**Oregon Housing and Community Services NOFA Frequently Asked Questions**

**August 16, 2013**

**Answers published previously on June 28, 2013**

1. Will the slides from the presentations be made available?
   A: The presentation will be posted on website.

2. What is the definition of "Public Policy"? (e.g., scope: local, regional, statewide, combined?)
   A: Public policy is defined in a public document, created by a legitimate process, that guides decision making and aids in planning efforts at any level of government (including local, statewide, or regional).

3. Are attachments 1-5 of the NOFA the same as parts of the Application?
   A: The NOFA lists required documents to be completed. Yes, the NOFA documents are the same as parts of the Application.

4. When a third-party contract contains both financial Consulting and Construction Management fees, are they both subject to the Developer Fee Limit?
   A: The prices for each service should be clearly separated in the contract. The Consultant fee is subject to the Developer fee limit. The Construction Management Fee is not.

5. What is the maximum OAHTC? LIHTC? Where is that information located?
   A: The information is located in the LIHTC NOFA in the table in Section 1.6. 870,000 is the maximum amount allowed for LIHTC and 1,800,000 is the maximum amount allowed for OAHTC.

6. What is the LIHTC program set aside?
   A: Federal regulations require OHCS to set aside 10% of its annual allocation for qualified non-profits. The published figure was rounded.

7. Real Estate Holdings sheet – Can we use the same Real Estate Holdings worksheet that we have used for other projects?
   A: Yes, as long as the required information on the OHCS Real Estate Holdings worksheet is provided.

8. Occupancy is not mentioned on the form. Do you want this information?
   A: We are not asking for this information in the Minimum Qualifications stage.

9. Does the 14% include the General Conditions?
   A: Yes

10. Page 13/26 Instructions – Site Control - In acquisition/rehab, if a sponsor owns the property and acquires it through an LLC rather than project sponsor then site control does not meet the requirement.
    A: We will change references to Site Control to add the ability to explain the connection between the project sponsor and the LLC.

11. Do all projects with additional federal project resources – HUD and USDA-RD – need to prove the submittal of an application?

A: This is referring to brand new resources (additional or new), only.

12. In the QAP – waivers are discussed. The NOFAs do not mention how to request a waiver. The QAP appears to require the applicant to request a waiver.
    A: Waivers or exemptions from some policies or guidelines may be requested as part of an application; for instance, an exception for some Visitability criteria on certain rehabs. The requests are not approved in advance, but must be submitted with the application.

13. Is it okay to handwrite the page numbers on the submitted application including references, addenda, etc.?
    A: Yes.

14. What if you do not demonstrate the need in your community adequately in the narrative section but the need exists, then what?
    A: The scoring committee will score the application as presented.

15. So, if one application is more sophisticated in explanation and is well written, it will probably score better?
    A: Yes.

16. What is the definition of "region"? Some regions have half-dozen counties how do I compare Corvallis with Eugene?
    A: The regions for this NOFA are the Regional Solutions Centers that are comprised of multiple counties. In the competitive scoring, you are asked to compare your community to the region. You do not need to compare your community to all other cities within your region, though you could choose to include comparisons against other "hot spots" of activity or need if relevant. However, the primary focus should be on a comparison of your community to the statistics that represent your region as a whole; focusing on those elements that set your communities needs apart from those of the region.

17. So, an applicant should not focus so much on region, but focus on the city for the project?
    A: The first competitive scoring section asks you to focus on the need in your community as it compares to the need in the region as a whole. For this part of the application, you should focus on quantitative information about both the region, as well as your target community.
    The second competitive scoring section asks you to focus exclusively on the housing needs within your community; you do not need to address the region in this second question.

18. If I have a project in a city in the region, do I compare the rent burden in the city of my project versus other cities in the region?
    A: No, compare the community of your proposed project to the region as a whole.

19. What if the city is a region – for example the Portland Metro area?
    A: There are multiple cities within the Metro area. You do not have to look at each city, and determine differences between them. The comparison could be Portland compared to the Metro region as a whole.

20. Census tract usable as a region? Can I start with a County?
    A: Yes.

21. Can I describe a moderate need deeply versus a deep need modestly with this data?
    A: The process allows the applicant to quantitative aspects any way in this part. The applicant decides what is pertinent and why.

22. Do I have to use only the data the State provides?
    A: No, an applicant may use any data source as long as it is verifiable.

23. Can an applicant use bullet points versus paragraphs in the narrative? Tables?
    A: Yes. Bullet points, numbers, and narratives are all good.

24. Using both the HUD QCT and deconcentrating poverty seem to conflict with one another. What year is this QCT data representing?
    A: The data is what HUD has published for 2010. The Department encourages applicants to consider both and does not limit an application to one or the other.

25. A community might need a Group Home or DV Shelter or a mixed income project that is part of an urban renewal project. How does an applicant adequately connect with a housing need in these types of projects?
    A: The applicant should use quantitative data about the need for housing for a specified population, and / or the reasons why the proposed project will meet these needs. For example: if an applicant is arguing that a DV shelter is needed in a specific community in discussing "need in the context of the region" the applicant could discuss the volume of DV need in the specific community as it relates to the region as a whole (i.e. "36% of those seeking DV housing are within my community"). In addition, in discussing "need in the context of the community," the applicant would discuss the current DV shelter supply and the demand for DV shelters as it compares to other types of housing needs within the community.

26. Do we need to provide support letters (that prove the community impact) from local jurisdictions or others (e.g., the neighborhood)?
    A: No. Support letters are not required, the applicant could include a letter as part of the 10 page limitation; however, it is sufficient for the applicant to cite the letter in the narrative.

27. An applicant may have a collaborative project but collaboration can work against feasibility. How does that affect an application? (e.g., a mixed use building with commercial on the first floor)
    A: The project needs to be financially feasible.

28. Does an applicant need to provide letters of interest from lenders and equity investors?
    A: Yes, that is required for the threshold review.

29. How financial feasible does the project need to be at the time of application? Resources and gap may not actually meet this far in advance.

A: The Sources must be fully identified and there must be a reasonable expectation that the Sources will be approved and fundable by Equity or Construction closing. Any Source identified as "to be determined" would be unacceptable.

30. Do all sources have to be fully committed?
    A: An applicant does not need full commitments at the time of application. Applications for all sources; however, must be submitted to all sources.

31. Does an applicant show sources that only have a high probability of receiving?
    A: An applicant needs to get all the soft funding in place in 240 days after reservation. Explain this in financial assumptions.

32. Who is doing the competitive scoring?
    A: The competitive scoring process is under development at this time. The Department will publish the process soon.

33. Will applicants do a presentation to the scoring committee?
    A: This aspect is under consideration during the development of the scoring committee process.

34. If a project goes beyond the 240-day period, is the project reevaluated? This is pertinent to project with RD funding.
    A: The Department can reevaluate at the end of the 240-day period. The applicant should actively engage with and keep the Department informed of any progress during the 240-day period.

35. Will Department leadership communicate with RD to encourage an expedited response to meet the required timeframes?
    A: The Department has quarterly meetings with RD and will discuss this topic.

36. If an applicant has a CNA from 2 years ago and the project still meets all the bulleted items, is another CNA required?
    A: It is the Department's preference to receive Capital Needs Assessments that are no older than 12 months. However, a Supplemental Update may be acceptable if the standards listed in the General Manual, Section IV. B (2)) have been met.

    The Applicant should bear in mind that material differences in scope of work and/or budgets between the time an Application that receives a Reservation and a Project is under evaluation for Equity or Construction Closing might trigger a re-evaluation. This is especially true if the uses increase materially because of undetected problems in the Supplemental Update and as a result, the budget is out of balance.

37. Will there be a separate NOFA and training for GHAP funding?
    A: Yes. The Department anticipates issuing a NOFA sometime in the Fall.

38. Is GHAP funding available now?
    A: Yes. GHAP funding is only available through both the LIHTC and HOME NOFAs.

39. If doing a full roof replacement, does an applicant need to do a separate roof inspection?
    A: No.

40. Will the NOFA for GHAP funding be limited to only small projects or can it be used for gap financing on large projects?
    A: The separate NOFA for GHAP funding is intended for smaller projects that need GHAP – like special needs, group homes, etc.

41. We are gutting a large commercial building and putting units into it. Will we be required to analyze parts of the building being demolished?
    A: No. A complete demolition of the interior of a commercial building resembles a new construction project.

42. Can we submit with double-sided pages?
    A: Yes. Do not exceed the maximum of 10 single-sided pages.

43. How do I show significant leverage?
    A: It depends upon the project and the community – such as donated land. Tell us what the leverage is and why it is significant.

44. The Instruction Manual requires an electronic copy in addition to the paper copies of the application. Which is correct the manual or the NOFA? On the electronic copy do we submitted files in Word/Excel or PDF format?
    A: Applicants are required to submit an electronic copy on CD in Word/Excel formats. Only third party reports should be in PDF format, when they are required (otherwise do not include). The NOFAs will be amended to show this change.

45. On minimum project qualifications worksheet – what is Allocation Test?
    A: The total dollar amount for that funding source allocated to your region.

46. On Page 12 of Instruction Manual – problem with project-based assistance and the length of time applicant is required to show it, such as a preference for a 20-year term. USDA and maybe HUD are moving to a 1-year renewal.
    A: We will review this requirement in accordance with other external restrictions.

47. Section 1 – Ordering of the submittal. If the Table of Contents does not match up with the order of the application?
    A: Use the Checklist to ensure everything is there. The Checklist determines the order of submittal. The Department will review the table of contents and make any necessary corrections.

48. On Page 13 Application Instructions – Proforma Excel spreadsheets the description is confusing. Can you clarify what order the Proforma spreadsheets should be submitted?
    A: Follow the order listed in the Submittal Checklist.

49. In Attachment 3 (Organizational Documents) – there does not appear to be a worksheet for this information.
    A: This is existing information that you provide that details the legal structure of the Applicant. As an example, provide copies of the Articles of Incorporation for corporations with the application.

50. If there is a problem with Asset Management, is there a way we would know early on?
    A: If there are existing problems, they should already be known to you because of the on-going inspection requirements that every existing project is required to follow. You should already be in communication with the Department if there are any problems. The Asset Management review only includes information and issues the applicant already knows about.

51. Does the applicant need to submit a letter regarding resident services provided by a third party?
    A: Do not submit letters just cite the reference.

52. Resident services – If the project is only family housing, do we need to address elderly and special needs?
    A: Not if the project does not have those populations.

53. In the LIHTC Manual, page 23 (and page 11 of the General Manual) – the developer fee says 15% in General guidelines. What is expected by the Department?
    A: The General Manual indicates discretion of the Department; developer fees up to 15% will be considered. The two sources are not intended to be different.

54. In the past, an applicant submitted the request for basis boost ahead of time. What about now?
    A: We will amend the form to include deconcentration of poverty. If unsure about basis boost, put it in as a FAQ with a general description, we will answer it.

55. In the General Policy Guidelines – where is the prevailing wage request (BOLI)?
    A: These things will show up as a condition on the reservation letter and are no longer required in this part of the process.

56. Who is reviewing the application? Staff from outside the agency? How about for Threshold, Resident Services, etc.?
    A: The Application package is reviewed by the procurement team. Minimum threshold qualifications are reviewed by program staff with management oversight. Resident Services and Asset Management are reviewed by asset management staff with management oversight. The competitive scoring process is under development at this time. The Department will publish the process soon.

57. On Page 26 of NOFA asks for an “asset management form” but there is no form.
    A: The Asset Management form is no longer used. Please ignore and all documents will be updated to reflect this change.

58. Are the points for needs applied to both HOME and LIHTC projects?
    A: Yes.

59. How about the regional points – do these apply to both NOFA's?
    A: No. The regional points apply just for the LIHTC. HOME is statewide.

60. You have stated that program staff may contact an applicant during Threshold review to seek clarity on an application. Will this be true for during Competitive Scoring phase?
    A: Not at this point, but we are still evaluating what the Competitive Scoring committee might be doing in this regard. The competitive scoring process is under development at this time. The Department will publish the process soon. This aspect is under consideration during the development of the scoring committee process

61. Will the policy considerations of the Regional Solutions teams be used during these NOFAs?
    A: No. The Regional Solutions teams are not yet in a position to recommend policy objectives and the discussions will continue for consideration future NOFAs.

62. Does each of the project qualifications carry the same weight?
    A: Project qualifications are not weighted at all. The qualifications are merely four ways a project can enter the NOFA process.

63. In the past, projects received both HOME funding and LIHTCs. As applications are being reviewed, and an applicant wanted both funding sources, will there be communication between the evaluation teams?
    A: No. An applicant should apply in the applicable NOFA for their project. There are HOME resources attributed to the LIHTC NOFA. The HOME NOFA has no LIHTCs.

64. Does a project need to have applied before to be considered in these NOFAs?
    A: No.

65. Can my application be reviewed by a RAD or program staff for clarity?
    A: No.

66. Can a project have a property manager's unit on-site in a tax credit project?
    A: Yes and it must be designated as such.

67. Can the application be submitted in a box versus envelopes?
    A: Yes. The NOFA will be amended to say "container."

68. What amount should be listed in the proforma for OHCS Construction Inspection?
    A: The amount for OHCS Construction Inspection is $25,000 and is required by the HOME program.

69. If a project is requesting a basis boost in a small rural community with no outside resources, based on the decentralization of poverty (in an area with very little affordable housing) and the project addresses workforce housing needs, would the basis boost be approved by the Department?

A: If the basis boost is required for the financial feasibility of the project and meets the requirements for basis boost then the project with these characteristics is eligible for the boost.

70. If the project architect and team determines that a topographic survey is not necessary at this time for a flat site with no apparent grading issues, or with grading issues that are known and documented already, can the site plan omit the contour lines at 5 ft. intervals?
    A: Yes, unless required during the site inspection by the RAD.

71. When will the NOFA for 4% tax credit projects be published?
    A: 4% tax credits are not competitive and can be applied for at any time. See the website for more details.

72. Will 4%/bond projects be able to apply for GHAP or other financing resources to fill the gap created by the reduced equity on these deals?
    A: No, not through these NOFAs.

73. If a market study is completed ahead of the application due date, should it be submitted or can it just be referenced?
    A: Reference the market study only, do not submit the study.

74. Please confirm what, if any, documentation needs to be submitted regarding wetlands (or lack thereof) other than information that is requested in the environmental review.
    A: An applicant is only required to answer the questions on the environmental checklist submitted with the application.

75. Where can the Administrative Rules be found?
    A: Information about the Administrative Rules was published 6/28/13 in a Multifamily Technical Advisory.

76. In the event a project is willing to make a commitment to more restrictive income limits (e.g., a certain percentage of units reserved for households at 30% AMI), how will scoring be taken into account?
    A: This is one of the criteria in Community impact? More details are listed on Page 31 of the Instruction Manual.

77. Are there only eight parts in the NOFA and the application? The NOFA mentions nine parts.
    A: There are only eight parts. The Department will reconcile all documents.

78. In some instances (such as projects developed on tribal lands) tax account number/assessor's map ID/tax lot numbers may not be applicable. Please confirm whether it is acceptable to mark those as NA on the zoning certification.
    A: Yes.

79. Please confirm the last scheduling date to coordinate with the RADs for completion of the environmental review.
    A: Prior to August 23, 2013.

80. Regarding the construction hard cost estimate, can this come directly from the architect?
    A: Yes. Do not submit the detailed backup.

81. How will applicants without a portfolio of OHCS projects be evaluated?
    A: An applicant's portfolio is evaluated based on two aspects, one of which is the Real Estate Holding worksheet. This worksheet should provide adequate information for review of non-OHCS projects.

82. The Instructions Manual indicates the CNA needs to be completed by a professional licensed in Oregon. Is that requirement new?
    A: On Page 22 of the Instruction Manual, the person performing the CNA needs to be licensed (registered on the Secretary of State's website) to do business in Oregon and that requirement is not new.

83. The NOFA states that "the applicant must be sure that the name on the evidence of site control and the Application is exactly the same." Is it possible to provide written clarification if the name on site control documentation does not match the applicant name?
    A: Yes. Similar to the provision for clarification on the site description.

84. NOFA HOME, Page 15 of 25, G. Ownership Integrity: Will you please clarify "Single-Asset Ownership" – can a Housing Authority with multiple assets not apply? Will you please provide clarification?
    A: Yes. A Housing Authority can apply; this refers to the requirement that a single-asset entity be established for the ownership of a project.

85. On Page 10 of the LIHTC NOFA, under Organizational Documents, 2. Requests that organizational documents are to be certified by an authorized official of Applicant as being true and complete. In what format does OHCS want this?
    A: The applicant should decide what document to provide that is evidence of authority to submit an application. Some examples are provided in the section on Page 10.

86. Page 18, 4.3. The title of the section indicates "Protest," however; there is not any narrative on the Protest process. Is there a process to Protest and will it be described at some point?
    A: Yes. The information is provided in Section 5.8 under General NOFA Terms in both NOFA documents.

87. On Page 2 of Part 2 (Application and Project Worksheet), at the top of the Form it asks for "Co-Applicant." Should "Applicant" be identified in the top right and the "Co-Applicant" the top left?
    A: It is typical for the Applicant to be first on the left.

88. On Page 33 of Part 3E (Financial Feasibility), there is no Question 2 identified. The first question asks for a detailed description of the applicant's development budget and operating budget; however, question 3 and 4 asks for rents and a detailed line item description of expenses. This appears to be redundant. Should Question 1 address the development budget and 2 (now

labeled 3) address rents and other income and 3 (now labeled 4) address the operating expenses?
A: We will clarify and repost this form**.**

89. On Page 29 of the General Policy Manual, Addendum A: Architectural Guidelines. The Architectural Guidelines do not to include any guidelines regarding acquisition/rehabilitation projects. Are there guidelines for acquisition/rehabilitation projects?
A: The Department requires CNA's on all acquisition/rehabs. The Department requires the CNA identify all critical items, items that must be replaced within two years and replacement reserves that that will provide the property with a 30-year economic life. Following the recommendations of each CNA is the guideline.

90. The vacancy rate in the proforma reflects 5% and indicates in the comment that if we are using something else it needs to be justified. However, in the Policy and Guideline Manual (Page 15) it indicates a vacancy rate "of not less than 7%" should be used. If we use the 7%, do we need to justify it?
A: No justification is necessary for 7%.

**New questions/answers published previously on July 19, 2013**

91. OAHTCs – There have been different policies over the years for pass-through, Area Median Incomes (AMI's) – Does the project start with 60% or market rents?
A: Have consistency with overall project types – Bond/4% and LIHTC – The Department would like everyone to start at 60%, apply any other OHCS funding source that requires reductions down to 50% (like HOME). The rest start at 60% rather than market and then apply the Oregon tax credit reduction. Still can deep-skew rents so some are higher and some lower. Statutorily, the project could go to 80% if no other limitations from other OHCS resources, *except* if you have market rate units, the pass through required can only go to affordable units within the mixed-use project. Often the Department and the sponsor need to look at facts when working through projects.

92. On Page 35/50 of NOFA: Contractor overhead is listed as 10% in identity of interest projects or vertically integrated team members. It is 14 % in the Instruction Manual and in the QAP; it says you do not have to break out the individual line items.
A: True. We will change the form as the components do not need a breakout within the above limits.

93. In Part 6 (LIHTC Supplement Program Materials), on Page 2 – in the fifth paragraph, second sentence in parens, "as outlined on page 10 of the 2009 Amended QAP…," Is this still accurate? On Page 3 – under "Compliance Period Election and Owner Agreements," 1. It is our understanding that all resources require a 60-year term of affordability. Is this question still relevant? Also on Page 3 – "Funding Set-Asides," still list 25% State Preservation Projects set-aside. Is this available for this NOFA?
A: Part 6 will be corrected to reflect the current QAP. This question is still valid and yet to be determined to be irrelevant. There is not a preservation set aside currently available in this NOFA. This will be corrected.

94. On Page 19 of the General Policy Manual, V. Administrative Guidelines, B. Inappropriate Use of Resources, 1. Debt Reduction, "…This limitation does not apply to pre-development or bridge loans made by the Department that allow for such use." Will the Department recognize other lender predevelopment loans, or short-term interim loans?
    A: This does not apply to predevelopment or bridge loans during the initial development period.

95. On Page 27 of the General Policy Manual, Glossary of Terms – REUA: indicates that this is a "recorded document." This document has not been recorded in the past. Is the Department revising the document to be a recorded document?
    A: This is an error. It is not a recorded document.

96. *(Questions 96-98 are regarding Basis Boost and related to one another)* When the forms are revised to include deconcentration of poverty, will it then be included as one of the "automatic boost" categories?
    A: Yes. The form is fixed. The description of the state basis boost categories is in the QAP.

97. Will it be part of the section where you have to make your case if you do not qualify for one of the automatic categories?
    A: Although it is one of the listed areas, it should also be described in the answer.

98. If it is the latter, will we have the opportunity to submit the request ahead of time and be notified of approval or denial before the submission date?
    A: Please note there is a change that will require the basis boost to be reviewed as part of the NOFA process, rather than before application. To treat all applicants alike, the state basis boost form will be subject to an approval process during the NOFA application review.

99. If zoning would change on a project site because of an approved master plan with overlay zones, should letters be submitted indicating the zone change will occur?
    A: Existing, appropriate zoning for the project is a threshold item. Pages 10-11/35 of the Instruction Manual discuss Zoning. Projects cannot be in the process of obtaining a zone change. At the top of page 11, it states: "OHCS will not accept application for projects that require zone changes or annexations." However, if a project is being sited in a location for which the zoning is slated to be changed, or has already been changed but the city/county documents have not been updated yet, such changes must be in effect by the application due date.

100. If a CNA is 14 months old, does it need to be updated to be less than one year old?
    A: Yes. An existing CNA will be acceptable if it is dated within 1 year of the application's due date. CNAs that are older, but still within the 12 month timeframe, must represent the property in its current condition.

101. If a project has both rehab and new construction, should one replacement reserve schedule be completed for each type or should it be combined? Should a LIWX section be completed for each type or combined?
A: If the project is both rehab and new construction, please combine the replacement reserve schedule to reflect both. The Low Income Weatherization calculators are separate for rehab and new construction, if project is both, then both calculators must be completed and submitted.

The heating/cooling systems within each need to qualify. If either the rehab or new construction is included in the metrics for space heating/cooling improvements and is not an electric system (in PGE or PPL service area) it will not qualify for energy efficiency work.

102. Can projects over 25 units utilize the OHCS criteria of the Enterprise Green Communities certification?
A: As per the OHCS Policy and Guideline Manual, all projects require a Green Building Certification. The Applicant may choose from four paths. One of these is the OHCS Green Building pathway for rehabs. For this NOFA only, projects greater than 25 units may use this approach. An updated Green Building Worksheet will be posted to the Website to be used in this process.

103. Where are the worksheets for the OHCS green building paths?
A: The green building path worksheets will be posted on the OHCS Multifamily Housing website.

104. On page 34, General Policy Guidelines, elevators: These are generally for new construction, even though it does indicate rehab projects should follow these guidelines, but for a building that is listed in the Registry of Historic Places requiring the building's historic nature be preserved, can we request an exemption not to provide an elevator?
A: This is a project-specific question and the options may differ depending upon the building and site. Please discuss this question in further detail with your RAD, and allow for additional research time.

105. Section 3C, Residential Services: Should only offsite Resident Services be noted?
A: All appropriate and applicable Resident Services, both onsite and offsite, should be noted in the application.

106. Square footage exemption: If a project is requesting a maximum unit floor exemption to exceed the allowable square footage by 10 sf in two bedroom apartments, 7 sf in two bedroom townhouses, and 4 sf in three bedroom apartments would this be acceptable? This exemption request is to achieve the bulk interior storage requirements per the Architectural Standards while maintaining livable and marketable floor plans.
A: Yes, this is allowable.

107. Contingency: The amount of construction contingency in the 9% program manual states a maximum contingency of 10% for new construction projects. However, in the Proforma it states that the OHCS Policy is contingency can be no more than 5% for new construction. Which is correct?
A: The pro forma should be adjusted to 10% of new construction to match the program manual.

108. In the directions, on page 17, the term "population" is utilized in unclear ways.
A: Page 17 of the NOFA lists just the competitive scored categories and applicable criteria within each. More information and guidance about the competitive scoring section can be found in the NOFA instruction manual beginning on page 27 here:
http://www.oregon.gov/ohcs/HD/HRS/2013-NOFA/NOFA-INSTRUCTION-MANUAL.pdf

109. In the regional context section, applicants are asked "What are the population needs compared to other areas of the Region?"

- Is OHCS asking about overall population trends here? Or is it asking about specific sub-populations (e.g. elderly, farmworkers, HIV/AIDS)?
- If the latter
    - Where do applicants find this data? The data sheets provide information on these sub-populations only at county level—i.e. not at the individual city level where projects inevitably exist.
    - What if an applicant's project is "just" affordable housing and does not have units set aside for a specific special-needs subpopulation? What are we supposed to compare?

A: This applicable criterion from the first competitive scoring question is asking you to address the severity of need for housing for the population your proposed project will serve, as it compares to the region as a whole. You should only speak to those criteria that are relevant to your project, and in this example, to those populations that your proposed project intends to serve. If there is not housing set aside to serve a special needs population you would just talk about the population you do intend to serve. This could mean including data about overall population trends; if workforce housing, has the city experienced job/industry growth that exceeds the region as a whole (this data could come from the employment department), or is the housing burden within your target city higher than that of the region as a whole (this data could come from housing profiles & the city level excel file), or are there higher rates of elderly renters within your target city than the region as a whole (this data could also come from the housing profiles and city level excel file). It could also mean including other service level data for special needs populations; have HIV/AIDS service agency client levels see higher rates of need in one part of the region over another, or do farmworker agencies or the agricultural industry identify higher demand for farmworkers in one area of the region than another.

The data you will want to choose will depend on your population served and what stands out as important about the need for housing for your target population. Much of this data could be reported in the Census Bureau's American Community survey, much of which we've incorporated into the county level housing profile sheets, or the city level excel file published by OHCS. Employment and commute data can be found from the referenced employment

department and Census Bureau websites. DHS publishes a variety of special needs data, largely at the county or regional level; if you are serving a special needs population without data from the American Community Survey then you would want to identify data resources available through organizations that serve the specified population.

More information and guidance about the competitive scoring section can be found in the NOFA instruction manual beginning on page 27 here: http://www.oregon.gov/ohcs/HD/HRS/2013-NOFA/NOFA-INSTRUCTION-MANUAL.pdf

110. In the community context section, applicants are asked "What are the population needs compared to the needs of other populations in the community?"

- What if an applicant's project is "just" affordable housing and does not have units set aside for a specific special-needs subpopulation? What other populations should the applicant use as a comparison?
- Where do applicants find data on specific population needs? The data sheets provide information on these sub-populations only at county level—i.e. not at the individual city level where project's inevitably exist.

A: This applicable criterion from the second competitive scoring question is asking you to address the severity of need for your target population as it compares to other populations needs in the community. You should only speak to those criteria that are most relevant to your project; if you are proposing a general affordable housing project, you could talk about why it is that serving your target population is of critical import to addressing the communities housing needs. If it doesn't make sense to compare to other populations, you aren't required to do so, this criteria establishes that as a possible option for describing the severity of need for your project in the community. Some population information is available at the city level in the published excel file, others may be available through DHS, and other special needs population data may be obtained through local service agencies that work with those populations.

More information and guidance about the competitive scoring section can be found in the NOFA instruction manual beginning on page 27 here: http://www.oregon.gov/ohcs/HD/HRS/2013-NOFA/NOFA-INSTRUCTION-MANUAL.pdf

111. In the Project Impact Section, applicants are asked, "Does the Project serve a target population for housing?"

Who makes the determination that a population is a "target population"? How can an applicant demonstrate this?

A: This applicable criterion from the third competitive scoring question is asking you to identify and describe the target population for your proposed project. Target populations for housing would be any populations with units set aside; this is not referring to a set list of populations with priorities but the populations your project chooses to target and you will want to convey what that population is and whether it is a difficult to serve population. The applicant should address this by describing the population the project will serve and how the project will serve their needs.

More information and guidance about the competitive scoring section can be found in the NOFA instruction manual beginning on page 27 here: http://www.oregon.gov/ohcs/HD/HRS/2013-NOFA/NOFA-INSTRUCTION-MANUAL.pdf

112. The revised Part 6 forms say "Part 5" on the top. Can you confirm if this should in fact say Part 6? You may want to republish so the applicant's ordering can be followed.
A: This has been corrected.

113. Is the Applicant/Co-Applicant page formatted correctly? Missing Applicant?

A: This has been corrected.

114. HOME NOFA, page 14 of 25, 4. Adequacy of Environmental Checklist: We will complete the Environmental Checklist, but is a Phase 1 required for this application?
A: Phase 1 is completed if funded. It is a reservation requirement and not part of the application process.

115. Lincoln County does not appear in the identified 2013 underserved regions. Does this mean that organizations not in the 2013 Underserved Regions (as identified) are not a priority or even eligible for funding?
A: Yes, if a County does not appear in the identified 2013 underserved region, then it would not be considered a priority county; however, an applicant with a proposed project in an underserved region would still be eligible to apply for funding.

116. Reservation Ranking Process – How does this work?
A: Funds are reserved on a competitive basis to projects of qualifying applicants that: first, pass the application review; second, meet the minimum project qualifications; third, meet the minimum threshold requirements; and fourth, score and rank the highest in overall scoring. Then, a*pplications with the highest in overall scoring will be allocated resources until the balance of available funding sources are insufficient to support any other* a*pplications.*

117. It doesn't actually say an application for the HOME NOFA must request HOME funding – does it?
A: Yes. And, applications for the 9% Tax Credit NOFA must request tax credits.

118. Certificate of Zoning: are we required to have submitted an application to land use prior to submitting for this NOFA?

A: Yes.

119. I want to confirm that a Phase I environmental assessment is NOT required for 4 or less units. We did not require a Phase I last time. I am completing the Environmental Questionnaire as normal and know there will be a HUD review. Has the rule of exception for a Phase I for such a small project changed?
A: NEPA requirements have changed in the past few years and it is possible we will need a PHASE I on this site. I cannot make that determination without more information on the specific

site. It depends upon previous uses of the site, uses of neighboring sites, etc. If there are any possible environmental hazards, toxins, substations, gas stations, etc. we would require a Phase I in order to determine the environmental safety of the site.

120. Looking over the HOME loan policies, I want clarification please on when a HOME award is a loan versus a grant. In projects like Athena, where there is no cash flow to support debt, it is fairly clear. But with lenders increasingly requiring minimum debt service coverage of at least 1.20:1, I wonder if the loan versus grant threshold in the HOME program manual of 1.15:1 is outdated? You will find that on page 4.

A: OHCS would never put a loan on a 4-unit project. If funded, this project would receive a grant.

121. Reading the definition of choice limiting actions on page 11 – I am simply confirming that choice limited actions DO NOT include actions of investigation such as geotechnical testing, physical inspections, phase I assessment, etc. They are not listed as prohibited, so I am presuming they are not. I know I have had conflicting answers on this in the past from various PJs.
A: Environmental investigations are not a choice limiting action. However, they are performed at the risk of the applicant due to the fact that until the NEPA review has been completed the site will not be approved for HOME funding.

122. Can OHCS provide some sense of how long an environmental review by HUD will take? I want to consider this when completing the schedule.
A: This is dependent upon the specifics of the site. Typically a 4-unit new-construction project would not require the 30-day public notice and related 10-day HUD approval process. I would hope to complete the NEPA review within 90 days, but suggest acquisition is scheduled no sooner than 6-months from the date of Housing Council approval, just to be safe.

123. If we have a project coming into the NOFA as a returning project from last year's CFC, do we need to update things like the utility "will serve" letters? The will-serve letter we have is from 2012. This is a new construction project in Sandy and the electrical utility provider is still PGE.
A: The Department does not require will service letters in the NOFAs.

124. Proforma submission order: In the Application Instructions on page 13, 3rd paragraph, it states "OHCS has organized the pages of the Excel workbook in a different order than how they are listed in the Application and Submittal Checklist…Insert the hardcopy in the order as they are listed on the Application Submittal Checklist" The Application Submittal Checklist does NOT list ANY order for the spreadsheets; it says "Project Excel Proforma". Please verify the order they are supposed to be in the hardcopy application.
A: This was also addressed in the first FAQs, and the language in the Instructions has been clarified. Please submit the spreadsheet pages in the order in which they appear in the Workbook.

125. Application Submittal Checklist: The Sponsor Capacity Worksheet is listed twice in the application submittal checklist: under A. Asset Management Compliance and G. Development Team Capacity. Please verify where this document should be included.
A: These are actually two different worksheets, although we acknowledge the awkwardness in using the same title for both.

126. Green Building path documentation: Please clarify what documentation applicants should submit for a project using Earth Advantage for the green criteria. The checklist has a place for the OHCS Green Building Worksheet (under F. Construction Feasibility #3). (In the past we have submitted a preliminary EA worksheet).
A: Submit the applicable worksheet for the green building pathway you have selected.

127. Is it acceptable to use the utility allowances that are a result of our energy consumption model in our pro forma that will be submitted in the NOFA? Also, is a copy of the analysis submitted with the application sufficient documentation?
A: OHCS has approved a total of four engineers/qualified professionals who are able to calculate utility allowances for LIHTC properties in lieu of using the PHA method. Under Treas. Reg. §1.42-10(b)(4)(ii)(E),10 a building owner may calculate a utility allowance using an energy and water and sewage consumption analysis model (energy consumption model).

**Factors to Consider:**

The energy consumption model must, at a minimum, take into account specific factors including, but not limited to: (1) unit size, (2) building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location.

**Building's Consumption Data and Utility Rates**

The data used to compute the estimate is limited to the building's consumption data for a 12-month period ending no earlier than 60 days prior to the date the utility allowance will change. **For newly constructed or renovated buildings with less than 12 months of consumption data, consumption data for the 12-month period for similarly sized and constructed units in the geographical area in which the building is located will be used.**

The utility rates used for the energy consumption model must be the rates in place 60 days prior to the date the utility allowance will change. The utility allowance must be prepared by a properly licensed engineer or a qualified professional. A qualified professional must be (1) approved by the state/local housing credit agency having jurisdiction over the building, and (2) must not be related to the building owner within the meaning of IRC §§ 267(b) or 707(b).

**Please note** that if you are developing a property that does not have available consumption data for a 12-month period for similarly sized and constructed units in the geographical area in which the newer property/building(s) will be located, you may need to use the PHA amount for a year until the property can establish data to have a calculation made.

Under Treas. Reg. §1.42-10(c)(2),12 a building owner must review the basis on which utility allowances have been established at least once during each calendar year and must update the allowance if required. Building owners may choose to calculate new utility allowances more frequently than once during a calendar year, provided the owner complies with the requirement of Treas. Reg. §1.42-10, including the requirement to notify the state/local housing credit agency and tenants.

**First Year of the Credit Period**

No review is required until the building has achieved 90 percent occupancy for a period of 90 consecutive days, or by [at] the end of the first year of the credit period, whichever is earlier. If the review is completed at the end of the year, the consumption rates as of December 31st of the first year of the credit period. Consequently, the 90-day period will begin no later March 1 of the year subsequent to the first year of the credit period.

**Review Requirements for consideration:**

1. The review must take into account any changes to the building such as any energy conservation measures and affect energy consumption and changes in utility rates.

2. Owners may use different methods for computing the allowances for different utilities.

3. Owners are not prohibited from changing methods used for calculating a utility allowance in order to estimate the utility allowance accurately.

128. If a project meets more than one minimum qualification, may the applicant select more than one? Or must the applicant select only one?
A: Please see question 62 above

129. I am confused by the "needs distribution definition" in the application materials and how it ties in with the data, the Department provided. Here is the definition from page 29 of the NOFA instructions:

Need distribution is defined as the number of low income (60% county median family income or lower) renter households and the number of extreme rent burdened households (spending 50% or more of their household income on gross rent expenses) within each area as a percentage of the state or region). This suggests that I am supposed to do two separate calculations. Using Corvallis as an example, from the affordable housing summary file I see that Corvallis has 9,369 renters at or below 60% AMI in a region that has 101,784 such households. 9,369 / 101,784 = 9.21%. The same calculation for extreme rent-burdened households equals 9.95% (4,610 / 46,348).

However, when I unhide some of the hidden tabs in this file, I see that the City_HousingListReference does both of these calculations and averages them in Column P, "Percentage of the Region's Need Distribution." In Corvallis' case, it is 9.58%.

What are applicants expected to do here for their respective jurisdictions:

- Provide two separate calculations as the instructions suggest?
- Unhide hidden tabs and use the single percentage provided by OHCS?

A: The need distribution is the equal weighting of the two variables listed in the NOFA instructions. So in the example of Corvallis, the Need Distribution / percentage of Need is the average of 9.21% and 9.95% that equals 9.58%. While you can use the backup worksheets to the summary files to do these calculations yourself, they are also provided for you in the Affordable Housing Summary Table excel file here: http://www.oregon.gov/ohcs/ISD/RA/housing-profiles/AffordableHousing_SummaryTable.xls . It is the first column in the summary tables entitled "% of Region's Need"; rounded to 1 decimal, when Corvallis is selected from the drop down list you will see it displays the percentage of need as 9.6%. This is the percentage you would want to use in the analysis of need.

130. What unit counts from the affordable housing inventory should be used?
A: There are two columns of unit counts, one is the total units listed in the project the other are the number of regulated units. Regulated units are those that would have affordability restrictions, and are what should be included in the examination of equitable distribution.

131. On the housing profiles, what is the difference between the elderly households in the 2012 CFC table on the first page and the elderly households on the second page in the 2007-11 ACS detail table?
A: The CFC data comes from the year prior and included both owner and renter households that earn less than 60% median income. The data from the 2007-11 ACS shows all elderly households and the numbers that are owners versus renters.

132. Is a 30-year Replacement Reserve Analysis required for new construction, or only for rehabs?

A: The Department requires all projects meet the 30-year Replacement Reserve Standard.

133. I've noticed that the file AffordableHousing_SummaryTable.xls for the 2013 NOFA was updated to reflect a correction in Sandy's affordable housing numbers. However, there are no indicators on the supplementary materials web page (http://www.oregon.gov/ohcs/Pages/MFH_Multifamily_Funding_Data_Resources.aspx) that this file or any other file had been updated. In contrast, the instructions and sections of the application that have been revised are labeled as such ("updated 7-3-13"). How do we know if we're using the most current supplementary materials and how will we know the next time they are revised?

A: The date of the last update is included within each of the supplemental documents (the housing inventory updates were incorporated into the affordable housing inventory detail list, the housing profiles, and the affordable housing summary table); you'll see the date-stamp at the bottom of each housing profile and within each excel document. If other updates occur

after this point, we will include that as a label on the data resources web-page as has been done with the instruction sections in addition to updating them within the documents.

**New questions/answers posted on August 12, 2013**

134. If I am interested in the NOFA weatherization funding, what do I need to know?

A: There are incentives for new construction lighting projects. A modification is required to reflect consistency with residential code. Currently the residential code requires 50% of all lighting shall be compact fluorescent lighting (CFL). A NOFA applicant can only use the amount of CFL lighting that exceeds 50% of the total lighting as the base for determining estimated savings and possible incentive awards.

135. On page 17 of the General Policy Guide, it states for new construction, "$250 per unit are typically required…" The Application Instructions do not include any discussion of the "30 year Replacement Reserve Schedule"; however, it listed as a requirement in the Application Submittal Checklist (Part 3, under Construction Costs). Please clarify if the 30-year replacement reserve schedule is needed for new construction projects if the project utilizes the industry standard of $250 per unit per year in its expenses.

A: A 30-year Replacement Schedule is required in conformance with our 30-year project economic life policy. Comments will be added to the policy to clarify this point.

136. For the HOME NOFA: Do we have to use the 7% vacancy rate or can we ask for an exception since we have obligated funds from USDA-RD that were approved with a 5% vacancy rate?

A: 5% vacancy rate is fine for an RD project.

137. Regarding question/answer #125, where can the "A. Asset Management Compliance" worksheet be found?

A: The Asset Management Compliance Worksheet is an OHCS internal document and the applicant does not fill it out. The applicant only completes the Sponsor Capacity Worksheet.

138. In the Proforma, there is a note at the bottom of the Uses tab that states, "OHCS policy: Development costs can be no more than 30% of total project costs." Is this a department preference? If the development costs came in at 31% would this be a threshold no-go item?

A: This is a guideline only, not an absolute ceiling.

139. Should the OHCS Acq/Rehab tab in the Greenbuilding Worksheet be used for buildings that are 25 units or more?

A: Use the fourth tab on the right. It has been retitled "Option 4."

140. Are weatherization funds available in PGE areas only?

A: Weatherization funds are available in both PGE and PPL service areas.

141. Should the HOME and Housing Trust Fund units be shown at 50% of median in the pre-OAHTC income scenario?

A: Project rents in the "pre-OAHTC scenario" must meet the program minimum rent requirements.

142. With the $25,000 construction monitoring fee associated with HOME funding requests, larger HOME requests make more sense than smaller ones. However, the LIHTC NOFA has just $1.31m in HOME allocation statewide – perhaps insufficient for several larger projects. Are you anticipating reallocating HOME funds to the LIHTC NOFA?

A: No, not at this time.

143. Are the Visitability and/or Min/Max Floor Area Exemption Requests required on our acq/rehab NOFA funding applications?

A: Min/Max Floor Areas are not required on acq/rehabs. Generally, Visitability requirements do not apply on acq/rehabs unless new construction is occurring. The sponsor must review the law and make those determinations.

144. Is the 15% contingency for rehabs and the 10% contingency for new construction correct in the General Policy and Guideline Manual?

A: No, they are incorrect. The General Policy and Guideline Manual is corrected to 5% contingency for new construction and 10% for rehabs.

**New questions/answers posted on August 16, 2013**

145. Should the "Part 1 – Attachment 6: NOFA Applicant and Project Worksheet with all Exhibits" be deleted from the table of contents? NOFA Applicant and Project Worksheet are listed in Part 2.

A: The NOFA Applicant and Project Worksheet and all of its Exhibits <u>are Attachment 6, not in addition to anything.</u>

146. Rents are referenced in "Part 2 – Page 7, Rents not to exceed the following percent of median income…" Is there a benefit and/or is the evaluation effected by using a lower MFI%?

A: The incomes served by a project are applicable criteria in the competitive scoring, questionnaire regarding the project type and population served. As is indicated in the guidance document Priority Projects will serve lowest incomes. Though no specific points are attributed to the specific MFI percent served, the scoring review team will understand the listed priorities and will be given materials to understand the comparability of MFI percents in all counties of each region. On Page 10 of the LIHTC NOFA instructions (version 5.7), it states that organizational documents must be certified but it is not mentioned in any other instructions. Do these documents need to be certified?

A: Yes. Certification that it is a true and correct copy of the original can be made by an authorized corporate officer.

147. Will a new OAHTC calculation page be updated in the Proforma and if so, when?

A: A new OAHTC calculation page will not be issued this year. Just use the current posted version on the website.

148. On Page 2, Section 2, is the Ownership Entity the existing ownership or in the case of an acq/rehab project the new limited partnership that will be formed?

A: The Ownership Entity is the "to be formed" partnership or LLC.

149. Are we limited to 10 pages in the scored section when answering the market assessment questions that can take more than ½ a page each to answer?

A: Only the scored section of the application is limited to 10 pages.

150. In Part 3, A. and B., are we to list NA as page number in the Submittal Checklist since these are OHCS internal review documents or are we to provide a blank page for OHCS notes?

A: Yes, please provide a blank page for OHCS internal review documents marked N/A.

151. Are the AMI income calculations tied to the LIHTC rents only and if so does that mean I cannot plug in a higher HOME rent that shows above 50%?

A: The rents and income levels should match into a single Pro forma level. There should not be a variance. The lower of the two or more applicable program rents would apply. Otherwise, the rent would be out of compliance for the lower program rent.

152. During the workshops preceding the NOFA, a great amount of time was devoted to finding an objective criteria for economic feasibility, with the discussion centering on "cost per unit." I see no mention in the application. Where does the evaluation process stand in terms of such an objective criteria?

A: We are not requiring any "cost per unit" limitations in the NOFA round.

153. Should the architectural plans submitted in the NOFA packets be 8.5 x 11 in.?

A: Yes. We understand that the drawings would be at a smaller scale when submitted on this size.

154. When completing the 8821, if the project sponsor is a Housing Authority and they will be contributing more than 10% of the project cost and they do not file a tax return, how should we fill this form out in #3 when it asks for type of tax? Wouldn't the potential investor limited partner fill this out?

A: No, it is important to fill out for other reasons unrelated to tax returns.

155. The option offered the applicant is to extend the commitment period to a selected period of years beyond the 30 year compliance period. Shouldn't this be the "15 year compliance period"?

A: The Reservation and Extended Use agreement has a minimum of 30 years before an "opt out" scenario applies to applicant. Currently, the minimum affordability term for the applicant is 60 years.

156. Is a market study required for the application?

A: No.

157. On the basis boost form, are the criteria that the project is located in a census tract where "more" than 10% of the population live below the poverty line? The form says "less" than.

A: The form should say less than 10% of population lives below the poverty line. A project is eligible for a "state basis boost" for being located in an area that serves to de-concentrate poverty (by citing in a tract with less than 10% of the population live below poverty) in addition to project opportunities that are located in a Qualified Census Tract or Difficult to Develop Area, which are defined by HUD and would be higher poverty areas.

158. Can the completed zoning certification from last year's application be used in this year's application?

A: Yes.

159. Has the department considered subtracting the construction analyst fee or architectural fee from total development costs since the fees inflate the development costs above normal?

A: No. We realize the effect of construction analyst or architectural fees on development costs and this does not affect the threshold review.

160. Is there a percentage cap on development cost relative to the total project cost?

A: The percentage cap on development cost relative to the whole project is noted as 30% on the Proforma, but it is only a guideline.

161. Is there a form or question in the worksheet that relates to a) project affordability over entire period of affordability, and b) project-based rental assistance?

A: These should be discussed in Financial Assumptions.

162. Should we submit the contractor's estimate according to the checklist?

A: The contractor's hard cost estimate with the breakdown of the typical contractor line items is a required exhibit.

163. Should lender and equity investor letters be included in the application?

A: They may be attached as Exhibits, but are not required.

164. Please clarify the requirement concerning CCB, OHCI, ODA, and PCO licensing numbers on Page 22 of the NOFA instruction manual.

A: For your choice of independent third party professionals, provide the licensing number related to that choice. For additional information, refer to Page 22 in the last three paragraphs.

165. Is it advisable that the narrative response to the competitive scoring questions address each question in order?

A: It is helpful but not necessary.

166. OHCS had a link showing comparative data about affordable projects annual operating costs, where is that now?

A: The AIES system is not currently available. That system is in transition and will be released in the future.

167. For otherwise viable and worthy projects in small and/or rural communities, how serious a points issue is leverage going to be?

A: Leverage is one of the applicable criteria listed under the Community Impact competitively scored question that is valued at a total of 30 points. No specific breakdown within those thirty points is prescribed and applicants should only speak to those aspects that are most relevant to

your project. It wouldn't be necessary but if an applicant chose to they could indicate, for example, there weren't any locally available funds to leverage and /or discuss forms of leverage and participation that aren't monetary.

168. Is OHCS still using a cost per square foot guideline?

A: Not in this NOFA.

169. When will the NOFA awards be announced?

A: At the November Housing Council meeting.

170. Where is the Architectural Guidelines document on the website?

A: The Architectural Guidelines are an exhibit to the OHCS Policy and Guideline Manual located here: Architectural Guidelines

171. Where is the policy for:

Construction cost per square foot

Development costs percentage

Architect's fee

Net operating expenses per unit

Total management fee per unit

Replacement reserve per unit

A: We do not have numerical benchmarks in this year's NOFA.

172. In past 4% applications, I submitted one page for each property for a project that is combining rehab with new construction at two properties to list site and building information, unit type, funding designation, etc. Is that what OHCS is looking for or should I combine all of the information?

A: One page for each property is correct.

173. If a housing authority plans to project base some of its vouchers into a new development, what does OHCS want to see?

A: Explain clearly in the Financial Assumptions what you are doing in the Income section.

174. In Question #11 there is an application requirement for new resources. Will a draft RFP work here? We do not want to issue an RFP before there is an award.

A: If you are applying for outside resources, then you should provide proof of an application in progress.

175. In Question #125, you say there are 2 sponsor capacity worksheets however we only see one in the application. The Application checklist lists "sponsor capacity worksheet" in sections 3(A) and (G). Does the checklist need to be inserted twice?

A: There is only one that the sponsor must fill out. The second one is an internal document prepared by Asset Management.

176. Is it required that applications have been filed for other land use review processes such as site development review, design review, planned unit developments, or conditional uses?

A: No.

177. Please confirm that slightly larger units for a detached single-family project are acceptable.

A: These NOFAs are designed for multifamily projects only.

178. Is it possible to apply this remaining 5 years of OAHTC credit to the construction/bridge loan, in a manner that would increase the use of OAHTC during construction beyond the sizing of the OAHTC perm loan amount?

A: No.

179. If we have a project that does not contemplate OAHTCs in the perm debt but can utilize OAHTCs in the construction/bridge loan, can we apply for OAHTCs just for the construction/bridge period (approximately 18 months) for the full amount of the construction/bridge loan? If so, how should the OAHTC form be filled out?

A: No.

180. Is there a page limit for the Resident Services Plan?

A: No.

181. Aside from the Project Narrative and financial assumptions narratives, are there any other page limitations on sections, parts, or attachments for this NOFA submittal?

A: No.

182. What determines whether the Schedule of Real Estate Holdings passes threshold?

A: The Threshold Review Team will review the Schedule for overall financial stability.

183. (Visitability Exemption Form) Who determines if the form is applicable and when?

A: The Threshold Review Team with Management oversight.

Who should sign the form?

A: An authorized officer of the Applicant.

If the RAD signs the form, is that before or after we submit the NOFA response?

A: Before.

The Min/Max Floor Unit Area form is applicable to our project and not the Visitability Exemption form. Should we only submit the applicable form?

A: Yes.

Because of the signature line, does the RAD determine which form is applicable?

A: No. The instructions should provide the guidance.

184. Under Part 3, Section F (3), is the Architect's letter of Architectural Exception satisfying the language on page 19 of the Instruction Manual or page 20, part VI?

A: The Architect's Letter of Exception is only to justify an exception if a new project will not meet the minimum architectural standards outlined in the Policy and Guideline Manuals. The letter referred to in the Instructional Manual is the Architect confirming the compliance with code.

185. What are most applicants coming in with – 9% or 7.5% for the tax credit rate?

A: All applicants should use the floating rate on the proforma. The 9% rate is not available to the tax credits we are preparing to award.

186. Are there potential waivers for the 30% construction costs?

A: It is guideline only. State your case clearly for exceeding it.

187. Is the Existing Tenant Survey a special form we are to use and if so, where do I find it? Or is this another name for the Rent Roll report?

A: It is located in the NOFA Instructions Part 3: Threshold, Page 38.

188. Does the Architect's Letter of Architectural Exception apply to acq/rehab projects?

A: The use of the Architect's Letter is described in the General Policy and Guideline Manual. It is used when a new construction project does not comply with the minimum standards listed in the Manual.

189. What changes were made in the proforma posted Thursday, 8/15/2013?

A: The links on the OAHTC calculation page were fixed and a reference that was being double counted on the summary page.

190. I don't understand Question 2 on the Financial Feasibility Worksheet. Applicants have no control over the spreadsheet assumptions other than determining revenues and costs. Should the question be, "if your operating proforma assumptions differ from those provided by OHCS, tell us why"?

A: Since there is no market study required at this time, it would be helpful for the applicant to explain how they derived their rents (e.g., from the market, from existing properties).

191. Is a replacement schedule needed this year for new construction? A question asks how it was prepared but I cannot find a schedule to complete.

A: Yes, the schedule is located at 30 Year Replacement Schedule

192. We THINK that there is ONLY GHAP in this NOFA and no Trust Fund. However, in Section 2 of the NOFA: Unit Type and Funding Program Designation, Page 5, GHAP is not listed in this table as a funding program, only HDGP. Is it okay to change the column header from HDGP to GHAP?

A: Yes, it is okay to change the header.

193. On the Minimum Project Qualification Worksheet, what do we enter in the "Allocation Test" box for WX, GHAP, and OAHTC? Should we enter the state allocation as there don't appear to be regional allocations for these funding sources.

A: Yes.

194. On the Checklist, Part 1 Attachment 6 says "NOFA Applicant and Project Worksheet with all Exhibits." What is this attachment? If it's the rest of the application, I'm confused why there is a separate line item on the checklist.

A: The entire NOFA Applicant and Project Worksheet and all the subsequent Exhibits are Attachment 6 to the NOFA.

195. Where is the Green Building worksheets for the NOFA located?

A: Green building worksheets link

196. If an error is identified in the inventory, can we make those adjustments to the figures we report in our application?

A: Yes, if an error is noted in the inventory, submit the correction to Natasha Detweiler at Natasha.Detweiler@state.or.us and you can make your own corrections to the data you use in the application before they are reflected in the data resources documents.

197. I have the following questions with regards to the Real Estate Holding Schedule:

For the Net Operating Income figures, does the Department want FYE 2013 number for properties that run on fiscal year ends and CY 2012 numbers for properties that run on calendar year ends?

A: Yes.

In addition to the real estate holding schedule, does the more detailed Guaranty tab need to be filled out?

A: Yes, fill out the entire form.

Does the "Borrower" column refer to the ownership entity? Does the "Entity % Owned" refer to the amount owned by the ownership entity or GP interest?

A: Yes, borrower is the owner. Percentage owned refers to the sponsor's interest, whatever that is, such as 1% GP, or 100% sole owner, etc.

What does "Property Type (fin)" mean? That is, does the Department want to know whether the property is LIHTC?

A: Yes.

What is the calculation for LTV? That is, does it include all debt sources, both hard and soft?

A: LTV is for primary hard debt only, such as a bank loan.

198. Please confirm what documentation is necessary to confirm location in a QCT as part of the scoring narrative – Q4. What is needed to verify a QCT without providing something such as a map that will take up significant space of the 10 page limit?. Is a simple statement that the project is located in a QCT sufficient or is more verification needed?

A: Yes, a statement indicating that the specified Census Tract a project is located in a QCT is sufficient for the competitive scoring questionnaire.

199. Does a HUD Difficult to Develop Area (DDA) receive the same consideration as a HUD QCT within evaluation and scoring criteria?

A: Location within a HUD Difficult to Develop Area could be a relevant aspect that an applicant could choose to describe in the Location and Building features portion of the competitive scoring questionnaire. The guidance document indicates that Priority Projects include those that revitalize a distressed area, like a Qualified Census Tract (defined by HUD as those tracts where at least 50 percent of households have an income less than 60 percent of the AMGI), versus those that are specifically in Difficult to Develop Areas (defined by HUD where the county has been found to have high construction, land, and utility costs relative to the AMGI). However, the applicant could make an argument that the designation within a DDA is indicative of distress due to the financial difficulty of development.

200. Page 19 of the Instructions, paragraph 1, states that "If a project contains a design feature that is a material deviation from the Guidelines, the project Architect must provide a written explanation for the variance"

Is the "written explanation of variance" the document to be inserted as the "Architect's Letter of Architectural Exception"?

A: Yes.

Is there a definition for a "material deviation from the Architectural guidelines"?

A: No. The Architect must review the Guidelines and make a judgment call as to whether or not the plans and specs reflect the Guidelines. We are only requiring exceptions, not certification of all standards.

201. On the NOFA Cover Sheet, what does "Oregon Resident Applicant" mean exactly? Should this box be checked if the legal entity applying is organized in Oregon?

A: Yes.

202. Legislation requires that when OHCS resources are utilized, OHCS will give substantial preference to applicants who rent to tenants whose net income is at 2 times the rent. Will this be considered in part to determine NOFA awards?

A: Yes.