFHMP and describes how property management will work with tenants who speak those languages, including whether property managers speak those languages and how property managers will translate written materials and other messages into those languages throughout the course of their work.
    - Applicant provides documentation related to the organization's existing racial equity efforts that both relate to racial equity specifically and include actionable steps that move beyond value statements.
- Responded to **two of four** additional items in ways that demonstrate the following for selected items:

- For projects selecting "culturally specific organization ownership," a culturally specific organization (CSO) is either the majority owner or sole sponsor, or CSO is a minority owner and has right to exercise option to purchase at year 15, or CSO is a minority owner and is first in the waterfall for deferred developer fee. All partnership agreements must be evidenced by legally binding agreements to qualify for this category.
- For projects selecting "actionable plans for Black, Indigenous, People of Color (BIPOC)-owned business utilization," applicant provides one or more examples of development projects completed with Certification Office for Business Inclusion and Diversity (COBID)-certified Minority-owned Business Enterprise (MBE) or other BIPOC-owned businesses (does not need to be affordable housing) and describes plans to utilize BIPOC-owned businesses in this project.
- For projects selecting "culturally specific services," applicant is planning for resident services appropriate to the specific intended tenant communities, including communities of color.
- For projects selecting "tenant outcomes by race and ethnicity," applicant provides data on their portfolio's tenant outcomes disaggregated by race and ethnicity, including, at a minimum, eviction rates and tenancy lengths. Upload this data to your Procorem WorkCenter and provide any context or explanation.

Equity in contracting strategy

In its Equity in Contracting Compliance Manual (February 2025), which is incorporated into this ORCA Manual by this reference, OHCS has established targets for contracting with firms owned by minorities, women, and veterans as well as emerging small businesses. Regional percentage targets refer to the percentage of total contract dollars awarded to firms owned by minorities, women, and veterans, as well as emerging small businesses – both those certified by COBID and those that self-identify as such. These targets vary by Equity in Contracting Region: 30% for Region 1 (Portland Metro area, including Multnomah, Clackamas, Washington, Hood River, and Columbia counties), and 20% for Regions 2-5 (rest of Oregon).

These firms include those certified by the Certification Office for Business Inclusion and Diversity (COBID) as Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Veteran Business Enterprise (VBE), and Emerging Small Business (ESB). In addition, the project team may include firms that are not yet certified by COBID if the firms meet the eligibility criteria for the relevant certification established by the COBID office and are encouraged to complete their certification with the COBID office by the end of construction.

Additional information is available on OHCS' Equity in Contracting webpage. Project teams can view their performance on past OHCS-funded projects on the Equity in Contracting Project Performance tracker.

Funded project teams will submit an initial equity in contracting report (due within 30 days of financial close), a second report at 50% construction completion, and a final report (due within 30 days of construction close).

OHCS allows up to $60,000 in additional subsidy for contracting equity consultants. Contracting equity consultants provide services including, but not limited to, supporting outreach to subcontractors, reviewing proposed subcontractors to see if they are COBID-certified or eligible, coordinating or managing relationships with chosen subcontractors, administration and reporting for contracting equity requirements, and other strategies for equitable contracting. Project teams can work with any consultant they choose that provides these services.

At the Impact Assessment step, project teams will indicate if they are planning to work with a contracting equity consultant, how much funding they anticipate requesting (up to $60,000), and which consultant they plan to work with, if identified.

Instructions for submittal:

- Respond to the questions in the application.
- Complete the line item of the Impact Assessment proforma to reflect the additional equity in contracting subsidy
- Upload supporting documentation to your Procorem WorkCenter, if applicable.

Requirement to meet this standard:

All of the following are true:

- Applicant has confirmed their understanding of and commitment to meeting the requirements of the Equity in Contracting Manual.
- Applicant has thoroughly answered all questions in the application.
- Applicant has uploaded supporting documentation, if applicable.

Financial proforma for Impact Assessment step

The financial proforma for the Impact Assessment step conveys a foundational understanding of overall project information, including location, development team, cost estimates, unit mix, and target population.

The financial components at this step are intended to be early estimates that serve as a starting point to understand needs for this project. Estimates should be realistic. Any commitments made at this step of the application are the basis of a conditional hold of funding. As such, substantive changes to what is provided at this step will result in loss of that hold and will require the applicant to resubmit their Impact Assessment application with updated project information.

Instructions for submittal:

- Upload the ARH ORCA Financial Proforma – Impact Assessment to your Procorem WorkCenter.
- Upload letters of interest or award letter for committed funds to your Procorem WorkCenter, if applicable.
- Submit project-based voucher (PBV) – HUD approval timeline acknowledgment.
    - **Note:** Submitting this documentation triggers the HUD federal nexus and choice-limiting actions.

Requirement to meet this standard:

- Proforma submitted with the following items completed or met:
    - Project details
    - Development schedule
    - Rents and incomes
    - Balanced sources and uses
    - Realistic sources (no fundraising)
    - General unit breakdown with AMI percentages
    - LOI or award letter for committed funds
    - Closing date timing is realistic
- Financial information must meet all standards in the General Policy and Guideline Manual (GPGM).

Infrastructure readiness

Applicants note if specific infrastructure, such as stormwater, water, and sewer, is available at the site or able to be extended to the site. Applicants also describe other infrastructure, including off-site elements, that may be needed. Applicants identify a plan, including funding sources, to meet infrastructure needs if required.

This standard is not applicable for LIFT Acquisition applications.

Instructions for submittal:

- Respond to the questions in the application.

Requirement to meet this standard:

- Identify infrastructure needs.
- Have infrastructure in place or have a plan with city and/or other parties, including funding sources if needed, to meet infrastructure needs within a timeline that meets OHCS' readiness expectations.

Lender and investor interest letters

Interest Letters and award letters must be received from all funders, financial partners as well as evidence of commitment for any additional resources. Interest Letters must also be submitted from any services funder.

Instructions for Submittal:

- Respond to the questions in the Procorem WorkCenter.
- Upload required documentation to the Procorem WorkCenter.

Requirement to meet this standard:

- Interest letters and award letters are submitted to the WorkCenter from all applicable sources.

Location preferences

The location of affordable housing is an important consideration in property selection. Tenants must have access to critical resources and amenities that allow them to thrive in a healthy environment and stable community, in locations with conditions that can boost their economic and social mobility, while narrowing racial and ethnic inequities. Additionally, we must capture opportunities to preserve housing in locations where populations are vulnerable to displacement.

OHCS acknowledges that thriving looks different in every community, so this standard is structured as a list of options. All project locations must meet a minimum of two of the six Opportunity Area criteria **or** be in an area meeting a minimum of two of the criteria on the OHCS Anti-Displacement Index.

All projects must meet the threshold minimum criteria to meet this standard, and we encourage partners to utilize all the options below when evaluating project sites.

Opportunity Area criteria

Include identified locations below on submitted vicinity map:

1. Urban Areas: Parks and public spaces within a half (1/2) mile

   Non-Urban Areas: Parks and public spaces within 10 miles

Alternative option: Integrated playground, communal outdoor space, or similar green space option approved by OHCS in the proposed property design.

2. Urban Areas: Grocery store within a half (1/2) mile

   Non-Urban Areas: Grocery store within 10 miles

   Alternative option: Regular farmers market within a half (1/2) mile, or other accessible options for fresh food and produce as approved by OHCS.

3. Urban Areas: Walk Score over 70

   Non-Urban Areas: Walk Score over 50

   Alternative option: Other access options that are not driving, as approved by OHCS. Examples could include a comparably high bike score, scooter or e-bike access on site, or regular van shuttle access to critical locations.

4. Urban Areas: Transit Oriented Development; if the project's property is any of the following: zoned by a city to foster transit-supportive development, or can be accessed by frequent bus or streetcar service, or being within a half (1/2) mile of fixed transit stop

   Non-Urban Areas: There is access to transit options at the site (van service/dial a ride, carshare/carpool, bike or scooter availability, etc.)

5. Project includes either a co-located (on the site of the property) Early Care and Education (ECE) facility, an ECE facility is within half (1/2) mile of the property, or there is a plan for in-home options to be available to families (please elaborate).

6. Project is in the catchment area of a high performing public elementary school; GreatSchools rating of 7 or above – to find enter address in search bar on top of screen and select Elementary from the dropdown menu to the left of the search bar. Use the Assigned School.

Anti-Displacement Index

Meet criteria for at least two of the five categories in the OHCS Anti-Displacement Index:

1. Income Profile
2. Vulnerable People
3. Precarious Housing
4. Housing Market Activity
5. Neighborhood Demographic Change

Instructions for submittal:

- Respond to the questions in the application.
- Upload a vicinity map as instructed in the Site Review Checklist indicating selected criteria to your Procorem WorkCenter.
- Upload supporting documentation to your Procorem WorkCenter, if applicable.

Requirement to meet this standard:

- Project location meets the minimum requirement of two of the six Opportunity Area criteria or is located in a Census Tract with two or more risk factors identified from the OHCS Anti-Displacement Index.

Older Adult Housing program (OAHP)

Applications for OAHP will be evaluated in accordance with the requirements and standards outlined in the Oregon Central Application. In addition to the ORCA application, applicants must complete the OAHP OAS (Architectural Standards) four-part worksheet. For OAHP specific requirements, review the OAHP manual.

Instructions for submittal:

- Respond to questions in the application
- Upload appropriate supplemental documentation

Requirement to meet the Standard:

- Meet all requirements detailed in the Older Adult Housing Program Manual, including the submission of additional documents.

Permanent Supportive Housing (PSH) standards

PSH is a set of best practices and proven strategies to successfully house people experiencing chronic homelessness. Members of these households often have complex needs, including mental illness, substance use, and chronic physical difficulties, alongside their experience of long-term homelessness. PSH services must be designed to effectively support communities' most vulnerable populations in reaching long-term housing success. PSH is a crucial resource for people who, without support in their tenancy, may not be successful in maintaining stable housing and who, without housing, may not be as successful in utilizing services to achieve and maintain recovery, health, and wellness.

Project-based PSH combines three elements: permanently affordable housing, comprehensive tenancy support services, and project-based rental assistance. PSH must be affordable to households with extremely low incomes and provide wraparound services.

Any project identified as PSH must meet the OHCS standards for PSH projects, even if a project is not seeking/receiving PSH-specific funds. To be eligible for PSH Program funding, the sponsor must have completed an Oregon Supportive Housing Institute within the last four years. Projects that went through the Institute will be prioritized for PSH Program funding. Eligibility for PSH Program funding can be extended past four years if all the sponsor's current projects with PSH Program resources have a recent program monitoring score of 150 or above. Sponsors with more than one monitoring score within the last two years will be reviewed on their lowest score.

For questions about the PSH Program or PSH standards, please email HCS.PSH@hcs.oregon.gov.

Instructions for submittal:

- Respond to the questions in the application.

Requirement to meet this standard:

- Responses to the questions meet the rubric in Attachment B of the Impact Assessment application.
- Applicant ensures that the project meets OHCS' PSH standards in collaboration with OHCS' PSH Program Manager.

Permit strategy

The permitting process differs from one jurisdiction to another and has important implications for a project's readiness to proceed. At this step, OHCS requires applicants to submit a narrative describing their anticipated timeline and strategy for receiving permits, including early communication with the permitting jurisdiction about the project. Projects do not need to have their permits at Impact Assessment, but should have an anticipated timeline, strategy, and communication with the permitting jurisdiction. Submission of permits would be a benefit, but it is acceptable to not have them yet if there is a plan in place.

This standard is not applicable for LIFT Acquisition applications.

Instructions for submittal:

- Respond to the narrative questions in the application.
- Upload the Building Permit Timeline Disclosure to your Procorem WorkCenter.

Requirement to meet this standard:

- Applicant provides sufficient explanation of the project's permitting timeline, and the timeline aligns with OHCS' readiness standards.

Prequalification

OHCS prequalifies sponsors/owners, developers, general contractors, management entities, architects, CNA vendors and development consultants to expedite the funding process by ensuring performance, experience, and good standing of applicants and partners.

Organizations submit their Prequalification Request Form through OHCS' website each year. Prequalification will be updated on an annual basis. Applicants must be prequalified by OHCS before moving past the Impact Assessment step. While prequalification ensures organizations are eligible to apply, it does not guarantee project funding. For more information on the prequalification process and standards, see the Prequalification Guidelines.

Instructions for submittal:

- Submit your Prequalification Request Form, including a completed DEI Agreement (Developer, co-developers and consultants only).
- Upload the OHCS Integrity Certification to your online Prequalification Request Form submission.
- Upload the Culturally Specific Organization (CSO) certification form (if applicable) to your online Prequalification Request Form submission.

Requirement to meet this standard:

- Development team members required to be prequalified have been approved and prequalified or have been prequalified with conditions that have been met by the time of application.
- Consultants used to meet conditions for prequalification related to affordable rental housing financing and development must remain with the project through the entirety of the ORCA process. Consultants must be third parties that are unrelated to any of the sponsor, developer, or borrower.
- If applicable, complete your initial or annual DEI Agreement.

Resident Services

Applicants describe how they will address the needs of the proposed tenant populations, services offered, uses for funding, referral agencies, partnership structure, and other elements. Applicants seeking PSH-specific OHCS funding (development capital, rental assistance, and/or services funding) will answer additional questions about how they serve PSH residents.

Instructions for submittal:

- Respond to the questions in the application.
- Upload draft resident services plan or signed Memorandum of Understanding(s) (MOUs) for service providers.

Requirement to meet this standard:

- Responses to questions meet the rubric in Attachment A of the Impact Assessment application.
- Review the Resident Services Guideline.

Risk of loss (preservation only)

OHCS will prioritize applications according to transparent and predictable criteria, using tiebreakers if needed. Due to the anticipation of oversubscription for preservation projects, these applications will be ranked rather than evaluated on a first-come, first-reviewed basis.

OHCS is building a managed queue, with three priority levels defined in the Preservation Manual which can be found on the Preservation webpage.

This standard is not applicable for LIFT Acquisition applications.

Instructions for submittal:

- Respond to the questions in the application.
- Upload supporting documentation to Procorem WorkCenter, if applicable, including Evidence of Project-Based Rental Assistance (PBRA).

Requirement to meet this standard:

- Project must meet “risk of loss” definition and be eligible for priority funding based on the above.

Site control

The applicant must have control of the land necessary for the project when they submit the Impact Assessment application as evidenced by one of the following:

- A recorded deed or conveyance showing the applicant is the owner of the site,
- A valid purchase and sale agreement,
- A valid option to purchase,
- A valid option for a long-term lease, or
- Other evidence satisfactory to OHCS.

The name of the entity on the evidence of site control must be the same as the applicant’s name on the Impact Assessment application. The site control document should also identify the same address/location as the project site listed in the application. If the site description in the application and the site control document is not the same, the applicant must provide a narrative description and supporting documentation to clarify the method used to establish the area and cost for the project. The duration of the purchase option should align with the proposed financial closing date and include some ability to extend the purchase option should any unforeseen delay occur. There is no prioritization of projects that are at risk of losing site control. Project are intended to have met all evaluation standards, including having site control, and be ready to financially close by their determined date.

OHCS only accepts one application for a specific site or for any part of the same site, regardless of whether applications are submitted by the same applicant or by multiple applicants. If more than one application is received for the same site or any part of the same site, OHCS may disqualify one or all of the applications.

Instructions for submittal:

- Respond to the question in the application.
- Upload the Site Control Evidence Form to your Procorem WorkCenter.

Requirement to meet this standard:

- Applicant has submitted a correctly completed Site Control Evidence Form and provided documentation to prove site control.

Zoning in place

The project must be properly zoned or has the ability to get the proper zoning for the intended use. The applicant must submit the Zoning Form, provided by OHCS, executed by the appropriate zoning authority.

This standard is not applicable for LIFT Acquisition applications.

Instructions for submittal:

- Upload the Zoning Form to your Procorem WorkCenter.

Requirement to meet this standard:

- Applicant has submitted a completed and executed Zoning Form that indicates the zoning is adequate for the intended use or can be adequate with additional land use approvals. This standard can be met by checking the first or second box of question 4 on the Zoning Form.

Supplemental documents for Impact Assessment

Supplemental documents are required at each application step. A list of these documents can be found in your Procorem WorkCenter. Documents required under Impact Assessment must be submitted in order to move to the next step of the ORCA.

Step 2: Financial Eligibility

About the Financial Eligibility Step

The Financial Eligibility step focuses on the financial aspects of the project, requiring applicants to submit lender letters of intent from financial partners, well-developed construction cost estimates, and a full proforma.

OHCS evaluates adherence to the project design and policy priorities proposed in the Impact Assessment step. This step results in an **update to the OHCS Letter of Intent given at Impact Assessment**, conditionally committing resources for projects.

The Financial Eligibility step typically occurs about **one year before closing**. OHCS evaluates the project's financial proforma for adherence to underwriting standards, project costs, and construction standards.

Adhering to proposed timelines and plans is critical. A significant deviation from the proposed timeline, project design, or policy priorities described in the Impact Assessment step will result in the loss of the Letter of Intent (LOI) for resources, requiring the project to return to the Impact Assessment step.

Financial Eligibility evaluation standards

The following evaluation standards are required to be met at the Financial Eligibility step.

Applicants are required to meet all evaluation standards to indicate to OHCS that they are ready to move to the next step. While applicants may move at different speeds, OHCS encourages consistent progress and ongoing communication with their assigned Production Analyst to ensure timely review and feedback throughout the process.

Projects may move quickly through the Financial Eligibility review, with a maximum time of six months or nine months for projects with HUD or USDA Rural Development funding, projects submitted by CSOs, or projects in rural areas submitted by a nonprofit after Housing Stability Council approval. Any impacts to project timelines should be actively presented and discussed with the assigned OHCS Production Analyst, so that needed timeline adjustments can be reviewed and approved for reasonableness by the Production Manager.

The expectation is that in the first three months all available documents are provided to the assigned WorkCenter for evaluation and discussion with the OHCS Production Analyst. Failure to meet evaluation standards will remove a project from the Financial Eligibility step and require the applicant to restart at a previous application step. In addition, a period of 90 days of inactivity or failure to make progress during the Financial Eligibility step may result in return of the application to a prior ORCA step. OHCS considers inactivity or failure to make progress to include not responding to OHCS within the allowable timeframe.

Once a project reaches the Financial Eligibility step, OHCS assigns a Production Analyst to work collaboratively with the applicant through the process. Applicants are encouraged to upload documents and check Financial Eligibility tasks off to signal they are ready to collaborate on that task with their Production Analyst. Delaying submissions until the final days of the window may leave insufficient time for review, placing the project at risk of removal.

Applicants will receive instructions on how to keep their project moving through the Financial Eligibility stage, including:

Initial Conference Calls: Applicant must schedule a conference call with a Production Analyst within 5 business days of the date of the OHCS LOI.

Business Partner Calls: Applicant must schedule the first business partner call (including OHCS Production Analyst) within 30 business days of the date of the OHCS LOI. Business Partner Calls are to include all identified business partners (i.e. OHCS, consultant, lenders, and investor (if applicable)). The inclusion of the Production Analyst is a requirement.

Conference Calls: Applicant must schedule a conference call with a Production Analyst within 5 business days of executing the OHCS LOI.

OHCS requires that for all transactions, the applicant must demonstrate progress on completing the project's Financial Eligibility step within 30 days of receiving an OHCS LOI to continue in the review and processing of an application. Failure to meet this requirement could result in a project being considered inactive. OHCS reserves the right to remove a project from the application process and require it to restart at Intake if **no** demonstration of progress has been attempted by the applicant within 30 days of receiving an OHCS LOI.

In addition, applicants must submit all other required supplemental documents not associated with the listed evaluation standards below, but necessary to complete this application step. See the list in your Procorem WorkCenter for details.

Architectural plans

New construction

Instructions for submittal:

- Respond to the New Construction Narrative Questions in the Financial Eligibility application.
- Submit completed form NC-2 (New Construction Part 2). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed form AD-2 (Accessibility Requirements Part 2). This form is included in the project WorkCenter on all New Construction projects.

- Submit completed form SD-2 (Sustainability Requirements Part 2). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed Program Specific Supplement OAS Form(s). If applicable, this form(s) will be included in the project WorkCenter.
- Submit Design Development Level Architectural Drawings that are at an approximate 50% level of Construction Document completion. At a minimum the drawings must include site and floor plans, building sections and elevations, and enlarged dwelling unit plans with hypothetical furniture layouts shown.

Requirement to meet this standard:

- All WorkCenter instructions have been followed for all tasks.
- Project drawings are approximately 50% complete.
- Plans are aligned with proposed costs, subsidy limits, and other requirements.
- All required forms are complete and are present in the project's WorkCenter.

Rehabilitation/Preservation

Instructions for submittal:

- Respond to the Rehabilitation/Preservation Narrative Questions in the Financial Eligibility application.
- Submit completed form RH-2 (Rehabilitation Part 2). This form is included in the project WorkCenter on all Rehabilitation projects.
- Submit completed form SD-2 (Sustainability Requirements Part 2). This form is included in the project WorkCenter on all Rehabilitation projects.
- Submit completed Program Specific Supplement OAS Form(s). If applicable, this form(s) will be included in the project WorkCenter.
- Submit Updated Rehabilitation Scope of Work with any changes since submission of the Impact Step version clearly identified. If no changes have occurred, the updated Scope of Work can simply state "No changes".
- Submit Design Concept Drawings that reflect the written scope of work.

Requirement to meet this standard:

- All WorkCenter instructions have been followed for all tasks
- Plans are aligned with proposed costs, subsidy limits, and other requirements.

- All required forms are complete and are present in the project's WorkCenter.

Construction costs

Applicants must describe how construction costs have changed from the Impact Assessment step. OHCS compares costs to inflated historic and current data from our existing portfolio and identifies project costs that fall outside of expected ranges using a Predictive Cost Model. If a project's cost turns out to be 25% or higher than the model is projecting, the applicant needs to substantiate any project costs that are outside of that variance. If necessary to substantiate project costs, OHCS may request a third-party cost justification. OHCS' evaluation of costs includes, but is not limited to, the following:

- Assessing cost reasonability with a predictive cost model informed by available data and comparable projects
- Requiring detailed cost estimates and tracking of project costs with detailed line items in the financial proforma, using the Uniformat Schedule of Values (SOV)
- Requiring submission of a cost analysis that provides potential strategies for reducing project costs

Instructions for submittal:

- Respond to the narrative questions in the application.
- Upload an updated copy of the estimator's other official construction cost estimate (if present) that is being used to communicate costs with the project owner or other project stakeholders.
- Upload the Cost Justification Form to your Procorem WorkCenter.

Requirement to meet this standard:

- Applicant has completely responded to questions in the application.
- Project costs meet the predictive costs model assessment or receive a waiver after consultation with OHCS staff.
- Applicant has submitted a cost analysis, if required.

Equity in contracting strategy

OHCS allows up to $60,000 in additional subsidy for contracting equity consultants. Contracting equity consultants may provide various services including, but not limited to, supporting outreach to subcontractors, reviewing proposed subcontractors to see if they are COBID-certified or eligible, coordinating or managing relationships with chosen subcontractors, administration and reporting for contracting equity requirements, and other strategies for equitable contracting. Project teams can work with any consultant they choose that provides these services.

Project teams choosing to work with a contracting equity consultant will provide a signed contract during the Financial Eligibility step outlining these services.

Instructions for submittal:

If the applicant chooses to work with a contracting equity consultant and the project is eligible for additional subsidy, the applicant must do the following:

- Upload a signed contract outlining the services to be provided and the dollar amount to be spent to your Procorem WorkCenter.
- Note the amount of funding requested for your contracting equity consultant in your Financial Eligibility Proforma in the Budget Uses tab under Contracting Equity Consultant.

Requirement to meet this standard:

If the applicant chooses to work with a contracting equity consultant, the applicant has provided documentation as described above.

Financial proforma for Financial Eligibility Step

Applicants receive a Financial Eligibility proforma in their Procorem WorkCenter that is prepopulated with information submitted in the Impact Assessment step.

The Financial Eligibility proforma requires applicants to have a completed budget with costs based on a bid from a general contractor, the schedule of values, the full budget sources, and budget uses worksheets that must be completed. These numbers are evaluated against OHCS' predictive cost model, subsidy limits, construction costs review, and Cost Justification Form.

Applicants must note updates to any other project information, including project details, rents and incomes, or other key project characteristics.

Preservation projects must provide current and post-rehab proformas showing rents and incomes. For projects seeking PSH Services funding, the PSH Services Budget in the proforma application must be completed.

The information in this version of the proforma is included in the conditional commitment from OHCS, and significant deviation from the information provided will lead to a project's removal from this step of the application. Applicants must then restart step with more accurate numbers that align with the new scope and scale of the project. See more under "Policy changes from Impact Assessment."

Instructions for submittal:

- Upload the ARH ORCA Financial Proforma – Financial Eligibility to your Procorem WorkCenter.
- Upload an updated copy of the estimator's official cost estimate format (if present) used to communicate costs with the project owner or other stakeholders.

Requirement to meet this standard:

- Applicant submits proforma with full project details, development schedule, development team, budget sources, construction cost SOV, budget uses, rents and incomes, and any specific program worksheets associated with resources your project has been assigned.
- Proforma meets OHCS underwriting criteria on debt coverage ratio (DCR), contingencies, development cost percentage, profit, overhead, general conditions, developer fee, replacement reserves, and cashflow, including but not limited to:
    - Proforma includes realistic and available resources on the sources of funding.
    - Sources and uses balance; there are no gaps in funding and all other funding is committed.
    - Sources listed as "fundraising" and "capital campaigns" will result in automatic failure. Resources already obtained through these efforts are allowable and should be presented as "cash."
    - Budget sources and budget uses worksheets are complete and provided in the correct locations in the proforma.
    - In a mixed-use project, no commercial income is used to support the low-income residential units. Additionally, mixed-use projects must adhere to specific requirements in the GPGM.

Lender and investor letters of intent (LOI)

Lender and investor LOIs/executed term sheets must be received from all funders, as well as evidence of submittal of the HUD project-based voucher (PBV) application if PBVs are being used in the project. LOIs must also be submitted from any services funder.

Instructions for submittal:

- Upload LOIs for each investor or financial partner to your Procorem WorkCenter, including, if applicable, an executed letter of interest from OHCS Bond Counsel, a letter of interest from a qualified lender (if applying for OAHTC), and letters of interest from other lenders or investors.

Requirement to meet this standard:

- Formal commitment of funding documentation must be submitted from all funders and investors that are listed in the proforma and reflect development team as disclosed to OHCS.

Leveraged resources

Projects must provide OHCS with information about efforts made to leverage state investments with other private or public funds. Where sufficient detail is not provided to justify the percentage of state subsidy in the project, the OHCS Production Analyst will require applicants to provide documentation in addition to the narrative.

Instructions for submittal:

- Upload to your Procorem WorkCenter narrative overview of leverage and where applicable, evidence of leveraged resources or unsuccessful attempts to secure them with explanations regarding efforts made.
- If no efforts have been made, provide other rationale for why the project cannot include leveraged resources, if applicable.

Requirement to meet this standard:

- Applicant has provided above documentation.
- A project's proposed permanent debt amount must fall within an acceptable range based on staff's review of the sponsor provided financial model.

Permit submission

At this step, OHCS requires applicants to either confirm they have already applied for their permits or submit a plan for doing so that includes a signed letter from the permitting jurisdiction confirming they are aware that the project will receive permitting with proper zoning in the near future.

This standard is not applicable for LIFT Acquisition applications.

Instructions for submittal:

- Upload evidence of permit application or a signed letter from the permitting jurisdiction to your Procorem WorkCenter.

Requirement to meet this standard:

Applicant has provided one of the following:

- Proof that permits have been submitted, or
- A signed letter from the permitting jurisdiction confirming they are aware that the

project needs permitting with proper zoning in the near future.

Policy changes from Impact Assessment

Applicants are required to provide updates on any policy changes that have occurred since the Impact Assessment step. When a project receives an LOI, they will be subject to the version of the ORCA Manual that was active 30 days prior to Housing Stability Council approval. This will govern the applicable policies under which the project will proceed. OHCS reserves the right to make updates or adjustments to application requirements, including the applicable version of the ORCA Manual, provided that they do not compromise the feasibility of the project.

Applicants will not be expected to make any changes to the project that deviate from the policy priorities proposed and approved in the Impact Assessment step, including adherence to project design and costs. However, applicants must incorporate any non-material changes required by OHCS.

If a required update would significantly hinder project feasibility, applicants may submit documentation requesting an exception. OHCS will review such requests and determine whether to approve or deny the update requirement based on the specific circumstances and demonstrated inability to proceed.

Deviation from submitted information that constitutes a material change may result in a project being removed from this application step. A material change means a change in or relating to the business, operations, or use of capital provided by OHCS that, taken as a whole, would reasonably be expected to have a significant effect on the project budget, housing type and population served. According to the General Policy and Guideline Manual, a material change includes, but is not limited to, a change in:

- The number of buildings or units
- The project contact person
- The Identity of Interest disclosure
- The development team
- The project's total project costs
- A financing source (whether debt or equity)
- Operating revenue or expenses for the project of more than ten percent
- Anything that would result in a change in the standards OHCS uses to evaluate projects

Other examples of changes OHCS may determine to be material include:

- Expanding the scope of the project, such as adding or subtracting buildings, units, and design elements that impact the budget and livability of tenants

- Changing project type and switching to a different intended tenant population
- Replacing sponsor and project ownership in a way that has a financial impact on the project
- Showing a gap, after funding approval and prior to closing and construction start, of more than 10 percent of OHCS investment (exclusive of tax credits)

Instructions for submittal:

- Respond to the questions in the application.
- Upload supplemental documents to Procorem WorkCenter (where applicable).

Requirement to meet this standard:

- OHCS evaluates deviations from initially proposed policy and financial evaluation standards on case-by-case basis. OHCS determines if policy changes warrant a re-evaluation of the project, which may require a project to return to the Impact Assessment step.

Resident Services

Applicants shall continually advance their resident services plan throughout the ORCA process. The resident services guideline provides key examples and support to the applicant. Guidelines are consistent with OHCS expectations on population specific housing development.

Instructions for submittal:

- Respond to the prompts in the WorkCenter.
- Upload Required Documentation

Requirement to meet this standard:

- Upload the first draft of the Resident Services Plan with both developer and resident services provider signatures.
- Upload additional documentation as required.

Underwriting guidelines

OHCS applies underwriting guidelines to ensure ongoing project viability and risk mitigation associated with all applicable programs. Guidelines are generally consistent with industry-standard minimum requirements of mortgage lenders, investors, and other potential public funding sources. More details can be found in the General Policy and Guideline Manual.

Instructions for submittal:

- This standard is evaluated through the financial proforma for Financial Eligibility.

Requirement to meet this standard:

- The FE proforma must meet requirements in the General Policy and Guideline Manual (GPGM).
- Applicant must complete all tasks assigned in the Procorem WorkCenter.

Supplemental documents for Financial Eligibility

Supplemental documents are required at each application step. A list of these documents can be found in your WorkCenter. Documents provided under Financial Eligibility must be submitted in order to move to the next step of the ORCA.

Step 3: Commitment

About the Commitment step

The Commitment step requires applicants to submit finalized financial information. Following this step, any changes must be brought to OHCS for review. If substantial material change is identified, the project may go back to the previous step for review, including restarting the application at Impact Assessment. Applicants must submit final architectural plans, a final proforma, final cost estimates, permit approval, adherence to underwriting standards, budget review and secured investor commitments. The Commitment step should be initiated **no more than nine months before closing**. After a project receives its amended Letter of Intent from the Financial Eligibility step, they will be expected to submit the required materials for commitment within three months.

Approval of these materials locks in an award **Reservation Letter**, which commits funding to a project and requires projects to close within six months of the Reservation Letter's issuance and to start construction soon after.

Adherence to proposed timelines and plans is crucial. A significant deviation from the proposed timeline, project design, or policy priorities described in the Impact Assessment step or a significant deviation from costs proposed in the Financial Eligibility step will result in the loss of the Reservation Letter, requiring the project to return to the Financial Eligibility step.

Additionally, failure to reach financial close within six months will void the funding reservation and cause the project to return to the Impact Assessment step losing its funding reservation and letter of intent.

Commitment evaluation standards

Applicants are required to meet all evaluation standards to indicate to OHCS that they are ready to close out the application process. In addition, applicants must submit all other required supplemental documents not associated with these evaluation standards but necessary to complete this application step. Failure to meet evaluation standards for a period of three months will remove a project from the application process and require them to restart at a previous application step.

See the task list in your Procorem WorkCenter for details. The following evaluation standards are required to be met at the Commitment step.

Architectural plans

New construction

Instructions for submittal:

- Respond to New Construction Narrative Questions in the in the Commitment application.
- Submit completed form NC-3 (New Construction Part 3). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed form AD-3 (Accessibility Requirements Part 3). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed form SD-3 (Sustainability Requirements Part 3). This form is included in the project WorkCenter on all New Construction projects.
- Submit completed Program Specific Supplement OAS Form(s). If applicable, this form(s) will be included in the project WorkCenter.
- Submit 95+% Complete Architectural Drawings and Project Manual.
- Submit a current draft of the Construction Contract prepared using standard AIA forms.

Requirement to meet this standard:

- All WorkCenter instructions have been followed for all tasks
- Project drawings and specifications appear to be building permit ready.
- All required forms are complete and are present in the project's WorkCenter.
- Proposed plans and costs align.

Rehabilitation/preservation

Instructions for submittal:

- Respond to Rehabilitation/Preservation Narrative Questions in the Commitment application.
- Submit completed form RH-3 (Rehabilitation Part 3). This form is included in the project WorkCenter on all Rehabilitation projects.
- Submit completed form SD-3 (Sustainability Requirements Part 3). This form is included in the project WorkCenter on all Rehabilitation projects.
- Submit completed Program Specific Supplement OAS Form(s). If applicable this form(s) will be included in the project WorkCenter.
- Submit 95+% Complete Drawings and Project Manual to your Procorem WorkCenter.
- Submit a current Daft of the Construction Contract using standard AIA forms.

Requirement to meet this standard:

- All WorkCenter instructions have been followed for all tasks
- Project drawings and specifications appear to be building permit ready.
- All required forms are complete and are present in the project's WorkCenter.
- Proposed plans and costs align.

HUD HOME/HTF subsidy layering

In adherence with HUD regulations, OHCS evaluates HOME Investment Partnerships Program (HOME) and Housing Trust Fund (HTF) projects to ensure their financial viability and contribution of quality affordable housing. Our review process is designed to determine if the project offers a reasonable level of profit or return on the owner's or developer's investment and if the HOME/HTF investment, whether alone or in conjunction with other governmental assistance, is the minimum necessary to maintain affordability for the required period.

Upon completion of the subsidy layering review, OHCS may recommend adjustments, such as reductions in HOME/HTF assistance, rent adjustments, or operating expense modifications, to ensure compliance with program requirements and the sustainable provision of affordable housing.

This standard is not applicable for LIFT Acquisition applications.

Instructions for submittal:

- Upload HUD HOME/HTF subsidy layering documents to your Procorem WorkCenter, if applicable.

Requirement to meet this standard:

- Submit subsidy layering documents.
- Submit HOME/HTF units' calculations.

Financial closing date commitment

Applicants upload a letter that commits to a financial closing date within six months of funding award (Reservation Letter).

Instructions for submittal:

- Upload the Financial Closing Date Commitment Letter to your Procorem WorkCenter.

Requirement to meet this standard:

- Closing date is within six months of funding award.

Financial proforma for commitment step

This is your project's final budget and form. The proforma, including sources and uses in this budget, are considered final. The architectural plans must be final and identical to those submitted to the local code authority. A preliminary title report must be submitted as well.

A project at this point, if approved, is considered ready to proceed and will receive a Reservation Letter with the condition that the project will achieve closing in six months, or its resource commitment will be rescinded. There will be no further adjustments to the budget, design, or anything else that has been submitted to OHCS. If any changes are necessary at this step, the project must restart the ORCA process with information that is accurate.

Instructions for submittal:

- Upload the ARH ORCA Financial Proforma – Commitment to your Procorem WorkCenter.

Requirement to meet this standard:

- Project is ready to proceed to closing, with resource commitment conditional on their ability to achieve it within six months.
- Financial information must meet all standards within the General Policy and Guideline Manual.

Resident Services

To support ultimate submittal of the Resident Services Plan (RSP) with the Management Agent Packet (MAP), applicants shall submit the final draft of the Resident Services Plan to their WorkCenter.

Instructions for submittal:

- Upload the final Resident Services plans with signatures from the developer and the resident services provider

Requirement to meet the standard:

- Upload all required documentation and updated documentation as needed

Supplemental documents for Commitment

Supplemental documents are required at each ORCA application step, including Commitment. A list of these documents can be found in your WorkCenter. Documents required under Commitment must be submitted in order to finalize the ORCA process.

Appendix A. Definitions

The terms defined in this ORCA (including those provided in this subsection), as well as terms defined in other existing program documents, will have the following meanings unless the context clearly indicates otherwise.

Affirmatively Furthering Fair Housing (AFFH): A provision of the 1968 federal Fair Housing Act that legally requires that all federal departments and agencies, as well as grantees of federal funding, must administer their programs and activities relating to housing and urban development in a manner that affirmatively furthers the purposes of the Fair Housing Act. To learn more, see Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3608, and Executive Order 12892. Since the Fair Housing Act has two primary purposes – to prevent discrimination in the sale, rental, and financing of housing based on race, color, national origin, religion, sex, familial status, and disability and to reverse housing segregation – affirmatively furthering fair housing is fulfilling the dual purpose of the law. Specifically, as enforced by the U.S. Department of Housing and Urban Development (HUD), affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity based on protected characteristics, by replacing segregated living patterns with truly integrated and balanced living patterns by transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and by fostering and maintaining compliance with civil rights and fair housing laws.

Agreement Documents: The funding documents, the final form of which are satisfactory to OHCS, in consultation with the Oregon Department of Justice and executed in connection with the project.

Communities of Color: Identity-based communities that hold a primary racial identity that describes shared racial characteristics among community members. The term aims to define a characteristic of the community that its members share (such as being African American) that supports self-definition by community members, and that typically denotes a shared history and current/historic experiences of racism. An older term for Communities of Color is that of "minority communities" which is increasingly inaccurate given that people of color are majority identities on a global level. That term has also been rejected for its potential to infer any inferior characteristics. The community may or may not also be a geographic community. Given that race is a socially defined construct, the definitions of these communities are dynamic and evolve across time. The Coalition of Communities of Color defines Communities of Color to include Native Americans, Latinos, Asian and Pacific Islanders (further disaggregated according to local preferences), African Americans, African Immigrants and Refugees, Middle Eastern, and Slavic communities.

Culturally Responsive Organization (CRO): Means an entity that, as determined by the Housing and Community Services Department:

(a) Comprehensively addresses power relationships throughout the organization by methods that include addressing conflicts and dynamics of inclusion and exclusion;

(b) Has relationships with and is responsive to communities that the organization serves, including communities of color;

(c) Hires, promotes, trains and supports staff who are culturally and linguistically diverse in ways that reflect the communities that the organization serves, including communities of color;

(d) Provides culturally responsive service; and

(e) With respect to paragraphs (a) to (d) of this subsection, has adopted governance structures, policies and cultural norms to hold its leadership and staff accountable and to continue improvements.

Culturally Responsive Services: Means service that:

(a) Is adapted to maximize the respect of and relevance to the beliefs, practices, culture and linguistic needs of the diverse client populations and communities being served, including clients and communities of color.

(b) Has the capacity to respond to the issues of diverse communities.

(c) Experiences, frames of reference, values, norms and performance styles of clients and communities to make services and programs more welcoming, accessible, appropriate and effective for all eligible and intended recipients.

Culturally Specific Organization (CSO): An entity that provides services to a cultural community and the entity has the following characteristics:

(a) Majority of members and/or clients must be from a particular cultural community that has faced housing discrimination.

(b) Organizational environment is culturally focused, and the cultural community being served recognizes it as a culturally-specific entity that provides culturally and linguistically responsive services.

(c) Majority of staff must be from the cultural community being served, and the majority of the leadership (defined to collectively include board members and management positions) must be from the cultural community being served.

(d) The entity has a track record of successful community engagement and involvement with the cultural community being served, rooted on a foundation of respect and trust; and

(e) The organization engages in advocacy for housing and/or economic justice for the cultural community with their guidance.

Metro: Census tracts within the Portland Tri-County area (Clackamas, Multnomah, Washington counties).

Non-Metro Urban: Census tracts with more than 480 housing units per square mile within a Metro County as defined by the National Center for Health Statistics (NCHS), not in the Portland Tri-County area.

Procorem WorkCenter: A secure portal technology solution by ProLink Solutions™ and used by OHCS to help facilitate collaboration and communication models for all applicants and future housing partners. The Procorem WorkCenter includes a repository for electronic document submission, a task management and tracking tool, an events calendar, and communication features.

Rural: Census tracts with less than 64 housing units per square mile, not in a large central metro county as defined by NCHS.

Service to Communities of Color: Service to Communities of Color can be achieved in several ways and should be relevant to the community in which the project is located, and the target population anticipated to be served. Any approach that is chosen must include intentional engagement with Communities of Color for services planning for the development. In general, OHCS would expect that addressing this intentional engagement should be accomplished in one or more of the following ways:

- Development, sponsorship or management by a Culturally Specific Organization or a Culturally Responsive Organization with a diverse and representative leadership
- An ongoing service partnership with a Culturally Specific Organization or a Culturally Responsive Organization
- A plan for the provision of Culturally Responsive Services for tenants
- Relevant marketing and outreach plan designed to publicize to Communities of Color the availability of the new housing opportunities created by the project consistent with the Affirmative Fair Housing Marketing Plan
- Project explicitly designed and located to address displacement of Communities of Color
- Other services that uplift Communities of Color as approved by OHCS staff.

Suburban or Small City: Census tracts with more than 64, less than 480 housing units per square mile, not in a large central Metro County OR an Urban Tract in a Micropolitan/Rural County as defined by NCHS.

Tribe or Tribal: A federally recognized Native American Tribe or Indian Tribe in Oregon, as defined in ORS 182.162 or related to the same.

Tribal-led Project: A project that is sponsored by a Tribe, a Tribally Designated Housing Entity, or an organization owned by a Tribe.

Appendix B. Funding Sources Offered by OHCS

OHCS' Affordable Rental Housing Division offers multiple funding sources to develop affordable rental housing throughout Oregon. In the ORCA, OHCS matches projects with appropriate funding sources. If a project requires a specific funding resource, an applicant can request that resource but will be contingent on applicable resource availability. See details on eligible and ineligible costs.

Loan and grant programs

General Housing Account Program

The General Housing Account Program (GHAP) expands the state's housing options for low-income and very low-income Oregonians up to 80% Area Median Income (AMI). GHAP resources support two primary activities: developing or preserving affordable multifamily housing and strengthening the capacity of OHCS' partners to meet the state's affordable housing needs. For some projects, GHAP may also be awarded as a grant rather than a loan.

Twenty-five percent of GHAP funds are allocated to support veterans (referred to as VGHAP).

GHAP Capacity Building Program

The GHAP Capacity Building Grant Program was created to support the growth and development of community-based nonprofit housing developers, local housing authorities, and Tribal housing entities to meet their affordable rental housing development and operational priorities.

Home Investment Partnerships Program

The Home Investment Partnerships Program (HOME) provides federal funds from the U.S. Department of Housing and Urban Development (HUD) to develop or preserve affordable housing up to 80% AMI. OHCS typically requires HOME funded Projects to restrict rents and tenant incomes to 50% (Low-HOME) of the area median income for the designated HOME-assisted units. The OHCS Affordable Rental Housing Division administers the HOME program for the State of Oregon, allocating HOME resources to "balance of state" communities whose populations do not meet population requirements to have their own direct allocation of HOME funding from HUD or has not agreed to administer the funds locally. For some projects, HOME may also be awarded as a loan rather than a grant.

HOME-American Rescue Plan

Through the American Rescue Plan (ARP) Act of 2021, OHCS received an allocation of nearly $33 million under the HOME Investment Partnerships Program (HOME) to increase housing stability for households experiencing homelessness or at risk of homelessness. This program includes a 15% administrative cap and must be completely disbursed by September 30, 2030. For some projects, HOME ARP may also be awarded as a loan rather than a grant.

Housing Development Grant Program

The Housing Development Grant Program (HDGP) was created to expand Oregon's housing supply for low- and very low-income families and individuals, up to 80% AMI, by providing funds for new construction or to acquire and/or rehabilitate existing structures.

Land Acquisition Revolving Loan Program

The purpose of the Land Acquisition Revolving Loan Program (LAP) is to assist eligible organizations in Oregon to purchase land suited for affordable housing development which must be repaid within 8 years of investment.

Local Innovation and Fast Track – Rental

The Local Innovation and Fast Track (LIFT) Program aims to increase affordable housing in the state by utilizing Article XI-Q funds for development of affordable family-sized units in historically underserved communities, including communities of color and rural communities throughout Oregon. Adding net affordable units to the housing stock can be done through new construction, takeout financing, and acquisition of like-new market rate units. The LIFT rental program can serve households up to 60% AMI and encourages innovation and replicability. LIFT can be used in certain instances to acquire market-rate housing that is able to be converted to affordable housing. Units should be new or like-new and must meet requirements posted on the OHCS website. Acquisition projects must still go through the ORCA and must have review periods, although requirements are specific to acquisition projects.

National Housing Trust Fund

The National Housing Trust Fund (HTF) is a federal formula grant program administered by states that is intended to increase and preserve the supply of decent, safe, sanitary, and affordable housing, primarily rental housing, for extremely low-income (30% AMI) tenants. HTF resources are generally paired with Permanent Supportive Housing (PSH) capital resources (see below) for the development of PSH units. For some projects, HTF may also be awarded as a loan rather than a grant.

Older Adult Housing Program

The Older Adult Housing Program (OAHP) supports the development of affordable rental housing for older adults, with an emphasis on those with disabilities, and prioritizes visitability and accessibility to enable residents to age in place.

Permanent Supportive Housing development capital

The Permanent Supportive Housing (PSH) Program utilizes Article XI-Q funds for the development of deeply affordable housing paired with on-site comprehensive services designed to best support households experiencing chronic homelessness throughout Oregon.

Permanent Supportive Housing services and rental assistance

Permanent Supportive Housing (PSH) is a best practice and proven strategy to stabilize people experiencing chronic homelessness. In addition to PSH development capital, OHCS offers funding for comprehensive, on-site, tenancy support services and project-based rental assistance.

Predevelopment Loan Programs

The Predevelopment Loan Program (PDLP) and the Feasibility Loan Program (PFLP) are designed to assist with the costs of low-income housing projects prior to final commitment of capital funding resources through the ORCA process.

Tax credit programs

Low-Income Housing Tax Credit

The Low-Income Housing Tax Credit (LIHTC) Program provides federal tax credits for developers to construct, rehabilitate, or acquire and rehabilitate qualified low-income rental housing. This program is guided by the State's Qualified Allocation Plan (QAP) and more detail on the LIHTC program and how to apply for those resources specifically can be found in that document.

Oregon Affordable Housing Tax Credit

The Oregon Affordable Housing Tax Credit (OAHTC) Program provides a state income tax credit to lenders for affordable housing loans. It applies to loans for which a lender reduces the interest rate by up to four percent and passes on the savings in the form of reduced rents.

Agricultural Workforce Housing Tax Credit

The Agricultural Workforce Housing Tax Credit (AWHTC) Program offers a state income tax credit to cover up to 50% of eligible costs to investors who incur costs to develop agricultural workforce housing.

Publicly Supported Housing (PuSh) Seller's Tax Credit

The PuSH Seller's Tax Credit is a benefit for people selling affordable housing. If the seller sells the property to someone who agrees to keep rents affordable for at least 30 years, the seller can receive this tax credit. PuSH refers to any multifamily affordable housing development that receives or benefits from public assistance and involves restrictions that govern the affordability of units through maximum allowable rents.

Bond programs

Pass-through Revenue Bond Financing (Conduit) Program

This program uses state Private Activity Bond (PAB) authority to provide funding to build affordable, multi-unit housing for low-income Oregonians and generates a 4% Low-Income Housing Tax Credit when more than 25% of the eligible project costs are financed with PAB. This program provides financing for the construction, renovation, and purchase of housing. This resource is only available to projects that have been awarded 4% Low-Income Housing Tax Credits. As is documented in the QAP, in managing the states' PAB resource investments to support housing, OHCS will work annually with the Housing Authorities of Oregon to establish a Housing Authority Owned (HAO) PAB Set-Aside. This HAO PAB Set-Aside is eligible for projects that are owned by Housing Authorities and do not require any state loan or grant funding.

501(c)3 Bonds

This is a tax-exempt bond offering for nonprofit sponsors. Qualified 501(c)3 bonds do not require volume cap and thus are not resource constrained. These loans do not rely on Private Activity Bond authority and do not generate a 4% LIHTC. The proposed project must serve families earning at or below 120% AMI.

542(c) HUD/HFA Risk-Sharing

Funded with direct revenue bonds, this program enables OHCS to provide credit enhancement for multifamily residential mortgages. HUD and OHCS partially share the risk of these mortgages which are originated, underwritten, processed and serviced by OHCS. This resource can be used to newly construct, refinance, and rehabilitate affordable multifamily rental housing units. For AMI and unit restrictions, see the Multifamily Rental Financing: Permanent Loan Program Manual.

Elderly and Disabled (E&D) Bonds (ORS 456.519)

This is a tax-exempt bond offered to sponsors seeking to develop housing to serve older adults and persons with disabilities. These bonds are backed by the state's general obligation to provide below-market financing to support development, acquisition and rehabilitation of affordable multifamily rental housing for the above listed populations. For AMI and unit restrictions, see the Multifamily Rental Financing: Permanent Loan Program Manual.

Appendix C. Programs Eligible for OHCS Application Analysis

Moderate-Income Revolving Loan Program (MIRL)

The MIRL Program is a locally implemented program which allows for communities to harness gap funding for affordable housing development. MIRL funding can support rental and homeownership projects with affordability up to 120% AMI. OHCS issues interest-free loans to cities or counties who then award project funding to an eligible housing project.

MIRL Funding is not directly applied for through the ORCA, but MIRL rental project applications may be analyzed through the ORCA by request of a Sponsoring Jurisdiction (city or county). MIRL homeownership Project Application Analysis can be requested through the OHCS NOFA.

Appendix D. General Terms and Conditions

1.1 Any funding allocation under this ORCA is subject to receipt by OHCS of the proceeds of the anticipated Article XI-Q Bonds issuance, if applicable, and approval by bond counsel, the Oregon Department of Justice, and the Issuer (State Treasurer collectively with the Department of Administrative Services (DAS) and OHCS or OHCS only) to use the proceeds for purposes as contemplated under the ORCA.

1.2 OHCS may require additional information to determine whether or not an application satisfies relevant criteria. Any necessary clarifications or modifications normally will be made before OHCS makes any reservation and may become part of the Agreement Documents.

1.3 Submission of an application by applicant or acceptance by OHCS of a submitted application neither constitutes an agreement of any kind between OHCS and applicant nor does it secure or imply that applicant will be selected for receipt of a reservation of funds.

1.4 In the extent that other funding sources have additional or other requirements, the most restrictive requirements will apply to the Project.

1.5 All costs associated with applicant's submission of an application are the sole responsibility of the applicant and shall not be borne to any degree by the State of Oregon.

1.6 Successful applicants will be required to maintain appropriate levels of insurance and to comply with the OHCS project requirements and other policies, including execution of the Agreement Documents.

1.7 OHCS may amend any Reservation Letter and other related documents that result from a reservation made pursuant to this ORCA. All such amendments will be in writing and must be signed by relevant authorized parties. Applicants may only apply for funding of one (1) phase of a multi-phase Project under this ORCA.

1.8 OHCS assesses an application charge. A check for the application charge is required at application submission and must be received by the application standards completion date.

1.9 ORS 60.701 requires 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 an Agreement resulting from this ORCA, it must register to do business in Oregon.

1.10 OHCS reserves the right:

A. To amend this ORCA

B. To amend any deadlines associated with the ORCA process

C. To determine whether an application does or does not substantially comply with the requirements of this ORCA

D. To waive any minor irregularity, informality, or nonconformance with the requirements of this ORCA

E. To obtain from and/or provide to other public agencies, upon request, references, regarding the applicant's performance

F. At any time prior to execution of Agreement Documents (including after announcement of the apparent reservation) to reject any application that fails to comply with the requirements of this ORCA

G. To reject all applications received and cancel this ORCA upon a finding by OHCS that such cancellation would be in the best interest of the State

H. To use adherence with components of the applicant's application and this ORCA as criteria in future multifamily funding solicitations

I. To withdraw any funding source from this ORCA

J. To waive any term or condition of this ORCA for good cause as determined by OHCS

K. To reject any application from an organization that has previously failed to comply with affordability requirement

L. To reject an application from an organization with members who have been involved in an organization that failed to comply with affordability requirements.

1.11 OHCS Reservation of Discretionary Authority:

OHCS reserves the right to reject applications or deny project requests seeking OHCS funding, in its sole discretion, in which the applicant, owner, principal, agent, consultant, or other participant (collectively "Project Participants"), has, done any of the following:

- Participated in a project that:
  - Was not completed in accordance with requests or certified plans presented to OHCS or other public or private allocating agencies
  - Was not completed within the time schedule required by any agreement with OHCS or within the budget indicated in the funding request
  - Failed to properly or effectively utilize previously allocated Program funds and was notified of such failure to meet appropriate utilization in advance of the request of ORCA resources for a new application;
  - Failed to comply with prevailing wage or workers' compensation laws;

    - Failed to comply with any contractual provision in an agreement between the Project Participant and OHCS, including but not limited to provisions requiring progress reports, record retention, or access to records of the project; or,
    - Was noncompliant with any OHCS Program rule as evidenced through OHCS, or other public or private Allocating Agency, Project monitoring, and failed to cure such noncompliance within the applicable cure period, if any.
- Or has been subject to any of the following:
    - Lien or default for failing to meet financial obligations, to delay or stop project completion and sanctioned or removed as owner, developer, or General Partner by other funders on a project with OHCS resources including allocated federal tax credits;
    - Debarment or other sanction by OHCS or other state, federal or local governmental agency;
    - Debarment or other sanction by another Housing Finance Agency or Corporation in the country;
    - Conviction within the last (10) years of any type of criminal fraud, misrepresentation, misuse of funds, crime of dishonesty, crime of moral turpitude, or currently is under indictment for such an offense;
    - A bankruptcy proceeding within the last five (5) years; or,
    - Has been found in noncompliance with financial obligations or finishing a project as legally required, and sanctioned or removed by other participating lenders and investors.
- Or otherwise displayed an unwillingness to comply with OHCS requirements.

Besides the above factors, OHCS further reserves the right to not approve any application if, in OHCS's judgment, the proposed project is not consistent with the goals of providing decent, safe, and sanitary housing for low-income people. OHCS may impose additional conditions on applicants for any Project as part of the application, reservation, or allocation processes.

In addition, OHCS retains the discretion to evaluate applicant risk and determine whether to advance or decline applications based on that assessment, including consideration of an entity's financial position, legal standing, and capacity to perform. OHCS also retains the authority to reevaluate applicant risk at any point in the process if new information arises that may materially affect the potential risk associated with the applicant or the applicant's project. Based on its evaluation, OHCS may elect to advance, conditionally advance, or decline any application. OHCS also retains the discretion to place an application on hold or pause its processing until any remedial conditions or requirements set by OHCS, in its discretion, have been fully satisfied.

1.12 This ORCA and one (1) copy of each original application received, together with copies of all documents pertaining to a Commitment, including the Reservation Letter, will be kept by OHCS and made a part of a file or record, and be available for disclosure pursuant to Oregon Public Records Law.

1.13 An applicant or potential applicant seeking to challenge any aspect of this ORCA is subject to and must comply with the provisions of OAR 813-002-0040 Protests and Judicial Review of Funding Process, OAR 813-002-0045 Protests and Judicial Review of Funding Decisions, and 813-002-0050 Protests and Judicial Review of Enforcement Action.

1.14 OHCS' contact information is as follows:

Oregon Housing and Community Services, 725 Summer Street NE, Suite B Salem, OR 97301

Submit questions through the ORCA Questions & Feedback portal.

1.15 Reservations, allocations or awards by OHCS (collectively, "Determinations") may be subject to Council review under ORS 456.561, and Determinations where additional OHCS funding supporting such Determinations are subject to Council review, are contingent 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.

1.16 All reservations made pursuant to this ORCA are subject to the successful negotiation, execution, and recording (if required) of any and all agreement documents. Projects that have only a leasehold interest in relevant real property must include, among relevant agreement documents, binding commitments executed and recorded by the landlord satisfactory to OHCS including, but not limited to, restrictive covenants with respect to the ongoing use and operation of the real property and leasehold interest for affordable housing acceptable to OHCS.

1.17 OHCS may charge, and the applicant shall pay, legal and administrative costs reasonably anticipated or incurred by OHCS in negotiating and preparing agreement documents and other related documents. OHCS also may charge, and applicant shall pay any other fees allowed by OHCS administrative rules with respect to the application, ensuing reservation, award or allocation, and Project operation.

1.18 Provisions stated in the form of a question in this ORCA shall be construed as required action by applicants.

1.19 OHCS reserves all other rights not specifically identified herein, including but not limited to rights, remedies, and requirements established in OHCS administrative rules or other law.