

Oregon Housing and Community Services

9% LIHTC Program Manual

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TABLE OF CONTENTS

Overview	5
PURPOSE OF THE POLICIES	5
APPROVAL AND EFFECTIVE DATE OF THE PROGRAM MANUAL.....	6
ADMINISTRATION AND INTERPRETATION OF THIS LIHTC MANUAL.....	6
DEFINITIONS OF TERMS	7
PROGRAM DOCUMENTS AND FORMS	7
APPLICATION SCHEDULE AND DEADLINES.....	8
PUBLIC RECORDS	8
WAIVERS	9
General Requirements	9
COMBINING OTHER RESOURCES WITH 9% LIHTC ALLOCATION	9
FAIR HOUSING AND OTHER CIVIL RIGHTS COMPLIANCE	9
IDENTITY OF INTEREST	11
MISREPRESENTATION AND FRAUD.....	12
FINANCIAL SOLVENCY AND LITIGATION STATUS	12
PROJECT CHANGES.....	12
HOUSING CREDIT PERCENTAGE	13
FEASIBILITY AND VIABILITY ANALYSIS.....	14
MARKET ANALYSIS.....	14
LIHTC RESERVATION AND CARRYOVER ALLOCATION.....	17
EQUITY CLOSING.....	17
RESERVATION AND EXTENDED USE AGREEMENT (REUA)	17
FINAL ALLOCATION AND FORM 8609.....	18
MINIMUM AND ADDITIONAL LOW-INCOME HOUSING ELECTIONS	18
DEVELOPER FEE AND ELIGIBLE BASIS LIMITATIONS	19

COMPLIANCE WITH LAW AND COMMITMENTS.....	19
USE OF DEPARTMENT’S CONTRACTS, AGREEMENTS, AND OTHER LEGAL DOCUMENTS .	20
PROJECT DISQUALIFICATION/CANCELLATION	20
ENFORCEMENT	21
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)	21
Program Limits	22
MAXIMUM LIHTCS	23
MAXIMUM CONSTRUCTION CONTINGENCIES	23
MAXIMUM LIHTCS PER PROJECT	23
MAXIMUM DEVELOPER FEES.....	23
MAXIMUM CONTRACTOR’S PROFIT, OVERHEAD AND GENERAL CONDITIONS.....	24
STATE DESIGNATED ELIGIBLE BASIS BOOST.....	24
HOUSING CHOICE SECTION 8 VOUCHERS	25
Minimum Threshold Requirements.....	25
COMPLETE APPLICATION AND APPROPRIATE CHARGE	25
CORRECTION PERIOD	26
REQUIREMENTS, DISCLOSURES AND PROGRAM LIMITS	26
MINIMUM PROJECT QUALIFICATIONS	26
ASSET MANAGEMENT COMPLIANCE.....	27
PROGRAM COMPLIANCE.....	27
RESIDENT SERVICES	28
READINESS TO PROCEED	29
RELOCATION PLAN.....	30
CONSISTENCY WITH STATE OR LOCAL CONSOLIDATED PLAN	30
GREEN BUILDING STANDARDS	30
DEVELOPMENT TEAM CAPACITY	31

PROPERTY MANAGEMENT CAPACITY	31
CONSULTANT CONTRACT	31
FINANCIAL FEASIBILITY	32
REHABILITATION AND REPLACEMENT RESERVES.....	32
DISQUALIFICATION	33
Project Ranking Policies.....	33
DEPARTMENT PRIORITIES	33
REGIONAL ALLOCATION APPLICATION RANKING	33
REGIONAL LIHTC FUNDING ALLOCATIONS.....	35
APPLICATION RANKING PROCESS.....	35
FORWARD LIHTC COMMITMENT.....	36
SCATTERED SITE PROPOSALS	36
QUALIFIED NON PROFITS (QNP).....	36
ALLOCATION CRITERIA.....	37
TIEBREAKERS.....	38
RETURNED AND UNUSED LIHTC ALLOCATION AUTHORITY	38
REISSUING RETURNED AWARDS	38
RE-EVALUATION OF RESERVATION AWARD	39
Allocation Scoring Criteria	39
NEED FOR PROJECT: 30 POINTS	40
IN THE CONTEXT OF THE REGION: 0-15 POINTS	40
IN THE CONTEXT OF THE COMMUNITY: 0-15 POINTS.....	40
IMPACT OF PROJECT: 70 POINTS	41
PROJECT TYPE AND POPULATION SERVED: 0-25 POINTS.....	41
LOCATION & BUILDING FEATURES: 0-15 POINTS.....	42

COMMUNITY IMPACT: 0-30 POINTS.....	42
LIHTC Reservation and Carryover Allocation Requirements	42
LIHTC RESERVATION	43
INITIAL OFFER TO RESERVE LIHTCS.....	43
RESERVATION OF LIHTC REQUIREMENTS	43
RESERVATION PERIOD.....	44
CARRYOVER ALLOCATION AGREEMENT	44
EQUITY CLOSING.....	44
CARRYOVER.....	45
TEN PERCENT (10%) CARRYOVER TEST	45
ELECTION REGARDING CALCULATION OF GROSS RENT FLOOR	46
COMPLIANCE WITH CODE AND DEPARTMENT REQUIREMENTS	46
DETERMINATION OF LIHTC ALLOCATION AUTHORITY YEAR.....	46
EXCHANGE A 9% CREDIT AWARD FOR SUBSEQUENT YEAR’S CREDIT ALLOCATION	46
Placed-In-Service Allocation Requirements	47
COMPLIANCE TRAINING	48
MASTER LEASE; LEASE RIDER.....	48
PROPERTY MANAGEMENT AGREEMENT.....	48
LONG-TERM LEASE COVENANT.....	48
RESERVATION AND EXTENDED USE AGREEMENT	48
COMPLIANCE WITH CODE AND DEPARTMENT REQUIREMENTS.....	49
PROGRAM REQUIREMENTS.....	49
OCCUPANCY PERMIT.....	49
FINAL COST CERTIFICATION.....	49
PARTNERSHIP AGREEMENT	49

FINANCING DOCUMENTS	50
OPERATING PRO FORMA.....	50
GREEN BUILDING STANDARD	50
Project Transfer or Assignment Requirement	50
PROJECT TRANSFER OR ASSIGNMENT REQUIRING DEPARTMENT CONSENT.....	50
PROCESS AND REQUIREMENTS FOR OBTAINING THE DEPARTMENT’S CONSENT	51
Project Monitoring.....	51
OWNER’S RESPONSIBILITIES AND REQUIREMENTS.....	51
Schedule of Charges.....	52
APPLICATION CHARGE	52
RECIPIENT CHARGE	53
DOCUMENT PREPARATION CHARGE.....	53
LIHTC PROGRAM CHARGES	53
ANNUAL COMPLIANCE MONITORING CHARGE	54
DISQUALIFICATION, CANCELLATION, NOTIFICATION TO IRS OF NONCOMPLIANCE, AND DEBARMENT.....	54
OTHER CHARGES.....	54
Decisions and Reviews.....	54
Published QCT/DDA Areas.....	55
Glossary of Terms.....	57

Overview

The 1986 Tax Reform Act created the federal Low Income Housing Tax Credit (LIHTC or Credit) Program, under Section 42 of the Internal Revenue Code (Code or IRC), to assist the development of low-income rental housing. The LIHTC Program provides qualified Owners with LIHTCs to reduce their federal tax obligations. Oregon Housing and Community Services (Department) is the authorized Housing Credit Agent and issuer (Issuer) of LIHTCs for residential rental property located in the State of Oregon. LIHTCs are available to qualified Owners of Projects that meet LIHTC Program requirements (Program Requirements), including but not limited to certain low-income occupancy and rent restrictions.

As the Issuer, The Department is responsible, *inter alia*, for taking, evaluating and responding to LIHTC applications (Applications or Requests), documenting LIHTC reservation commitments (Reservations), LIHTC allocations (Allocations) and Program obligations, and monitoring LIHTC Projects for affordability and habitability compliance, while the Internal Revenue Service (IRS) is responsible for administering the Program nationwide. The IRS is the only agency that can revoke or adjust the amount of LIHTC allocated to a given Project.

The IRS, through the audit process, may disallow or recapture credits, which were not properly used to build or operate affordable housing. Since disallowed or recaptured credits cannot be reused, the Department has an interest in ensuring the proper usage of credits to increase the supply of affordable housing. Although the IRS and the Department share responsibility for the LIHTC Program in Oregon, taxpayer information cannot be disclosed to the Department unless authorized by the taxpayer on IRS Form 8821, Tax Information Authorization.

A. PURPOSE OF THE POLICIES

The LIHTC Program and related policies are described in four separate documents: *the Qualified Allocation Plan*, *The Department's Administrative Rules (OAR chapter 813)*, *the Department's 9% LIHTC Program Manual*, and *the Department's General Policies and Guidelines Manual*. All of these documents are available online at the link that follows: www.oregon.gov/ohcs/PAGES/MFH_MULTI_FAMILY_HOUSING_SECTION.aspx. When requesting a Reservation of LIHTC, an Applicant must comply with applicable provisions of each document referenced above.

Pursuant to IRC Section 42(m)(1)(B), the Department has adopted a Qualified Allocation Plan (QAP) that sets forth in basic form: (i) the preferences of the Department in allocating LIHTCs; (ii) the selection criteria used to determine the Department's housing priorities; and (iii) the procedures the Department will follow in monitoring for compliance, including compliance with affordability and habitability, and notifying the IRS of such Noncompliance.

The Department also has adopted administrative rules (Rules) governing the LIHTC Program. The Rules are codified in Oregon Administrative Rule (OAR) Chapter 813, Division 90. The OARs set forth the principles by which the Department administers the LIHTC Program and with which all Applicants under the LIHTC Program must comply.

In addition, the Department has published an OHCS *General Policy and Guidelines Manual* and this OHCS *LIHTC Program Manual* (collectively, Manuals), which have been incorporated into applicable Rules. The Manuals more fully elaborate applicable Program policies and guidelines. The Manuals are intended to provide further guidance to Applicants and Department staff in accessing and administering the LIHTC Program.

The Manuals, *inter alia*, describe certain processes and criteria that will be used by the Department to evaluate and rank Projects for recommendation for LIHTC competitive Reservation commitments and recommended Allocations of Credit.

The Manuals also describe certain conditions, limitations, and requirements that must be satisfied in order for a Project to be eligible for a LIHTC reservation, carryover allocation or final allocation.

If there is a conflict between any requirement, condition, definition, or restriction of the QAP, the Manuals, the OARs, Department directives (Directives) IRS or Treasury regulations, or the Code, they generally will have this order of precedence: (1) the Code; (2) IRS or Treasury regulations; (3) OARs, without incorporated Manuals; (4) Directives; and (5) Manuals (first, the *General Policy and Guidelines Manual* and then this *LIHTC Program Manual*). Recipients of allocated Credits and corresponding Projects will also be subject to related Program Documents, including but not limited to the Reservation Letter, the Reservation and Extended Use Agreement (REUA), the Declaration of Land Use Restrictive Covenants (Declaration), and related Project Documents – all in form and substance satisfactory to the Department in its sole discretion. One or more of these Program Documents may include additional or more restrictive terms than reflected in the foregoing listed documents.

B. APPROVAL AND EFFECTIVE DATE OF THE PROGRAM MANUAL

The effective date of this 9% LIHTC Program Manual (LIHTC Manual or Manual) is June 19, 2013. This Manual will remain effective until it is amended, revoked, or superseded by action of the Department, which will ordinarily take the form of a Rule change. This Manual will apply in its entirety to all Applications submitted on or after the effective date. It also governs, as applicable, all current Applicants, Credit Recipients and Projects.

C. ADMINISTRATION AND INTERPRETATION OF THIS LIHTC MANUAL

Department staff is authorized to interpret and administer the Manuals, related OARs. In addition, staff has authority to interpret and administer the Code and IRS regulations,

subject to any formal written guidance, rulings or precedents received from the IRS or relevant case law. The Department may accomplish interpretation and administration functions by issuing Directives requiring Applicant or Credit Recipient compliance.

The decisions to Reserve and to allocate Credits to a Project rest with the Department. Applicants and all Projects receiving Credit Reservations or Allocations must comply with applicable provisions of the Code, specifically Section 42 of the Code, together with applicable provisions of IRS and Treasury regulations, guidance and rulings, the OARs, the Manuals, any Directives, and related Program Documents (collectively, Program Requirements). This Manual should not be construed as impairing or limiting the rights of the Department, or act to release Program participants from any Program Requirement. The Department may exercise any and all remedies available to it under the Program Requirements or otherwise available at law to obtain redress or otherwise enforce Program Requirements.

This Manual is subject to change by the Department based on, among other things, developments in federal or state law. The Department may modify this Manual, as well as the forms, legal documents, and other material used by the Department in the LIHTC Program, at any time determined by the Department to be necessary or appropriate.

Applicants and other Program participants should stay informed of the actions of the Department that may amend, revoke or supersede this Manual or other applicable Program Requirements. A participant may ask Department staff for specific information or assistance.

The Department maintains a list of interested parties to whom certain notices and other information is distributed, including Multi-Family technical advisories issued by the Department. To be included on this list, click “sign up for Email updates” on the Department’s website at www.ohcs.oregon.gov.

D. DEFINITIONS OF TERMS

Capitalized terms have the meanings given to them throughout this Manual or in the Glossary. All section and page references refer to this Manual unless otherwise specified. In addition, this Manual uses terms that are defined or used in Section 42 of the Code.

E. PROGRAM DOCUMENTS AND FORMS

The application packet for LIHTCs, the Qualified Allocation Plan, the OARs, General Policies and Guidelines, and Program Manual are available online at:

www.oregon.gov/ohcs/PAGES/MFH_MULTI_FAMILY_HOUSING_SECTION.aspx.

Likewise, sample copies of primary legal documents such as the Reservation Letter, the REUA, Carryover Allocation Agreement, and Regulatory Agreement are available upon

request. The legal documents a participant is required to execute to participate in the LIHTC Program may vary from the sample documents.

F. APPLICATION SCHEDULE AND DEADLINES

The Department will announce deadlines for receiving Applications by public notice to all interested parties registered on the Multi-Family technical advisory list kept by the Department. Application materials may be obtained from the Department's website at www.oregon.gov/ohcs/PAGES/MFH_MULTI_FAMILY_HOUSING_SECTION.aspx

G. CORRESPONDENCE

All of the Department's correspondence will be sent to the contact person identified in the Application. Applicants must notify the Department in writing of any changes to the contact person or address listed in the application.

H. PUBLIC RECORDS

Materials and information submitted to the Department are subject to public disclosure unless otherwise exempt from disclosure under the Oregon Public Records Law, particularly ORS 192.502(23).

As of the date of this Manual, ORS 192.502(23) exempts the Department from releasing to the public the following records, communications, and information submitted to the Department by Requestors and recipients of loans, grants, LIHTCs, or other financial assistance:

- Personal and corporate financial statements and information, including tax returns;
- Credit reports;
- Market studies and analyses;
- Articles of incorporation, partnership agreements and operating agreements;
- Commitment letters;
- Project pro forma statements;
- Project cost certifications and cost data;
- Audits;
- Project tenant correspondence (unless confidentiality is waived);
- Personal information about a tenant; and
- Housing assistance payments.

The purpose of ORS 192.502(23) is to promote the development of affordable housing by protecting from public disclosure the detailed personal and business information requestors and businesses must submit to the state as a condition of participating in subsidized housing programs.

The Department provides no assurance that any materials provided to it can be protected from public review and copying.

I. WAIVERS

If the Department acts contrary to or fails to take action in accordance with this Manual or any other Program Requirement, such act or omission does not constitute a waiver by the Department of a Project, person, or other entity's obligation to comply with the provisions of this Manual, other Program Requirements, or establish a precedent for any other Project, person or entity. In any event, no waiver, modification, or change of the Manuals, any other Department program manual, or any other Program Requirement will be binding upon the Department unless it is in writing, signed by an authorized agent of the Department, and consistent with law.

I. General Requirements

The Department has established the following general requirements with respect to its selection of Projects for LIHTC Reservations and Allocations. These requirements, in addition to the other conditions and requirements described in this Manual and other Program Requirements (including, but not limited to the execution, recording, and compliance with associated legal documents required by the Department with respect to a Project) must be satisfied in order to obtain and maintain an LIHTC Reservation and Allocation.

A. COMBINING OTHER RESOURCES WITH 9% LIHTC ALLOCATION

Competitive 9% LIHTCs may be combined with various other public and private resources including but not limited to the following:

- Home Investment Partnership Program (HOME)
- Oregon Affordable Housing Tax Credit Program (OAHTC)
- General Housing Account Program (GHAP)
- Low Income Weatherization Program (LIWP)
- Financing Adjustment Factor Savings Fund (HELP)
- Native American Housing Assistance and Self-Determination Act

B. FAIR HOUSING AND OTHER CIVIL RIGHTS COMPLIANCE

The Department requires all Applicants and Program participants (i) comply with all applicable state and federal nondiscrimination laws, (ii) act affirmatively (including the use of appropriate outreach) to ensure those who may be, or are at risk of being, underserved with Department resources are provided appropriate accessibility, (iii) comply with Equal Opportunity Employment standards in hiring and retaining personnel, and (iv) satisfy any targeted population or services standards in Program Requirements. Accordingly, development and use of any Project must be consistent with all applicable Program Requirements with respect to nondiscriminatory conduct, including but not limited to

applicable federal, state, and local nondiscrimination laws. Applicable law includes, *inter alia*, the Federal Fair Housing Act Amendments of 1988 - that provide specific guidelines for multifamily dwellings with respect to minimum accessibility, adaptability and prohibition of discrimination.

Applicant and all Program participants shall comply with all applicable Federal Civil Rights legislation inclusive of the Fair Housing Laws, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as well as any state and local Civil Rights laws or regulations. Applicant and any Program participant shall comply with all applicable anti-discrimination laws and regulations relating to race, color, religion, sex, handicap, familial status, national origin and any other classifications protected by such laws and regulations. These laws and regulations include, but are not limited to, design requirements for construction and rehabilitation to accommodate persons with disabilities, Equal Opportunity in regard to marketing outreach and tenant selection, as well as other reasonable accommodation and modification for those persons covered under such laws and regulations.

The federal Housing and Economic Recovery Act of 2008 (HERA) allows Credits to be utilized for Projects that define occupancy to include preferences for tenants with special needs or who are members of a specified group under a federal or state housing program or policy, or who are involved in artistic or literary endeavors. Any such Project must continue to be consistent with federal Fair Housing Laws. The provision applies retroactively to Projects already placed in service, as well as Projects to be placed in service.

The Department prefers to work with sponsors who create housing filling a certain “need” in the community. Frequently, this “need” is identified as service enriched housing. To ensure compliance with Section 42 of the IRC, all units that are included in basis for LIHTC must meet the residential rental property criteria in Section 42, and details in the QAP.

Please note that a unit will fail the general public test if, for instance, it is provided for use solely by members of a social organization or by an employer for its employees. IRS regulations adopt a general use requirement similar to the HUD housing policy governing non-discrimination. Therefore, preferences to certain classes of tenants (i.e., the homeless, disabled or handicapped) will not violate the general use requirement if such preference does not violate any HUD policy governing non-discrimination.

A hospital, nursing home, sanitarium, life-care facility, manufactured dwelling park used on a transient basis or intermediate care facility that provides significant services other than housing is generally not eligible for Credit under Section 42 (also see Revenue Ruling 98-47).

However, if the following tests are met, the furnishing of services may not disqualify some of these properties as a qualifying residential rental property:

1. Services are optional. Services may be considered optional on a facts and circumstances basis. Services are typically considered optional if:
 - Payment for the service is not a condition of occupying the residential unit;
 - Residents have the option to decline the services; and
 - Residents have the right to obtain services from an alternative provider;
2. Services are not optional if:
 - They are continual or frequent medical or nursing services; and
 - They are required as a condition of tenancy and payment for services is not included in the LIHTC rent (within the LIHTC rent limits).

If services are not optional, the cost of services will be included in the LIHTC rent calculation and the unit may not qualify as a LIHTC unit and may be removed from basis.

1. Charges for services that are not optional to low income tenants must be included in the gross rent calculation. In this case the combined rent and service charge cannot exceed the maximum LIHTC rent for the unit.
2. An exception is made for federally assisted Projects for the elderly and handicapped (PLR 8921035). This exception applies to facilities authorized under 24 CFR § 278 to provide mandatory meals. To qualify for this exception, all provisions of 24 CFR § 278 must be met.

Supplemental payments made by a state under its Social Security Insurance (SSI) program directly to the Owner for the purpose of allowing low income elderly to live in assisted living facilities may be excluded in the determination of the tenants gross rent under Section 42 if that payment is made under a planned program of services designed to enable residents of a residential rental property to remain independent and avoid placement in a hospital, nursing home or intermediate care facility for the mentally or physically disabled.

C. IDENTITY OF INTEREST

Applicant must disclose to the Department whether certain financial, familial, business or similar relationships exist between or among the parties participating in the development and operation of the Project (i.e., whether an "Identity of Interest" exists). Such disclosures shall be made when Applications are filed and at such other times during processing of the Application or development and operation of the Project as requested by the Department.

D. MISREPRESENTATION AND FRAUD

The Department may disqualify an Applicant and Project and cancel an LIHTC Reservation or allocation, if the Applicant, a Principal, or any other participant makes a material misstatement, omission, or misrepresentation to the Department, or has been convicted of or is currently indicted for fraud, theft, or other criminal activity involving the misappropriation of funds, false certifications, financial improprieties, moral turpitude or the like.

E. FINANCIAL SOLVENCY AND LITIGATION STATUS

As part of the Application and at such other times as required by the Department, the Applicant must provide a certification with respect to the financial solvency of the Applicant, the Project and certain Project participants in the form required by the Department.

If the certification discloses any financial difficulties, risks or similar matters the Department believes in its sole discretion might materially impair or harm the successful development and operation of the Project as intended, the Department may:

- Refuse to allow the Applicant or other participant to participate in the Tax Credit Program or other Department Programs;
- Reject or disqualify an Application and cancel any LIHTC Reservation or Allocation;
- Demand additional assurances that the development, Ownership, operation, or management of the Project will not be impaired or harmed (such as performance bonds, pledging unencumbered assets as security, or such other assurances as determined by the Department);
- Take such other action as it deems appropriate.

The Applicant must also immediately disclose throughout the Application process and throughout the development and operation of the Project if there is a material change in the matters addressed in the certification.

F. PROJECT CHANGES

An Applicant must notify the Department of any material change in a Project. An Applicant must notify the Department in writing when a material change is first identified. The Department will endeavor to respond within 30 days after notice of a material change with respect to its requested consent. The Department may give or withhold its consent, or condition same, subject to its reasonable discretion. 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 of more than 10 %;
- a financing source (whether debt or equity) of more than 10 %;
- operating revenue or expenses for the Project of more than 10 %; and
- any modification that would result in a change in Allocation Criteria.

The Department will determine whether or not a change in a Project is material. The Department's materiality determination is final.

Requested material changes must be consistent with Program Requirements and must not decrease the competitive ranking of the Project relative to other proposed Projects. The Department will not approve a material change in the Project's location or site.

The request for approval of a material change in a Project must be submitted in writing and include a narrative description and other supporting documentation, plus the applicable revised pages of the Request. If the Department grants the request, including as modified or conditioned, it may adjust the Credit Reservation or Allocation, particularly to the extent that the change results in a decrease in the equity gap or in the adjusted basis, eligible basis, or qualified basis of the Project. If declined, the project will move forward as anticipated in the application, or if it cannot be resolved will require the project to re-compete for Low Income Housing Tax Credits in a future competitive funding cycle.

Notwithstanding the foregoing, the Department may consider a change in the actual Allocation Criteria for which a Project has received scoring consideration, but only if (i) the Project or Applicant qualified for the relevant Allocation Criterion when the Application was submitted; (ii) the Allocation Criterion is no longer feasible through no fault of the Applicant; and (iii) the Applicant can substitute another Allocation Criterion that would result in an equal or higher competitive scoring ranking. Generally, all direct and indirect transfers or assignments of an interest in a Project require the prior written consent of the Department and the payment of a transfer charge, as set forth in Section IX of this Manual.

G. HOUSING CREDIT PERCENTAGE

Under HERA, the Credit percentage was locked at 9% for buildings allocated by December 31, 2013. Absent Congressional action to either extend or make this "flat rate" permanent, both of the percentages will once again become monthly "floating rates."

Historically, the Department has underwritten credit allocation using a fixed 9 % and 4 % for Credit percentage. The Department acknowledges the disparity of 9 % and 4 % compared to current Credit percentages and its impact on underwriting. The Department

will work with applicants who did not have previous notice of a change to a floating rate on a project to ensure it will not threaten the tax credit equity any more than is required by statute.

H. FEASIBILITY AND VIABILITY ANALYSIS

The Department is required to limit the Allocation of LIHTCs to any Project to the amount it determines is necessary for the financial feasibility and viability of the Project as outlined in Section 42(m)(2) of the Code. The Department is required to perform this analysis at each of the following times:

- When the Applicant submits an Application for LIHTCs;
- When the Department makes a carryover allocation by entering into a Carryover Allocation Agreement; and
- When the final application for the Project is analyzed after the project is built and tenants are in place.

In order to allow the Department to perform these analyses, the Applicant must submit, among other things, (i) a comprehensive development budget showing all sources and uses of funds and the total financing plan for the Project and (ii) a fifteen-year operating pro forma for the Project. The form and detail of each of the budgets must be satisfactory to the Department and must be consistent with provisions of Treasury Regulation 1.42-17 and Section 42.

The Department will review the reasonableness of the development and operating budgets submitted by the Applicant. It may require the Applicant submit documentation to substantiate that any or all of the Project's revenue or costs are reasonable and appropriate. In addition, the Applicant may be required to submit a copy of an appraisal with an effective date within (6) months of the issuance of the LIHTC Reservation Letter to establish value of the land for the Project. Further, the maximum amount of LIHTCs allowable to a Project is subject to the other limitations of the LIHTC Program, such as the LIHTC Program Limits set forth in Section II.

Based on the feasibility and long-term viability analysis performed by the Department, the amount of the Carryover Allocation may be less than the amount set forth in the Department's LIHTC Reservation Letter, and the amount of the final LIHTC Allocation reflected in IRS Form 8609 may be less than the amount of the LIHTC Reservation and/or Carryover Allocation.

1. MARKET ANALYSIS

A complete market analysis must be submitted prior to Equity Closing. The market analysis must satisfy the requirements of this section, and Section 42 of the Code. An independent third party analyst, using generally accepted principles and theory, must

prepare the market analysis. The analyst must be included on the Department's list of approved providers. The analyst must have demonstrated experience in the proposed Project's market area and with the rent-restricted market. The rental analysis section included in the market analysis report must be completed by a State Certified General Appraiser.

The market analysis must have an effective date no more than six (6) months prior to the date of Equity Closing. An update of a market analysis will be accepted, at the Department's discretion, if the effective date of the original market analysis is within 12 months of the date of Equity Closing.

The market analysis must demonstrate to the Department the Project is creating, preserving, or renovating housing that current market forces are not addressing. In addition, the market analysis must address current market conditions and determine the Project is viable and provides units at below market rents or gives some other public benefit.

The Department will accept a current FIRREA appraisal with an effective date of no more than six (6) months prior to the date of Equity Closing in lieu of the required market analysis provided the market analysis and rent discussion sections include the information summarized below and detailed in the OHCS Market Analysis Requirements. In addition, at the Department's discretion the Department may require further market justification of the Project, or accept a market analysis in a different format. Any deviation from the market analysis requirements must be approved in writing by the Department prior to Equity Closing. The Department reserves the right to contact the market analyst as needed.

The list of approved providers may be found at the following location: www.oregon.gov/ohcs/PAGES/MFH_MULTI_FAMILY_HOUSING_SECTION.aspx, or by contacting the Department's Multi-Family Housing Resources Section.

All market studies should include the following information:

1. Executive Summary

2. Project Description

- a. Description of Market Area (general and specific)
- b. Site Amenities (include any unique characteristics)
- c. Description of Improvements (as available in the case of new construction)
 - i. Unit mix, unit amenities, common amenities;
 - ii. Comparison to market rate Projects (does Project have typical finish, amenities found in local market); and

- iii. Comparison to other rent restricted Projects.

3. Market Area Economy

- a. Delineation of market area
- b. Population and household trends
- c. Housing trends, including proposed Projects and other new developments
- d. Supply and Demand Analysis
 - i. Market Rate Supply
 - Existing
 - Potential/Developing
 - ii. Market Rate Demand
 - Vacancy rates, incentives
 - Rent Trends
 - Absorption
 - iii. Rent-Restricted Supply (discuss HUD-assisted housing, LIHTC Projects, other subsidized Projects, and public housing, as applicable)
 - Existing
 - Potential/Developing
 - iv. Rent-Restricted Demand
 - Vacancy Rates
 - Market Penetration Analysis (using income banding – minimum and maximum for Project)
 - Projected Absorption for Project
 - v. Analysis of Project's special needs population, if applicable
 - Statistical and anecdotal information from appropriate social services agencies
 - Analysis of specific demand for special needs units
 - vi. Conclusion: Project's competitive position

4. Competitive Rental Market

- a. Description of Comparable Properties, both market rent and rent-restricted
 - i. Analysis of rent, including amenities and utilities
 - ii. Conclusion of Rents by unit type
- b. Analysis of Rent Gap (Gap between maximum restricted rents, Projected restricted rents and market rents)
- c. Analysis of Project's effect on the market area, including the impact on Tax Credit and other existing affordable rental housing

5. Conclusion

- a. Specific Questions asked about the property
 - i. Is the Project as proposed viable?

- ii. Does the Project meet a current or projected market need?
 - iii. Does the Project supply units below market and
 - iv. If not, does the Project provide some other public benefit?
- b. Summary.
- i. Recap of Project, and
 - ii. Conclusion and Recommendations.

I. LIHTC RESERVATION AND CARRYOVER ALLOCATION

All Projects that receive an Allocation of Credit will receive a Carryover Allocation. To receive a Carryover Allocation, the Applicant must meet all of the LIHTC Reservation and Carryover Allocation requirements in Section VII of this Manual as well as other applicable Program Requirements. If any building in a Project will be placed-in-service in the same year as the Application, that building does not need a Carryover Allocation, but the Applicant will be required to comply with all of the placed-in-service Allocation requirements before the end of the calendar year, in addition to meeting other applicable Program Requirements.

All LIHTC Carryover Allocations will be made on a “Project” basis. The LIHTC amount that qualifies for a Reservation to any Project is the lump sum amount of that available to each qualified building in the Project. The actual amount of LIHTCs available for any specific building will be apportioned from the lump sum Carryover Allocation of Credit and determined when that building satisfies the placed-in-service Allocation requirements.

J. EQUITY CLOSING

The Applicant must give the Department at least a 30-day notice of the scheduled Equity Closing. At least ten 10 days prior to the scheduled Equity Closing, but after the general contractor bids have been received, the Applicant must submit the Project’s updated development budget, sources of funds, and documentation to substantiate the accurate LIHTC pricing, all to the satisfaction of the Department. Using this budget, the Department will evaluate the balance of sources and uses and confirm the approved Developer Fee (see Section II.D).

K. RESERVATION AND EXTENDED USE AGREEMENT (REUA)

As a condition of receiving an Allocation from the Department, the Applicant must enter into an REUA satisfactory to the Department that applies to each building in the Project. The REUA addresses, among other things, the requirements of Section 42 of the Code, federal and state law, the LIHTC Program, and the terms of the Application and of the Reservation Letter and/or Carryover Allocation Agreement.

The provisions of the REUA will apply for an “Affordability Period” of 60 years from the date the Project is placed-in-service (the 15-year compliance period and an additional 45-year period, referred to as the “extended low-income use period”). This is in excess of the federal regulations in Section 42 of the Code that requires a minimum period of 30 years from the date the Project is placed-in-service (the 15-year compliance period and an additional 15-year referred to as the “extended low-income use period”). The Department reserves the right to modify, suspend, waive or release provisions of the REUA subject to applicable law.

L. FINAL ALLOCATION AND FORM 8609

For Projects receiving a Carryover Allocation, the Applicant will have until the deadline(s) set forth in the LIHTC Reservation Letter or Carryover Allocation Agreement to ensure each building in the Project is placed-in-service and meets all the placed-in-service Allocation requirements in Section VIII of this Manual. If the Applicant complies with the terms and conditions of the LIHTC Reservation Letter and Carryover Allocation Agreement, all other Program Requirements, and all requirements of other Department resources, the Department will make a final Allocation of LIHTCs for each qualified building by issuing IRS Form 8609.

The Regulatory Agreement (or Declaration of Land Use Restrictive Covenants), in form and substance satisfactory to the Department, must be executed and recorded by Applicant as part of the Permanent Loan Closing/Permanent Loan Conversion. It must be recorded in first lien position as a restrictive covenant running with the land and binding upon the Applicant’s successors in interest.

If liens are recorded prior to the Regulatory Agreement, those liens must be subordinate to the interests of the Department as shown in the Regulatory Agreement.

If the Applicant has established a long-term lease in lieu of Ownership, the Owner of the land and relevant improvements and holders of any liens or encumbrances with respect to same established before the recording of the Regulatory Agreement must execute and record a subordination agreement satisfactory to the Department. The subordination agreement, *inter alia*, shall specify the Owner’s interest is subject to, and any other parties’ security interest is subordinate to, the interests of the Department as shown in the Regulatory Agreement.

M. MINIMUM AND ADDITIONAL LOW-INCOME HOUSING ELECTIONS

In order to qualify for LIHTCs, an eligible building must be part of a Qualifying Low-Income Project. A Project is qualifying under the Code only if it meets one of the following minimum elections:

1. ___ At least 20% of its units are rent-restricted and rented to households with incomes at 50% or less of area median gross income, adjusted for family size (the “20-50” test)

OR,

2. ___ At least 40% of its units are rent-restricted and rented to households with income at 60% or less of area median income, adjusted for family size (the “40-60” test).

Furthermore, a Project is qualifying under Program Requirements only if the income limits for the selected minimum low-income housing commitment above apply to all residential units in the Project, with the exception (if allowed by the Department) of a unit in a Project building reserved for occupancy by an on-site manager.

Each such low-income housing unit must be rent-restricted, with the maximum gross rent of each housing unit not to exceed 30 % of the applicable area median income (AMI). Gross rents for LIHTC housing units for which Section 8 vouchers are utilized may exceed 30 % of the applicable AMI as allowed by the public housing authority providing the Section 8 voucher and applicable law, but the tenant portion of such rent cannot exceed the lesser of 30 % of the applicable AMI or the tenant’s calculated rent based on the tenant’s income as established by the public housing authority.

In addition, the Applicant may commit to serve tenants at a lower percentage of AMI for all or a selected portion of the total low-income housing units in the Project.

Income and rent restrictions must be identified at the time of Application and are irrevocable, unless modified, suspended, or released by the Department at its sole discretion consistent with law. Such income and rent limitations constitute restrictive covenants running with the land and are binding upon the Applicant and the Applicant’s successors in interest.

N. DEVELOPER FEE AND ELIGIBLE BASIS LIMITATIONS

Generally, that portion of the developer fee related to the construction or rehabilitation of a low-income building is capitalized as part of a building’s basis and, therefore, is eligible for LIHTCs. In the case of an acquisition/rehabilitation Project, the developer fee must be allocated among the various Project components. For example, the portion of the developer fee that is earned with respect to the closing process on the acquisition of the land is ineligible for Credit. The portion of the developer fee earned for the acquisition of the existing building may be eligible for 4 % LIHTC.

Expenses for activities occurring prior to the start of construction may or may not be included in eligible basis. You are therefore advised to consult with your tax advisor who is familiar with the tax law as it pertains to LIHTC Projects in this regard. In cases where there is an unusually large amount of pre-construction expenditures being treated as included in eligible basis, the Applicant may be asked to provide a written explanation from their tax advisor as to why this is the case and the technical basis for inclusion.

O. COMPLIANCE WITH LAW AND COMMITMENTS

Each building in the Project must be owned, managed, and operated as a residential rental property consistent with Section 42 of the Code and other Program Requirements.

P. USE OF DEPARTMENT’S CONTRACTS, AGREEMENTS, AND OTHER LEGAL DOCUMENTS

Applicant must execute and (if requested) record all documents required by the Department (in form and substance satisfactory to the Department), including but not limited to the Carryover Allocation Agreement and Regulatory Agreement, binding it and the Project to comply with Program Requirements.

Most required documents have been approved in template form by the Oregon Department of Justice (DOJ). It is expected that documents will be executed by Applicant as provided by the Department.

Any proposed changes must be submitted in writing. Any changes are subject to the Department’s sole discretion. Applicants must allow adequate time for review and comment by the Department. All changes must be expressly approved by the Department, in consultation with DOJ, prior to execution and recording. **Applicant is responsible for legal and administrative costs of the Department in negotiating terms outside of the boilerplate language in required documents.**

Q. PROJECT DISQUALIFICATION/CANCELLATION

The Department may disqualify the Project and Application as well as cancel or modify an LIHTC Reservation and any Allocation of Credit or approval of any other Department funding for a Project if:

- The Applicant fails to comply with any Program Requirement, including but not limited to the timely payment of charges and fees and the execution and recording of documents satisfactory to the Department;
- The Department determines the Applicant or other Program participant made a material misrepresentation, directly or by omission; or
- The Department determines the Applicant or other Program participant is debarred from accessing Program resources or otherwise is not a qualifying Applicant.

The Department will have no duty, obligation, or liability to the Applicant, the lender, the Credit investor, or other related Program participant for such disqualification or cancellation. Applicant and related Program participants, including lenders and Credit equity investors, expressly waive any claims, causes of action or other remedies against the Department with respect to a disqualification, cancellation, or modification as described above as a condition of Applicant’s filing of its Application or their participation in the Program.

R. ENFORCEMENT

If the Applicant, Owner, or other Program participant defaults with respect to any Program Requirement or other obligation to the Department, the Department may elect to pursue any and all remedies available to it under the Program Requirements, including executed documents, or otherwise available to it by law. These remedies include, but are not limited to cancellation of an Application review, revocation or modification of an Allocation Credit or other award of Department resources, debarment of person or entity from accessing Department Programs, rescission of allocated or disbursed resources, specific enforcement, actions for general, specific or punitive damages, appointment of a Project receiver, foreclosure of secured interests or otherwise remediate situation.

Furthermore, the Department may specifically reserve the right to modify, waive, or postpone any created restrictive covenants or equitable servitudes with respect to the Project or any part thereof.

In addition, the Applicant should understand that the Department is required to report events of non-compliance to the IRS regardless of whether or not any non-compliance with Program Requirements is corrected.

Nothing in the Program Requirements is intended or shall be construed to create a duty or obligation of the Department to enforce any term or provision of the Program Requirements or exercise any remedy on behalf of, at the request of, or for the benefit of, any former, present, or prospective resident. The Department assumes no direct or indirect obligation or liability to any former, present, or prospective resident for violations by the Applicant, Owner or any other Program participant.

S. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510,

1. The applicant certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal Department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

II. Program Limits

The Department has established the following LIHTC Program limits (Program Limits) for selecting Projects for LIHTC Reservations and Allocations. The Applicant must demonstrate in the Application compliance with all Program Limits. In determining the amount of LIHTCs to allocate, the Department may reduce the budget and/or LIHTCs to comply with the Program Limits listed below.

A. MAXIMUM LIHTCS

As required by Section 42 of the Code, the Department will allocate no more than the minimum amount of LIHTCs needed to ensure that the Project will be financially feasible and viable as a qualified low-income housing development throughout the Credit or Affordability Period. Currently, this Affordability Period commitment is a minimum of sixty (60) years from the date the Project is placed in service as described in IRC §42.

As part of the Departments' LIHTC determination, the Department will evaluate each Project based upon the Project's feasibility and viability. This includes but is not limited to, examining the development and operational costs of each Project as well as the market need and demand.

B. MAXIMUM CONSTRUCTION CONTINGENCIES

The maximum amount of LIHTCs reserved or allocated to a Project will be determined after limiting the rehabilitation contingency to 10 % of the rehabilitation costs and the new construction contingency to 5 % of new construction costs. Rehabilitation costs include rehabilitation hard costs, site work costs, and contractor profit and overhead. New construction costs include new construction hard costs, site work costs, and contractor profit and overhead.

C. MAXIMUM LIHTCS PER PROJECT

Credit Reservations and Allocations to a single Project are limited to not more than 10 % of the Per Capita Annual Authority Available in a given year (Application Cap), rounded up to the nearest \$100,000.

D. MAXIMUM DEVELOPER FEES

The Department will consider Developer fees in the aggregate, up to 15% of Total Project Costs less reserves, and less the requested developer fee amount. For this purpose, developer fees shall be deemed to include all consultant fees (other than arm's length architectural, engineering, appraisal, market study and syndication costs), and all other fees paid in connection with the Project for services that would ordinarily be performed by a developer, as determined by the Department.

The Developer Fee will be set at the time of the construction/equity closing based on the Project's final budget after construction bids have been accepted and final sources and uses have been balanced. The fee presented in the Placed-in-Service documentation may not exceed the amount finalized at closing. It is expected that a Project with excess funds will return those funds to one or more of the public funders involved upon Project completion. Other Department resources will have a priority for return upon the determination of excess funds for the Project.

To be included in tax credit basis, deferred developer fees must be due and payable at a date certain generally within a time period that does not exceed 15 years. Cash-flow Projections must support the expectation of repayment.

For acquisition/rehabilitation Projects where the cost of rehabilitation is less than 25 % of the reasonable "as-is value" of the building, the Department will only allow developer fees up to 10 % of Total Project Costs less reserves, and less the requested developer fee amount. Total rehabilitation costs consist of the budget categories of site work, rehabilitation, contractor overhead and profit, and contingency. The Department may require a current third-party FIRREA compliant appraisal to establish the buildings' "as-is" value to be ordered by the Department or third-party lender and to be paid for by Applicant.

For the purposes of this policy, Reserves, Developer Fee and any amounts attributed to commercial areas or other non-residential areas are not considered part of the Total Costs upon which the Developer Fee is determined.

Using the final budget at Equity Closing, the Department will evaluate the balance of sources and uses and confirm the amount of the final Developer Fee.

E. MAXIMUM CONTRACTOR’S PROFIT, OVERHEAD AND GENERAL CONDITIONS

When the general contractor is a Principal, Related Party or otherwise has an Identity of Interest with the Applicant or Project Owner, the Department will limit the contractor’s combined profit, overhead and general conditions to 10 % of total rehabilitation/construction costs plus site work costs. All others will be limited to a combined profit, overhead and general conditions amount of 14 % of construction costs plus site work.

F. STATE DESIGNATED ELIGIBLE BASIS BOOST

HERA authorized allocating agencies to extend the 130 % eligible basis boost to buildings the state designates as requiring an increase in the LIHTC amount to be financially feasible, effective for buildings placed in service after the July 30, 2008 date of enactment. Prior to HERA, only designated Difficult to Develop Areas (DDA) and Qualified Census Tracts (QCT) were eligible for the 130 % basis boost.

Buildings in DDAs or QCTs that already qualify for the “boost” in eligible basis do not qualify for an additional state designated increase.

Projects with one or more of the following characteristics may qualify for the State’s Basis Boost:

- Involves the acquisition or rehabilitation of Preservation Projects with at least 25 % of the units having federal Project-based rent subsidies.
- Projects serving permanent supportive housing goals.
- Projects located in an area where workforce housing needs are identified or community needs show a preference for the housing in the area.
- Projects located in Transit Oriented Districts (TOD) or Economic Development Regions (EDR’s) as designated by local governments, or Projects in a designated state or federal empowerment/enterprise zone or Public Improvement District (PID), or other area or zone where a city or county has, through a local government initiative, encouraged or channeled growth, neighborhood Preservation, redevelopment, or encouraged the development and use of public transportation.
- Projects that result in the de-concentration of poverty by locating low-income housing in low poverty areas, which are Census Tracts where less than 10 % of the population lives below the poverty level.

Projects seeking the State’s Basis Boost must submit the Request to Use 130 % State Basis Boost Form in the LIHTC Supplemental Application Forms. Determinations by the Department with respect to requested Basis Boosts are at the Department’s sole discretion.

G. HOUSING CHOICE SECTION 8 VOUCHERS

In relation to Housing Choice Section 8 vouchers utilized within LIHTC units, the tenant portion of the rent cannot exceed the calculated rent based on the tenant's income as established by the public housing authority.

III. Minimum Threshold Requirements

All Projects must meet the minimum threshold requirements listed below (Minimum Threshold Requirements) by the Application deadline in order to be considered for a LIHTC Reservation and Allocation.

- A.** The Applicant is responsible for demonstrating to the satisfaction of the Department that the Project meets all of the Minimum Threshold Requirements. Projects determined by the Department to not meet all of the Minimum Threshold Requirements will be disqualified and will not be eligible for a LIHTC Reservation or Allocation. **COMPLETE APPLICATION AND APPROPRIATE CHARGE**

The Applicant must submit a complete, legible, and executed Application satisfactory to the Department. The Applicant must include all required attachments and the appropriate Application charge by the deadlines established by the Department. The Applicant must use the Department's Application forms. Please see Section IX for details on the Application charge.

The Application, attachments, and Application charge must be received by the Department at its office no later than 5:00 pm Pacific Time on the Application deadline. No late Applications will be accepted.

The Applicant may pay the charge with a business or personal check, a money order, or a cashier's check. Cash is not accepted. An Application submitted with a check that is returned for insufficient funds will be disqualified and not considered further. The check will be returned to the Applicant.

The Applicant must include all of the required attachments to show the Project meets the Minimum Threshold Requirements and all Allocation Criteria the Applicant has selected for the Project.

Material changes to an Application will be permitted in a signed writing by an authorized representative of the Department. If the Applicant requests a material change be made to the Application after it has been submitted and the Department refuses to permit the change, the Application will be deemed to be cancelled and a new Application and charge must be submitted before the Application deadlines referenced above. The Department will determine whether or not a change to the Application is material.

For purposes of considering Project eligibility for LIHTC, satisfaction of the Minimum Threshold Requirements, Project Allocation Criteria scoring, and Project rankings, the Department will only consider the material and information included in the Application when it is first submitted, except for (i) changes permitted by the Department in its discretion, and (ii) material accepted during a Correction Period (as described in Section B below).

B. CORRECTION PERIOD

If the Department determines an Application is substantially complete, but a minor item is missing, incorrect, or needs clarification, the Applicant will have five (5) business days from receipt of written notice from the Department to deliver the required information to the Department. At the discretion of the Department, additional time may be permitted to submit the required information. The written notice will be sent to the address of the contact person identified in the Application. If the Applicant fails to submit the required information within the required time period (including extensions); the Department may disqualify the Application.

The Correction Period does not apply to any Application determined to be materially incomplete by the Department.

C. REQUIREMENTS, DISCLOSURES AND PROGRAM LIMITS

The Applicant and the Project must comply with all of the requirements and disclosures listed in Sections II and III.

D. MINIMUM PROJECT QUALIFICATIONS

In order to submit an Application, the Applicant must ensure the request for Department funding sources does not exceed the Allocation of available funds and must fill out a Qualification Worksheet form to demonstrate that the Application meets one or more of the following conditions:

- 1. Leverages Significant Other Funds.** The Application demonstrates a significant investment from local, state, or federal entities, in addition to the Department funding sources requested in the Application. The judgment as to whether or not such investment is “significant” will be made by the Department considering factors that may include, but are not limited to: (i) the amount of other funding received compared to what the entity has to offer, (ii) the amount of such funding relative to the amount of requested funds, (iii) the amount of such funding relative to total funding costs of the Project, (iv) the amount of such funding relative to funding in other Applications within the same Geographic Region, and (v) the contribution of such investment to the sustainability of the Project for its intended affordability period.

Investment may take the form of, including but not limited to: (i) land donation, (ii) cash grant or loan, (iii) property tax exemption, (iv) system development charge fee waivers, (v) HUD, RD, VA rental assistance contracts, Project-based rental assistance vouchers; and (vi) other tangible financial contribution from a local, state or federal entity.

2. Serves a Geographic Priority Area. Based on population need and affordable housing inventory evaluated annually and published in the Notice of Funding Availability.

3. Preserves Federal Rent Subsidies. The Project has federal Project-based rental assistance (PBRA) that meets the following criteria:

- an existing PBRA contract that will be preserved/renewed, and
- at least 25 % of the units in the Project must be subject to the PBRA contract.

4. Meets Multiple Policy Objectives. The Application demonstrates a meaningful public priority as indicated by meeting multiple local, regional, state agency or legislative goals.

Failure of the Applicant to satisfy at least one of the Minimum Project Qualifications will disqualify Application.

E. ASSET MANAGEMENT COMPLIANCE

Applicant's current portfolio of Projects monitored by the Department must be in compliance with required Program and Department regulations. Each Applicant will be evaluated using a standardized internal process reviewing asset management and compliance categories with portfolio thresholds. Compliance categories evaluated will include the following:

- Most recent rating received for management reviews;
- Physical inspections;
- Tenant file reviews;
- REAC scores;
- Submission of required reporting including financial audits and certifications of program compliance (CCPC's);
- Owner and Management cooperation with reporting and communication; and
- Need or outcome for a community evaluation within the last year.

Portfolio thresholds will be evaluated based on the size of the portfolio.

F. PROGRAM COMPLIANCE

Applicants must satisfy the Program Requirements for all applicable Department funding sources requested as necessary for the financial feasibility. Each Department funding

source has separate requirements within the Application, including forms and exhibits that must be submitted simultaneously with the Application. These Applications, forms and exhibits are more particularly described and available in the NOFA Application Manual. The Application must be in compliance with all relevant Program Funding Requirements in order to be competitively scored.

G. RESIDENT SERVICES

The Applicant is required to provide a Resident Services Description at the time of Application, in accordance with the goals and guidelines below.

1. Resident Services Description Goals

The anticipated outcomes and overall goals of the Resident Services Description and subsequent plan are as follows:

- Through coordination, collaboration, and community linkages, residents will be provided the opportunity to access appropriate services which promote self-sufficiency, maintain independent living, and support them in making positive life choices; and
- To maintain the fiscal and physical viability of the development by incorporating into the ongoing management the appropriate services to address resident issues as they arise.

2. Resident Services Description Guidelines.

A Resident Services Plan must include these general guidelines:

- General low-income population support and services may include improving residents' ability to maintain their lease obligations, enhance quality of life through programs for employment, education, income/asset building, child and youth development, community building and improving access to services.
- Elderly support and services should include improving residents' ability to uphold their lease throughout the aging process through better access to health and other services, enhanced quality of life through community building, socialization, and other programs.

Support and services for special needs population should focus on the strengths and needs of the target population to provide for not only the daily support but to be part of the larger community.

H. READINESS TO PROCEED

1. Site Control

The Applicant must have control of the land and other real property necessary for the Project by the Application deadline and submit evidence of that control with the Application. Acceptable evidence of site control is a document that has a complete and accurate legal description and is either:

- a recorded deed or conveyance showing the Applicant has Ownership;
- a valid purchase and sale agreement;
- a valid option to purchase;
- a valid option for a long-term lease; or
- other evidence satisfactory to the Department

The name on the evidence of site control and the Applicant list must be exactly the same. The site control document also must identify the exact same area as the Project site listed in the Application and the exact same cost for the land and/or existing buildings for the Project referenced in the development budget provided with the Application. If the site description in the Application and the site control document are not exactly the same, the Applicant must provide a narrative description and supporting documentation satisfactory to the Department to clarify how the area and cost for the Project were established.

The Department will only accept 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 there is more than one Application received for the same site, or any part of the same site, the Department may disqualify one or all of the Applications. The non-refundable Application charge for each Applicant will be retained by the Department.

2. Additional Federal Project Resources Status

If the Applicant has identified additional federal resources, such as rental or capital assistance from Housing and Urban Development (HUD), US Department of Agriculture Rural Development (RD), or Veteran's Administration, as part of the funding structure, the Applicant will be required to provide evidence satisfactory to the Department that an application for these resources has been submitted and remains active.

3. Adequacy of Development Schedule

The development schedule provided, will allow the Applicant to meet the required deadlines for LIHTC, HOME, GHAP, OAHTC HELP, and LIWP Programs.

The Applicant's development schedule must clearly demonstrate that funds will be invested and the Project will be constructed, leased and stabilized within all required Program(s) time frames. These deadlines are published in the appropriate Department program manuals.

I. RELOCATION PLAN

Permanent displacement or relocation due to Department funding is strongly discouraged. If any relocation or displacement might occur as a result of an Allocation, the Application must contain a relocation plan satisfactory to the Department including all of the following:

- A complete survey of existing tenants using the format provided by the Department. This survey must be augmented to include third party income verification and be completed and approved by the Department prior to the Equity Closing;
- Type of displacement that will occur (permanent or temporary)
- Proposed relocation/displacement process. Indicate compensation and advance notice provided to those subject to displacement;
- Availability of comparable units in the community;
- Describe the local jurisdiction displacement/relocation policies, if applicable;
- Describe how tenants with disabilities will be assisted regarding relocation or displacement;
- Provide regular updates on each resident to be relocated or displaced; and
- For Projects receiving federal funds, the Uniform Relocation Act (URA) may apply. URA requirements, if inconsistent, will supersede any of the above.

J. CONSISTENCY WITH STATE OR LOCAL CONSOLIDATED PLAN

The Department is required to develop a comprehensive state plan for low-income Oregonians (OAR 456.572). The Department has adopted the state and local Consolidated Plans as its comprehensive state plan.

All Projects must be consistent with the state and local consolidated plan at the time the Application is submitted.

K. GREEN BUILDING STANDARDS

One of the following Green Building Standards of construction must be included in the development of low-income housing:

- Enterprise Green Communities;
- Earth Advantage Homes; or

- LEED for New Construction

Applicants must comply with all the standards and requirements of their selected Program. Upon completion of the Project, the Applicant will be required to provide a Certification and appropriate documentation that the Project was completed according to the applicable Green Building Program. The Department reserves the right to rescind LIHTCs if Green Building Standards are not timely satisfied.

L. DEVELOPMENT TEAM CAPACITY

The Applicant must demonstrate to the satisfaction of the Department that the Applicant, the developer, and/or the development consultant under contract:

- has successfully completed a multi-family housing Project of a comparable number of housing units, of similar complexity, and for a similar target population as the proposed Project;
- has the necessary level of staffing and financial capacity to successfully manage development and operations of the current Project portfolio, including but not limited to, all current and pending LIHTC Projects and applications; and
- has completed previous LIHTC Projects successfully for which a LIHTC allocation was received in Oregon or other states.

If the Applicant is using a development consultant to show this capacity, the Applicant must also submit a copy of the executed contract detailing terms, conditions, and responsibilities between the Applicant and the development consultant.

M. PROPERTY MANAGEMENT CAPACITY

If the Applicant is going to employ a property manager with respect to the Project, the Applicant must provide a document detailing the experience level of the proposed property management firm that demonstrates they have successfully managed:

- A multi-family housing Project of a comparable number of housing units and/or of a similar complexity as the proposed Project; and
- A multi-family assisted or subsidized housing Project with local, state, and/or federal operating requirements comparable to those of the LIHTC Program.

N. CONSULTANT CONTRACT

If consultant services and corresponding fees are not detailed in the developer agreement, the Applicant must submit a copy of each consultant contract that itemizes the services to be performed by each consultant and the amount of the consultant fee for each service or group of services.

O. FINANCIAL FEASIBILITY

The Applicant must submit a proposed source and use of funds and a 15-year operating pro forma for the Project demonstrating financial feasibility and viability for the initial 15-year compliance period, plus three (3) years after the ownership change that are without rent increases to certain existing tenants. In addition, the Applicant must demonstrate the Project will continue to be economically feasible and have adequate replacement reserves for an additional 15 years after the initial 15-year compliance period. The operating pro forma must list each of the 15 years separately and include assumptions, notes and explanations regarding the income and expense projections.

Absent a long-term commitment (the Department recommends a 20 year contract, if offered), projects with rental assistance must demonstrate financial feasibility excluding the rent subsidy.

If the Project includes commercial and/or other non-residential space, the Applicant must submit the following information and supporting documentation in addition to the residential pro forma requested above:

- A breakdown of the total residential and commercial Project costs;
- A list of the financing sources for the commercial development costs;
- Ownership entity and management agent of the commercial components; and
- A 15-year operating pro forma for both the residential and commercial areas.

Forms an Applicant will need to submit for residential and commercial/non-residential Applications are incorporated into the Application form provided by the Department and can be found at the following website address:

www.oregon.gov/ohcs/PAGES/MFH_MULTI_FAMILY_HOUSING_SECTION.aspx

P. REHABILITATION AND REPLACEMENT RESERVES

At the time of Application, requests for rehabilitation Projects are required to provide a thorough Capital Needs Assessment (CNA) satisfactory to the Department. The CNA must address the following components:

1. **Critical repair items:** All health and safety deficiencies, or violations of Housing Quality Standards (or Uniform Physical Condition Standards), requiring immediate remediation.
2. **Two-year physical needs:** Repairs, replacement and significant deferred and any other maintenance items that need addressing within 24 months of the date of the report.
 - Include any necessary redesign of the Project and market amenities needed to restore the property to a reasonable standard of livability;; and
 - Include these repairs in the development budget and fund with construction-period fund sources.

3. **Long term physical needs:** Repairs and replacements beyond the first two years required to maintain the Project's physical integrity over the next 30 years, such as major structural systems that will need replacement during that period. These repairs are to be funded from the Replacement Reserves Account.
4. **Analysis of reserves for replacement:** An estimate of the initial and monthly deposit of the Replacement Reserves Account needed to fund long-term physical needs, accounting for inflation, the existing Replacement Reserves Account balance, and the expected useful life of major building systems. This analysis should not include the cost of critical repair items, two-year physical needs or any work items that would be treated as normal maintenance or repair expense.

The Department, or third-party representative, may perform inspections prior to, during and following an initial Reservation of LIHTCs by the Department. The Department, based on such inspections or otherwise, may disqualify an Applicant from advancing their Application, terminate or revoke a Reservation or Allocation, or exercise other available remedies including, but not limited to, requiring changes to the Application or Project scope of work or budget. A replacement reserve or holdback of other funding capitalized in advance may be required. The Department may verify if work has been performed to its satisfaction. The Department may require remediation of unsatisfactory work or conditions.

In accordance with the Code, there must be minimum expenditures of at least \$6,500 per unit or 20 % of the unadjusted basis of the building, whichever is greater. The Department, however, will require that actual expenditures be sufficient to complete all the recommended improvements shown in the CNA.

Q. DISQUALIFICATION

The Department may disqualify any Application that does not meet the requirements and disclosures listed in Section I, the Program Limits in Section II, and the Minimum Threshold Requirements listed in Section III by the Application deadline.

IV. Project Ranking Policies

This section explains the Department's procedures for ranking Projects and awarding LIHTCs within the Regional LIHTC Funding Allocations. The Allocation Criteria and scoring system used by the Department are set forth in Section IV.

A. DEPARTMENT PRIORITIES

For the purposes of ranking Projects and allocating credit dollar amounts, the Department will give preference to Projects that serve the lowest income tenants for the longest period of time, and are located in qualified census tracts and the development of which

will contribute to a concerted community revitalization plan. In determining housing priorities, the Department will consider Applicant and Project characteristics. The Department will give weight to those Projects that, among other things:

- Demonstrate the strength/capacity of Applicant including but not limited to financial strength, past compliance, and development record;
- Are consistent with the Department’s energy efficiency guidelines and green building requirements identified in the funding application;
- Create affordable housing opportunities in areas identified with significant population or housing condition needs, including public housing waiting lists;
- Create affordable housing opportunities in areas identified as previously underserved;
- Address critical housing needs within communities;
- Create housing in communities responsive to local or statewide policy initiatives;
- Create housing in communities that are part of neighborhood Preservation, community revitalization, or redevelopment effort;
- Result in the de-concentration of poverty by locating low-income housing in low poverty areas, which are Census Tracts where less than 10 % of the population lives below the poverty level;
- Create housing for families with children and special needs populations;
- Involve the acquisition or rehabilitation of Preservation Projects with at least 25 % of the units having federal Project-based rent subsidies;
- Integrate with other community needs through mixed-income or mixed-use Projects;
- Are located in proximity to services, employment opportunities, and/or transportation;
- Are responsive to neighborhood character and population needs;
- Leverage the Department’s resources through other sources of funding;
- Involve collaboration between multiple entities from the public, private and/or nonprofit sector;
- Reuse or rehabilitate existing housing stock; and
- Innovate to create opportunity and addresses obstacles, including Projects designed for eventual tenant Ownership.

B. REGIONAL ALLOCATION APPLICATION RANKING

LIHTC are awarded on a competitive basis to Projects of qualifying Applications that first meet the Minimum Project Qualifications and then meet both a Minimum Threshold Requirement and rank highest in overall scoring within each Geographic Region until all available LIHTCs are reserved for Allocation.

1. Regional LIHTC Funding Allocations

The Department established Geographic Regions that align with the states' five Regional Solutions Centers:

- **Central Oregon** (Crook, Deschutes, Hood River, Jefferson, Klamath, Lake, Sherman, and Wasco Counties);
- **Eastern Oregon** (Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties) ;
- **Metro Oregon** (Clackamas, Multnomah, and Washington Counties);
- **Southern Oregon** (Coos, Curry, Douglas, Jackson, and Josephine Counties); and
- **Valley/North Coast** (Benton, Clatsop, Columbia, Lane, Linn, Lincoln, Marion, Polk, Yamhill Counties).

In order to allocate Credits in a way that is commensurate with need around the state the Department evaluated:

- a. The number of renter households in each county earning 60 % or less county median family income.
- b. The number of extremely rent burdened households in each county with a rent burden of 50 % or more total household income.

The results were summarized by geographic region and weighted evenly when determining the percent of the states' need. The percentage of the states' allocation of LIHTC targeted to each region in the Notice of Funding Availability is based on the region's percentage of need.

Special adjustments may be made to each Notice of Funding Availability to establish an allocation floor by Geographic Region to promote adequate resources for at least one Project in each Region.

2. **Application Ranking Process**

Applications are first ranked by Geographic Region. Applications with the highest in overall scoring within each Geographic Region will be allocated LIHTCs until the balance of available LIHTCs or other Department funding sources are not adequate to support any other Applications within the Geographic Region.

If there are remaining LIHTC in any of the Geographic Regions, such remaining LIHTCs will be pooled, along with any remaining Department funding sources, for further consideration for the remaining unfunded Applications. Applications would then be ranked by overall score and additional reservations may be issued until the balance of available LIHTCs or other Department funding sources are not adequate to support any other Applications.

In the event of a tie throughout the ranking process, Tie Breaking Rules will be applied.

If LIHTC and/or other Department funding sources remain after the all reservation processes are complete, the Department may choose, at its sole discretion, whether or not to award any or part of the remaining LIHTC and/or resources.

3. **Forward LIHTC Commitment**

If due to insufficient Annual Authority, the last Project to receive an LIHTC Reservation or Carryover Allocation in any round receives a Carryover Allocation for only a portion of the LIHTC needed, the Department may choose to provide the Project a Forward Credit Commitment for the balance of LIHTCs needed from the following year. The Forward Credit Commitment will be contingent upon having Annual Authority available in the following year. Thus, the Forward Credit Commitment contract may be executed even though it is uncertain whether there will be any available Annual Authority. The Applicant should be aware of and assumes the risks of proceeding with a Project given this uncertainty.

The Department may choose to provide a Forward Credit Commitment to one or more Projects. The Department may, in its discretion, commit up to 10 % of the following year's anticipated Annual Allocation Authority given the Housing Finance Agency for this purpose.

If an Applicant receives a Reservation commitment of current funding cycle resources and receives additional LIHTCs in a subsequent year, the applicable Qualified Allocation Plan and LIHTC Program Manual will be those in place for the earliest allocation year.

4. **Scattered Site Proposals**

Applications consisting of multiple sites in different counties that cross between Geographic Regions will be treated as follows: the proposal would be evaluated in and funded from the Geographic Region where the greatest number of units in the property is sited.

5. **Qualified Non Profits (QNP)**

Section 42(h)(5) of the Code requires 10 % of the total amount of the Annual Allocation Authority be allocated to Projects eventually owned directly or indirectly by an organization that is a Qualified Non-Profit Organization (QNP). To be considered a QNP, the organization must be described in Section 501(c)(3) or Section 501(c)(4) of the Code and have as one of its exempt purposes the "fostering of low-income housing." Furthermore, the organization must materially participate in the development and operation of the Project throughout the compliance period. The

organization must not be affiliated with, or controlled by, a for-profit organization, entity, or individual. For a partnership, all general partners must be a QNP. For a limited liability company, all members, other than the investor/member, and managers must be a QNP. Further, the investor/member must not actively participate in the day-to-day management of the Company.

Material participation of the non-profit must be demonstrated if the Applicant is applying under the 10 % Non-Profit Set-Aside. In order to document an Applicants' QNP status, the Applicant must submit the following:

- A. A copy of the QNP's IRS determination letter,
- B. A complete and current as amended copy of the QNP's articles of incorporation as filed with the Secretary of State. The articles of incorporation must have as one of its exempt purposes the "fostering of low-income housing",
- C. Complete and current as amended copies of the bylaws and other governing instruments of the QNP,
- D. Evidence the QNP has an Ownership interest in the Project, and the QNP will materially participate in the development and operation of the Project throughout the Project compliance period,
- E. A certification by the QNP that is not Affiliated With, or Controlled By, a for-profit organization, entity, or individual; and
- F. A current list of names of all board members and officers of the QNP and any affiliation (plus the nature of the affiliation) such board member or officer has with any for-profit entities or individuals.

6. Allocation Criteria

Projects that meet Minimum Threshold Requirements, outlined in Section III, will move to competitive scoring. A high-level Scoring Committee will be developed for the state that will be comprised of Department leadership, industry professionals, and Oregon representatives unaffiliated with any of the Applications. There will be one or more committee members from Department leadership that will participate in all regional evaluation committees to ensure consistent processes.

Scoring Committee members will be vetted by the State Housing Council and will receive thorough training on the objectives and mechanics of the scoring process.

Applications will be reviewed and ranked by individual Scoring Committee members. Individual member scoring and rationale will be reviewed and discussed by the full

Scoring Committee. Final ranking will be established and Reservation recommendations made to the Department Director.

The Applicant is responsible for demonstrating in the Application that the Project meets the requirements of the Allocation Criteria selected.

7. Tiebreakers

If the total evaluation scores of two or more Applications result in a tie and LIHTC allocation availability is insufficient to fund all tied Applications, the following scores, in order of priority, will break the tie:

- Priority 1: Projects that score the highest in “Impact of Project”.
- Priority 2: Projects that score the highest in “Need for Project”.

C. RETURNED AND UNUSED LIHTC ALLOCATION AUTHORITY

1. Reissuing Returned Awards

In the event an Application being considered for a LIHTC Reservation or Allocation either withdraws or is cancelled, or was not originally allocated during the funding cycle, the Department, at its sole discretion, may do any of the following:

- a. If needed and available, fill Project gaps for previously funded Projects that have not met Carryover;
- b. Fund the next highest ranking Application from the current funding cycle that matches or is closest to the amount of LIHTCs and other Department funding sources available. The Applicant will be given 30 days to reevaluate the financial feasibility and determine whether or not the proposed Project can move forward. Once the Department has published the Application Rankings, such rankings will be used to allocate LIHTCs during the annual funding cycle until a subsequent Notice of Funding Availability has been published; and
- c. The Department may issue a Request for Proposal or special application process for Projects to compete for the unused LIHTC remaining.

To the best of its ability, the Department will maintain the desired funding split between Geographic Regions.

Applications will remain eligible for the funding cycle for which they applied for LIHTCs only if:

- The Applicant has not applied as a 4 % non-competitive Project and received a reservation of non-competitive credits.

If a funded Project cannot meet Carryover requirements, or becomes ineligible for the LIHTC for any other reason, the next highest ranking and eligible Project will be notified. Other Department funding sources for possible replacement Projects may also be reserved based upon any availability.

2. Re-evaluation of Reservation

The following events will result in a re-evaluation to continue a previously issued Reservation:

- a. Failure to close within 240 days of the Reservation,
- b. A material adverse change so the Project or Applicant no longer meets the Minimum Qualification Threshold or any of the competitively scored criteria,
- c. The proposed Project will not be placed in service by the date mutually agreed upon, and
- d. Other material causes at the Department's reasonable discretion.

In the event of a re-evaluation of an existing Reservation the Agency, at its reasonable discretion, may do any of the following:

- Revoke the Reservation,
- Approve requested changes to the original Application as proposed, and
- Take no action.

V. Allocation Scoring Criteria

If the Application passes the Minimum Threshold Requirements, then a Scoring Committee will score competitively two sections of the Application by the Scoring Criteria described below. These sections are:

- Need for Project; and
- Impact of Project.

The Department is committed to investing public resources in a way that makes best use of the funds considering all benefits to the community. The Department is also committed to ensuring resources are invested in a way that is geographically equitable, and responsive to the diversity of low-income housing needs around the state.

The scoring criteria are designed to measure the nature and extent of the need in the Applicants' community for the Project and the overall impact to the community. A total of 100 maximum points is possible, weighted 30 points to Need for Project, and 70 points to Community Impact, with a minimum overall score of 75 points as a threshold.

Any Application that does not have the minimum overall score of 75 points will be disqualified, and the Application charge will not be refunded.

Both quantitative and qualitative factors are considered in the scoring. In its process the Scoring Committee will rank Projects within regions after evaluating each Project as follows:

A. NEED FOR PROJECT: 30 POINTS

1. In the context of the region: 0-15 points

The Department has a vested interest in funding affordable housing in areas with the most need.

These scoring criteria use quantitative data on the distribution of and the demand for affordable housing within the region, as it compares to the individual community. High scoring Projects will address critical unmet needs and demonstrate an under representation of affordable housing compared to the region as a whole.

Applicable criteria would include the following:

- Equity of affordable housing distribution in the region;
- Population needs relative to other areas of the region;
- Housing condition needs relative to other areas of the region; and
- Demand for affordable housing relative to other areas of the region.

2. In the context of the community: 0-15 points

The Department has a vested interest in funding affordable housing that is most relevant and critical within a community.

These scoring criteria use quantitative data on the distribution of and demand for affordable housing for the target population within the community. High scoring projects will address critical unmet needs for populations that are under-represented with affordable housing within the community.

Applicable criteria would include the following:

- Equity of affordable housing distribution in the community;
- Population needs compared to needs of other populations in the community;
- Identification of community housing needs addressed by Project; and
- Demand for affordable housing of specified population in the community.

B. IMPACT OF PROJECT: 70 POINTS

1. Project Type and Population Served: 0-25 points

The type of Project and the population served is critical in assessing the impact of the Project.

These scoring criteria identify the type of Project (new construction, acquisition/rehabilitation, preservation, mixed-income) and the population served (family, elderly, veterans). High scoring Projects will do one or more of the following items to a significant extent:

- Preserve federal rent subsidy;
- Be responsive to community housing needs (rehabilitating existing housing stock, or creating a new supply);
- Serve lowest income households;
- Be dedicated to serving difficult to serve special needs populations;
- Provide permanent supportive housing;
- Have established connections to workforce needs;
- Integrate market or retail services; and
- Include deliberate mechanisms to support resident health and stability.

Applicable criteria:

- Serving lowest income households;
- Serving a target population for housing;
- Preservation of federally assisted affordable housing; and
- Integration with other community housing needs.

2. Location & Building Features: 0-15 points

The location and design of a building can affect the impact on both the residents as well as the community.

These scoring criteria identify unique location and building features that contribute to the health and overall well-being of the residents and community. High scoring projects will address needs such as the following:

- Be responsive to the needs of the target populations;
- Be in close proximity to transit, schools, and services when feasible; and
- Could serve to de-concentrate poverty or revitalize a distressed area.

Applicable criteria:

- Accessibility of location;
- Complementary or responsive building design;
- In an area that serves to de-concentrate poverty;
- In a Qualified Census Tract; and
- Fee ownership of real property.

3. **Community Impact: 0-30 points**

While the opportunities and challenges may vary across the state, every community strives to be a place where people choose to live, work, and play. A thriving community is an equitable and just community with job opportunities, strong schools, safe neighborhoods, and a supply of affordable housing and services that establish a foundation for healthy lives.

These scoring criteria identify the critical nature of the Project, how it ties to local and statewide policy objectives, and how it is coordinated with larger community objectives.

High scoring Projects will, to a significant extent:

- Leverage other resources;
- Address state, regional or local policy objectives;
- Work to create a thriving community; and
- Innovate to address obstacles.

Applicable criteria:

- Responsive to a Community Need;
- Responsive to state or local policy direction;
- Collaborative Projects;
- Leverage; and
- Innovation.

VI. LIHTC Reservation and Carryover Allocation Requirements

Those Projects selected by the Department as eligible for LIHTCs will be issued a LIHTC Reservation and, frequently the following year, a Carryover Allocation only if they meet the requirements set forth in this Section, the Application and the LIHTC Program. The Department may disqualify the Project/Application and cancel the LIHTC Reservation and later the Carryover Allocation for any Project if these requirements are not met by the deadlines set by the Department.

A. LIHTC RESERVATION

1. Initial Offer to Reserve LIHTCs

Those Projects receiving a conditional offer to reserve LIHTC must comply with all conditions outlined in the LIHTC Reservation Letter within 240 days in order to retain its LIHTC reservation. An LIHTC Reservation offered to, but not accepted or completed by, the Applicant may be available for Reservation to other qualified Projects. The reservation is converted to an award/Allocation by satisfying all the conditions of award outlined in the reservation letter.

2. Reservation of LIHTC Requirements

Documentation requirements for reservation of tax credits shall include all of the following:

- a. Receipt of all applicable Application items;
- b. All documentation required to evidence compliance with the Reservation Letter and LIHTC conditions;
- c. LIHTC Reservation Letter outlining the conditions of funding will be sent to the Applicant. An LIHTC Reservation Letter acknowledging such conditions shall be submitted to the Department;
- d. Reservation and Extended Use (REUA) and Hold Harmless Agreements. If not previously filled out, an 8821 will be completed with the above agreements. If a letter from the accountant or tax attorney is needed, it will be completed at this time (or at construction closing if later);
- e. A non-refundable LIHTC Reservation charge must be paid at the execution of the REUA;
- f. Regular progress reports;
- g. An approved Carryover Application and executed Agreement for Projects receiving competitive credits that will not be placed in service in the allocation year;
- h. A completed and approved Final Application and executed/recorded Declaration of Land Use Restrictive Covenants will be required prior to the release of the IRS Form 8609 by the Department; and
- i. Applicants to the State of Oregon should provide with their applications a signed IRS Form 8821.

3. Reservation Period

Applicants who receive a Reservation will have a maximum timeframe of 240-days (Reservation Period) to submit additional materials and fulfill specific Project milestones that address conditions of the LIHTC Reservation Letter and, at the end of the allocation year, the Carryover Allocation Agreement. If the Applicant does not satisfactorily complete the conditions of the LIHTC Reservation Letter and/or the Carryover Allocation Agreement within the Reservation Period, the Project will be subject to review and may, *inter alia*, have the LIHTC Reservation rescinded.

The Department may reallocate LIHTCs in accordance with its Unused Credit Authority policy.

The Department will require each Applicant that has received a LIHTC Reservation to demonstrate the Project is making satisfactory progress towards completion through regular progress reports. The Project will convert to an Allocation upon completion of the conditions in the LIHTC Reservation Letter and/or the Carryover Allocation Agreement on or before the end of the Reservation Period. The progress reports are required to report on critical events and timelines such as site acquisition, meeting or failing to meet the 10 % test, loan closings, groundbreaking, construction start, construction completion, etc. Each report must describe the Applicant's actual progress in comparison to the original schedule submitted with the application, or any approved updated schedule. Progress reports should also report changes in Project costs resulting from both savings and cost overruns.

B. CARRYOVER ALLOCATION AGREEMENT

Applicants, on or before December 1st of the LIHTC Allocation year, must submit either an application for LIHTC Carryover Allocation (if the Project is still in the construction phase), or a Final Application indicating placed-in-service for all buildings in the project.

If a completed Carryover Application has not been received by the Department by December 1st of the LIHTC Allocation year, the Department may assess a Late Carryover Charge. The Carryover Application can be found at the web address below:

http://www.ohcs.oregon.gov/ohcs/HRS_LIHTC_Program.shtml.

Applicants who are not able to perform according to their Project schedules for any reason after they have received a LIHTC Carryover Allocation will be required to return LIHTCs previously awarded and re-compete in a subsequent competitive process.

C. EQUITY CLOSING

The Applicant is required to give the Department at least 30 days' notice of the scheduled Equity Closing. At least 10 days prior to the scheduled Equity Closing, but after the general contractor bids have been received, the Applicant must submit the Project's

current development budget, sources of funds, and documentation to substantiate the final LIHTC pricing. Using this budget, Department will evaluate the balance of sources and uses and confirm the level/structure of the Developer Fee.

Once the Equity Closing is completed, the Applicant is responsible for ensuring the Department receives a copy of the final title report and the executed Syndication or Limited Partnership Agreement.

D. CARRYOVER

The Applicant must meet each of the following requirements within 12 months of the date of the Carryover Allocation Agreement. The Department will endeavor to complete its review within 15 days of receipt of all requirements.

1. Ten Percent (10 %) Carryover Test

The Applicant must demonstrate to the satisfaction of the Department that it has incurred more than 10 % of the reasonably expected basis of the Project, as required by Section 42(h)(1)(E) of the Code and Treasury Regulation 42.6. Specifically, the Applicant must certify to the Department that it has fulfilled this requirement and must also submit a CPA's certification that satisfies the requirements of Treasury Regulation 42-6(c)(2).

The CPA's certification should itemize all of the costs incurred or accrued as appropriate to satisfy the 10 % requirement. If the Applicant is itemizing any portion of the developer fee or consultant fees for purposes of satisfying the 10 % requirement, the certification must contain a detailed breakdown of the services performed by the developer and each consultant and the amount of the fees apportioned to each service. The Applicant must also submit a copy of all developer and consultant contracts as well as an itemized statement apportioning the fees earned to each service provided.

The Department may require the Applicant to submit additional documentation of the costs reflected in the certification and the Department may limit or exclude certain costs if it cannot determine that they are reasonable and appropriate.

2. Election Regarding Calculation of Gross Rent Floor

If the Applicant desires to use the placed-in-service date of the building for purposes of calculating the gross rent floor under Section 42(g)(2)A of the Code and the Applicant did not make an effective election to do so as part of the Carryover Allocation Agreement, the Applicant must affirmatively elect to use the placed-in-service date by giving written notice to the Department. This notice should be received by the Department no later than the date the building is placed-in-service. Otherwise the IRS will treat the gross rent floor as "taking

effect” on the date at which the Department initially allocated LIHTCs to the Project at carryover.

E. COMPLIANCE WITH CODE AND DEPARTMENT REQUIREMENTS

The Applicant, each Principal, each member of the Development Team, each Related Party to the Project Owner, and the Project must be in compliance with any requirements of the Code and all other applicable Program Requirements before being issued a Carryover Allocation Agreement. Further, the Department may choose not to issue a Carryover Allocation Agreement if the Applicant, a Principal, or any member of the Development Team is in Noncompliance with any applicable Program Requirement. If the Department decides to disqualify the Project/Application and cancel the LIHTC Reservation, any LIHTCs reserved to the Project will be automatically returned to the Department without further action of the parties and the Applicant will have no further right to such LIHTCs. The LIHTCs will be available for Reservation and Allocation to other qualified Projects.

F. DETERMINATION OF LIHTC ALLOCATION AUTHORITY YEAR

When making a Reservation of LIHTC, the Department reserves the right to decide whether a Project will receive an Allocation from the current year credit ceiling or an Allocation from the following year’s credit ceiling (Forward Allocation). This decision may be based on factors including, but not limited to, the Project’s readiness to proceed and the likely timing of a Project’s ability to satisfy the 10 % spent of expected basis plus land test. The Department reserves the right to exchange a current year Reservation and Extended Use credit reservation with a future year’s credit Reservation if the Department, in its judgment, is at risk of not allocating its entire current year credit ceiling.

G. EXCHANGE A 9% CREDIT AWARD FOR SUBSEQUENT YEAR’S CREDIT ALLOCATION

Once an Applicant has received a Reservation of LIHTCs, the Applicant has the responsibility to complete the Project by the timelines identified in the IRC Section 42 and as outlined in the LIHTC Program Manual.

At the sole discretion of the Department, and to the extent an appropriate analysis shows a Project continues to be financially feasible, the Department may work collaboratively with an Applicant. The Department reserves the right to exchange a Reservation of Credits from one year for the exact same amount of Credits in a subsequent credit year until the time the project meets carryover allocation in the year of LIHTC allocation. This is typically the year after a reservation has been funded to the project.

Applicants must determine good cause to return their Reservation to the Department, and as such the Applicant has a one-time option to return their Reservation to the Department, as follows:

1. No later than March 31 of the year following the Reservation of LIHTCs, an Applicant may request to return its allocation for the exact same Project and location for which the credit was originally reserved before Carryover and exchange it for an award of the same amount of credits from the next credit year as the amount returned. For example, a 2013 awarded Project that completed a Reservation and Extended Use Agreement may choose to return its award before Carryover is complete and receive an award/reservation of 2014 tax credits of the exact same amount as allocated in 2013, if the Project has and will not be placed in service by December 31, 2015.
2. After LIHTCs have been returned, an Applicant may apply for additional LIHTCs in accordance with the LIHTC Manual.
3. Projects must comply with the requirements in the LIHTC Program Manual applicable in the initial year of award and all representations made in the initial application (unless specifically and explicitly waived by the Department).
4. The Department will not consider filling gaps resulting from increased costs when evaluating an exchange request of credit reservation years.

VII. Placed-In-Service Allocation Requirements

All LIHTC Applicants are required to complete a Final Application. Any changes from the Equity Closing are subject to Department review and approval prior to the issuance of IRS Form 8609. Any change to developer fee from the Equity Closing will require written approval from the Department prior to the Final Application. Approval will be at the sole discretion of the Department and will not be unreasonably withheld for justifiable increases in the scope of work, as long as the developer fee does not exceed the Department's approved maximum developer fee.

LIHTCs are considered awarded to a Project at the time the Department issues a 9 % Carryover Agreement or IRS Form 8609. Owners must place the Project in service no later than December 31 of the credit year, unless a LIHTC Carryover Allocation is obtained. If a LIHTC Carryover Allocation is obtained, the Project must be placed in service no later than December 31 of the second year following LIHTC Allocation Year.

The Department will accept and process Final Application documents and issue IRS Form 8609(s) throughout the year. However, a Project Owner must submit all Placed-In-Service documentation, including the independent Certified Public Accounts Report (Cost Certification) and the certificates of occupancy for each building in the Project at least 60 days prior to when they expect to receive the IRS Form 8609(s). **The Department will endeavor to complete its review within 60 days of receipt of all requirements.**

A. COMPLIANCE TRAINING

The Department will conduct periodic Compliance Training Workshops, as scheduling permits. The Department strongly recommends all persons directly involved in the Ownership and/or management of the Project, including site staff, attend the workshops.

Compliance Training Workshops are not intended to substitute for income and asset certification or other technical recordkeeping training. The Owner is responsible for ensuring Project management is capable of these tasks. If workshops are not currently being offered by the Department, outside contractors are available to provide LIHTC training opportunities. Such contractors include, but are not limited to:

- National Center for Housing Management (NCHM);
- Quadel Consulting;
- Spectrum Enterprises, Inc.; and
- Theo PRO Compliance & Consulting.

B. MASTER LEASE OR LEASE RIDER

The Applicant must provide a copy of the master form of resident lease or rental agreement in a form acceptable to the Department at least 60 days prior to the first building in the Project being placed-in-service. The Lease Rider must be attached to the master lease or rental agreement.

C. PROPERTY MANAGEMENT AGREEMENT

The Applicant must provide an executed copy of the property management agreement or related documents. The agreement must include specific terms, conditions, and responsibilities. If the Applicant has previously submitted a property management agreement and amended it, the Applicant must provide a copy of the agreement.

D. LONG-TERM LEASE COVENANT

If the Applicant has established a long-term lease in lieu of Ownership, the Applicant must execute, notarize, and record an agreement between the Applicant and the Owner of the land. The Owner must agree to allow the Applicant to record the Regulatory Agreement as a restrictive covenant on the land and all improvements on it that is binding upon the current Owner and any successors in interest to the Owner.

E. RESERVATION AND EXTENDED USE AGREEMENT

The Applicant must confirm all Project specific information in the Reservation and Extended Use Agreement accurately reflects the Project as completed. If the Project has changed, an amendment to the REUA must be executed, notarized and recorded in each county where the REUA Agreement was originally recorded.

F. COMPLIANCE WITH CODE AND DEPARTMENT REQUIREMENTS

Before the Department will issue IRS Form 8609 to any building in a Project, the Project Owner, each of the Principals, each member of the Development Team, all Related Parties to the Project Owner and the Project must be in compliance with any requirements of the Code and other applicable Program Requirements. Further, the Department may choose not to issue IRS Form 8609 for a building if the Project Owner is in Noncompliance with respect to any Project subject to the LIHTC Program. In addition, the Department may, *inter alia*, cancel any LIHTC Reservation or Carryover Allocation for any Noncompliance, for example, the failure to pay any charges assessed by the Department with respect to the Project.

G. PROGRAM REQUIREMENTS

All applicable LIHTC Program requirements and disclosures set forth in this document and the Carryover Allocation Agreement and all applicable LIHTC Program Limits must be met. All Allocation Criteria Commitments must be satisfied.

H. OCCUPANCY PERMIT

The Applicant must get a certificate of occupancy or temporary certificate of occupancy for each building and provide a copy of each certificate to the Department. The Applicant must place each building in service by the deadlines set by the Department. Generally, a building will be deemed to be Placed-In-Service when it is issued a certificate of occupancy by a governmental permitting agency or as otherwise defined by the Code.

I. FINAL COST CERTIFICATION

The Applicant must provide a certification, addressed to the Department and prepared by an independent CPA, of the eligible basis of each building and, based on the Applicant's sworn representation about the low-income use of each building, its qualified basis. The certifications must also list sources and uses of all funds for the Project. The independent CPA's certification must be accompanied by executed copies of the developer agreement, each consultant contract, and an itemized statement earmarking the developer's fees and/or consultant fees earned for the services provided.

J. PARTNERSHIP AGREEMENT

If the Applicant is a partnership or a limited liability company, the Applicant must provide the most current Partnership Agreement or Limited Liability Company Agreement.

K. FINANCING DOCUMENTS

The Applicant must provide financing documents, not previously submitted, for all loans or grants made to the Project. For loans, a copy of the promissory note will fulfill this requirement.

L. OPERATING PRO FORMA

The Applicant must provide a copy of a current 15-year operating pro forma for the Project.

M. GREEN BUILDING STANDARD

The Applicant must provide a copy of the Final Architect Certification and all required backup documentation.

VIII. Project Transfer or Assignment Requirement

Generally, all direct and indirect Project transfers or assignments require the prior written consent of the Department. If the Applicant fails to obtain the Department's written consent, the Department may, *inter alia*, disqualify the Project/Application and cancel the Credit Reservation and/or Carryover Allocation. The Applicant should contact the Applicant's legal counsel and/or tax advisor about the effect of a Project transfer or assignment.

A. PROJECT TRANSFER OR ASSIGNMENT REQUIRING DEPARTMENT CONSENT

A Project transfer or assignment means any direct or indirect sale, contribution, assignment, lease, exchange, or transfer, or other change in:

- An interest in the land, the Project, or any building; An Ownership interest in the entity that is the Applicant or Project Owner; and
- The rights, title, or interest of the Applicant or Project Owner in any agreement in which the Department and the Applicant or Project Owner are parties.

Only a few types of Project transfers or assignments do not require the prior written consent of the Department which includes the following types:

- The grant of a security interest or lien junior to the interest of the Department; and Department, and
- The issuance, redemption, or transfer of stock or shares of a corporation that is not a closely held corporation.

B. PROCESS AND REQUIREMENTS FOR OBTAINING THE DEPARTMENT'S CONSENT

The first step in obtaining the Department's written consent is to advise the Department in writing of the proposed Project transfer or assignment. At a minimum the Applicant should describe; (i) the name of the Project; (ii) the names of the Applicant and/or the Owner, the proposed transferor and transferee, and all other relevant parties; (iii) a complete description of the proposed transfer or assignment, including the proposed effective date; and (iv) any special circumstances related to the proposed transfer or assignment.

After receiving the written request, Applicant will be advised of the Department's requirements and conditions that must be satisfied in order to obtain consent, including payment of document preparation charges and applicable legal fees.

If the Applicant made a commitment to participate under the set-aside category for QNP, any transfer or assignment must be such that the Project continues to qualify for applicable set-aside.

IX. Project Monitoring

Pursuant to the QAP, the Department has established certain compliance monitoring requirements for the Owners of Projects. These requirements described in the QAP and in a Project's relevant Regulatory Agreement, specify the requirements and process an Owner must follow to make sure the Project is in compliance with section 42 of the Code and the LIHTC Program. They also specify the process the Department or its representatives will follow in monitoring for compliance with the provision of Section 42 of the Code and the requirements of the LIHTC Program, and in notifying the IRS of any Noncompliance.

Federal and state laws, together with Department policies, governing the compliance monitoring are frequently amended. The Owner must ensure its Project is in continuous compliance with Program Requirements throughout the Project Affordability Period, including both the Compliance Period and Extended Use Period.

A. OWNER'S RESPONSIBILITIES AND REQUIREMENTS

The Owner's responsibilities and obligations for maintaining Project compliance are set forth in the Qualified Allocation Plan and other Program Requirements, including the Regulatory Agreement. In addition, the Department has prepared an LIHTC Compliance Manual that will help an Owner understand its responsibilities and obligations for compliance monitoring under the LIHTC Program. The Department also provides LIHTC Compliance workshops throughout the year for Owners, managers, and on-site managers in order to support compliance monitoring.

In addition to such other rights the Department may exercise in connection with compliance monitoring, as a condition of participation in the LIHTC Program, a Project Owner agrees in filing an Application and otherwise that the Department may perform an on-site review of any building in the Project, interview residents, review residents' applications and financial information, and review an Owner's books and records relating to the Project consistent with law as it determines to be appropriate. A Project must provide the Department reasonable access to the Project and its books and records and reasonably cooperate in all such compliance monitoring in order, *inter alia*, to allow the Department to perform compliance monitoring. In connection with its obligation, an Owner must take all action as may be reasonably necessary to allow the Department to inspect housing units occupied by residents.

The Department will report events of Noncompliance (whether the Noncompliance relates to a violation of federal or LIHTC Program requirements) to the IRS regardless of whether the Noncompliance is corrected timely. Noncompliance may result in the loss and recapture of LIHTCs, in addition to the Department exercising its rights and remedies under the LIHTC Program Manual, the General Policies and Guidelines Manual, the REUA, the Regulatory Agreement, and other applicable Program Requirements. The procedures set forth for the Department to report Noncompliance to the IRS are not intended to and will not limit or restrict any other rights and remedies available to the Department under applicable Program Requirements.

The Department will endeavor to communicate regularly with Owner's where material compliance concerns exist.

X. Schedule of Charges

The Department has set the charge schedule listed below for the LIHTC Program. The Department may make additions and modification to the charge schedule.

A. APPLICATION CHARGE

The Application charge is the lesser of:

- \$25 per unit; or
- 0.5 % of the total funds requested.

The minimum Application charge is \$100. The Application charge is nonrefundable and must be paid upon submission of the Application. A new Application fee must be paid each time a new Application is submitted, regardless of whether that Application is for the same building(s) or Project.

B. RECIPIENT CHARGE

The recipient charge is assessed on the cumulative total of Department funding sources requested in the Application.

- Any request for LIHTCs, charge equal to \$2,500;
- Other Department funding sources less than \$300,000, charge is equal to \$1,000; and
- Other Department funding sources greater than \$300,000, charge is equal to \$2,000.

The recipient charge is nonrefundable and must be paid at the execution of the LIHTC Reservation Letter.

C. DOCUMENT PREPARATION CHARGE

The document preparation charge is assessed in escrow at Equity Closing.

- \$100 per recorded document.

The document preparation charge is nonrefundable and must be paid at Equity Closing.

D. LIHTC PROGRAM CHARGES

1. LIHTC Reservation Charge

The LIHTC Reservation charge is calculated based on total number of Project units as stated below:

- 30 units or less, charge is equal to 5.5 % of the reservation of LIHTC; or
- More than 30 units, charge is equal to 6.5 % of the reservation of LIHTC.

The LIHTC Reservation charge is nonrefundable and must be paid at the execution of the REUA.

2. Late Carryover Charge

The Late Carryover charge is assessed if the Carryover Application is received after December 1st.

- Base charge equal to \$1,000; and
- An additional \$200 for each business day after December 1st until date Carryover Application is received.

The Late Carryover Charge is nonrefundable and must be paid upon submission of the Carryover Application.

3. Late Final Application Charge

The Late Application charge is assessed if the Final Application is received more than six months past placed-in-service date.

- Base charge equal to \$1,000; and
- An additional \$100 for each month past the due date of six months after placed-in-serve until month Final Application is received.

The Late Final Application charge is nonrefundable and must be paid upon submission of the Final Application.

E. ANNUAL COMPLIANCE MONITORING CHARGE

The Department is required to monitor compliance of Projects with applicable laws, regulations, and agreements. The annual compliance monitoring charge for Projects placed-in-service is as assessed as follows:

- \$35 per unit per year for the first 15 years; and
- \$25 per unit per year for years post initial 15 year period.

The full annual compliance monitoring fee must be paid annually by the Department deadline. The current deadline for the full fee for all Projects is the first working day in January of each year, although the Department may change the date.

F. DISQUALIFICATION, CANCELLATION, NOTIFICATION TO IRS OF NONCOMPLIANCE, AND DEBARMENT

If an Applicant or Project Owner fails to pay any LIHTC Program charge on time and in full, the Department may disqualify the Project and Application, cancel the LIHTC reservation or carryover allocation, assess a late charge, report the Noncompliance to the IRS, or prevent the Applicant, Project Owner, and parties associated with the Project from any participation in the LIHTC Program.

G. Other Charges

The Department may assess other charges as described in this Manual or otherwise in other Program Requirements.

XI. Decisions and Reviews

Applicants will be notified in writing of the Department's Intent to Issue a Reservation Letter which will also be posted on the Department's website.

Reservations, Allocations or Awards (collectively, Determinations) subject to State Housing Council review under ORS 456.561, and Determinations where additional Department funding supporting such Determinations are subject to Council review, are contingent, *inter alia*, 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 Department Determinations.

XII. Published QCT/DDA Areas

1. Qualified Census Tracts or Difficult Development Area as Identified by HUD

This section lists below the 2013 Difficult to Develop Areas (DDAs) as published by the United States Department of Housing and Urban Development (HUD) in Spring, 2013. HUD DDAs are subject to change without prior notice. A revised list is typically published in the Federal Register in the middle of December each year, in preparation for the following year. This year, it was later than expected by several months, which occasionally occurs.

The eligible basis of a project located within a DDA may be increased up to 30 percent. Only the eligible basis attributable to new construction or rehabilitation qualifies for the basis boost. Acquisition expenses (land and existing buildings) do not qualify for the HUD basis boost.

Projects in the following counties are eligible for the DDA basis boost increase, according to HUD's designation: **Clatsop, Coos, Curry, Douglas, Hood River, and Josephine.**

Projects receiving a forward reservation of Low Income Housing Tax Credits are always at risk of losing their HUD DDA status prior to receiving the allocation of tax credits. A project receives the official allocation of tax credits through execution of the Carryover Agreement, not at the time of funding reservation. Should the DDA status of a project change prior to carryover allocation, i.e., a project is no longer located in an area with DDA status due to HUD revisions.

The qualified census tract areas are listed below for the following listed counties. To find the census tract number for a particular address, visit the HUD User GIS Service – LIHTC Qualified Census Tract Locator at: <http://qct.huduser.org/QCTGIS/USMainLand/Map.aspx>.

Metropolitan Qualified Census Tracts

Benton County 10.02,11.01, 11.02, 106.00
(Corvallis)

Jackson 1.00, 5.02, 13.01, 16.01, 19.00
(Medford-
Ashland)

Lane County 21.02, 31.02, 32.02, 33.01, 33.02, 37.00, 38.00, 39.00, 40.00, 42.00, 44.03, 45.02, 48.00, 51.00

Marion County 2.00, 3.00, 4.00, 5.02, 7.01, 9.00, 10.00, 16.00, 103.5
(Salem)

Polk County 51.00 203.03
(Salem PMSA)

Clackamas 222.01, 9800.00
County

Multnomah 9.02, 11.01, 21.00, 22.03, 33.01, 34.01, 34.02, 40.01, 40.02, 49.00,
County 51.00, 52.00, 55.00, 56.00, 74.00, 76.00, 77.00 83.01, 83.02, 84.00,
(Portland) 86.00, 90.00, 93.01, 95.01, 96.04, 96.06, 97.01, 98.01, 100.01,
103.04, 106.00

Washington 307.00, 310.05, 312.00, 316.13, 317.05, 320.05, 324.09, 325.01,
County 331.01, 332.00

Yamhill County 308.01, 308.02

Non-Metropolitan Qualified Census Tracts

Baker	9504.00, 9505.00
Douglas County	100.00, 1200.00
Jefferson County	9400.00
Josephine County	3607.01, 3616.00
Klamath County	9702.00, 9705.00, 9712.00, 9716.00, 9718.00, 9719.00
Linn County	204.00, 208.01

Malheur County	9704.00, 9709.00
Union County	9705.00, 9707.00
Wasco County	9708.00

To determine if the project is located in a qualified census tract (QCT) or a Difficult to Develop Area (DDA), consult the latest information available from the United States Department of Housing and Urban Development (HUD) or visit their web site.

OHCS Basis Boost Policy

If a project is not in a HUD DDA/QCT, the new construction or substantial rehabilitation eligible basis of a project may be eligible for the state’s basis boost up to 30 percent. The acquisition basis of a project (the eligible basis portion associated with acquisition expenses) is not eligible for this basis boost.

XIII. Glossary of Terms

- Allocation of Funds: These are the amounts of Program resources determined for each NOFA.
- Allocation of Tax Credits: The amount of tax credits awarded to a Project.
- Allocation Criteria: These are the standards by which the Department will competitively rank Projects in a NOFA funding round.
- Allocation Authority Year: The year in which the tax credit allocation begins its two-year allocation period.
- Annual Tax Credit: The amount of annual tax credit allocated to a Project. The credit is available annually to the sponsor for a period of ten years. The amount of credit cannot exceed what the Department deems necessary for the Project's financial feasibility, or the amount the Project is eligible to receive.

Applicable Fraction:	This equals the lesser of the "unit fraction" or the "floor space fraction." The "unit fraction" is calculated by dividing the number of low-income units in a building by the total units in the building, and the "floor space fraction" is calculated by dividing the total floor space of the low-income units in a building by the total floor space of the residential units in the building.
Applicable Tax Credit Percentage:	This is the percentage used in the calculation of the amount of tax credit available to a Project, depending upon its development and financing characteristics.
Application:	This means the NOFA Application and all required Exhibits and Forms, if any, submitted by an Applicant for a Project.
Applicant:	This means the party that submits an Application to the Department for a Credit reservation and/or allocation, including its successors in interest.
Award:	This is a stage when a reservation is fundable after meeting all conditions of the Reservation Letter. Projects that convert to an award will be offered an allocation at the end of the year in which the allocation of credits resides.
Carryover:	The process whereby an allocation recipient can request an extension of its Placed-in-Service requirements for one year.
Carryover Allocation:	The amount of tax credits approved for carryover.
Code or IRC:	These are the rules and regulations of Section 42 of the Internal Revenue Code.
Compliance Period:	This is the period of 15 taxable years beginning with the first year of a building's ten-year "credit period." In addition, each building must have an extended low-income housing commitment which requires, at a minimum, a 15-year extended use period that begins on the first day of the compliance period and ends 15 years after the close of the compliance period.
Credit Period:	The period of ten (10) taxable years beginning with the taxable year in which the building is placed-in-service or, at the election of the sponsor, the succeeding taxable year, but only if the building is a qualified low-income building at the close of the first year of the period. The credit period for the acquisition of an existing building may not begin until the

first year of the credit period for the rehabilitation expenditures for that building.

- Department:** The section of Oregon Housing and Community Services that is responsible for the funding and administration of the LIHTC, Home and related affordable housing Programs.
- Deferred Developer Fee:** The portion of the developer fee taken over a 10 to 15 year period of time. The deferred fee must be able to be repaid within the specified timeline, and is considered a secondary debt.
- Depreciable Costs** The development costs incurred in connection with a capital asset that is subject to a loss of value brought about by age, physical deterioration, or functional or economic obsolescence.
- Development Team:** This means the Applicant, the developer, the Project management consultant, the general contractor and includes all persons or organizations materially involved in the acquisition, construction, rehabilitation, development, or improvement of the Project.
- Eligible Basis:** This consists of the eligible expenditures, new construction, rehabilitation and acquisition, incurred up to the close of the first taxable year of a Project's "credit period." Eligible basis includes: the adjusted basis of depreciable property (without regard to depreciation); certain deductions from these costs must be made, including but not limited to: (1) the cost or value of the land underlying the Project; (2) the value of federal grants used to finance the Project; (3) tax credits received under certain provisions of state and federal tax law; and (4) the amount of "nonqualified non-recourse financing" used in the Project.
- Eligible basis also includes the cost of personal property for use by the residents, such as major appliances. A Project owner may also include the cost of facilities and extra amenities such as common areas, parking facilities and recreation equipment in the Project's eligible basis if there is no separate fee for the use of the facilities and they are available to all residents on a comparable basis. Costs of the residential units in a building which are not low-income units may be included, but only if such units are not above the average quality standard of the low-income units, or if such excess costs are deducted from the eligible basis. Project buildings located in "qualified census tracts or difficult to develop areas" are entitled to an increase in their eligible basis.

Eligible Existing Building:	A taxpayer may normally receive a 30 percent (30 %) NPV credit for the acquisition of an existing building if the following is true: a) It was purchased from an unrelated entity that owned it for at least ten years and kept it in active use; b) For the ten-year period preceding the purchase it did not undergo any rehabilitation in excess of 25 percent of its basis; and c) No 15-year initial compliance period is in effect for any previously received low-income housing tax credits.
Equity Closing:	Typically, this is the stage in the funding process when all the conditions of the Reservation Letter and the Partnership Agreement are satisfied and the Project is ready to commence construction.
Federally Subsidized Building:	A building is federally subsidized if it is financed by federal tax-exempt bonds or federal grants.
Geographic Regions:	These are the five (5) areas of the state grouped by contiguous counties for the purpose of identifying needs and allocating funds to Projects through the NOFA Process
Gross Rent:	<p>This is an amount that does not exceed 30 percent (30 %) of the applicable income limitation for a tenant in an LIHTC Project. Gross rent includes an utility allowance determined by the Secretary of the U.S. Department of Treasury; but does not include any payment under Section 8 or any comparable rental assistance program; and does not include fees for supportive services paid by governmental or nonprofit organizations if such programs include rental assistance and rent is not separable from the amount of assistance provided for supportive services; and does not include any rental payments to the owner of the unit to the extent such owner pays an equivalent amount to the Farmers Home Administration under Section 515 of the Housing Act of 1949.</p> <p>Supportive services, as used in the paragraph above, means any service provided under a planned program of services designed to enable residents of a residential rental property to remain independent and avoid placement in hospitals, nursing homes or intermediate care facilities for the mentally or physically handicapped. In the case of a single-room occupancy unit or a building providing transitional housing to the homeless, this term includes any service provided to assist residents in locating and retaining permanent housing.</p>
Impact of the Project:	This is the Impact of a Project in a community as measured by evaluating the necessity for the Project type and the population served,

the desirability of the location, and building features and the magnitude of the community impact.

Identity of Interests: Identity of Interest means a financial, familial, or business relationship that permits less than arm's length transactions. For example: Related Parties; persons, entities, or organizations Affiliated With or Controlled By or In Control Of another; existence of a reimbursement program or exchange of funds; common financial interests; common officers, directors, stockholders, or managers; or family relationships between officers, directors, or stockholders.

LIHTC: Low Income Housing Tax Credits (aka Tax Credits)

LIHTC Program: The Program specifically designed to provide the policies and procedures for the allocation, awarding and administration of LIHTCs.

LIHTC Program Manual: This is the Program Manual specifically designed to provide the policies and procedures for the allocation, awarding and administration of LIHTCs that has been approved and adopted under Oregon's Administrative Rules.

Minimum Project Qualifications (MPQ): Each Project is required to choose one of the four MPQ noted Section IV.D in the NOFA. Failure to qualify for one of the four MPQ disqualifies the application.

Minimum Threshold Requirements: These are standards all Projects are required to meet on a pass or fail basis. Failure to meet any one of the standards disqualifies the application.

NOFA: The Notice of Funding Availability (NOFA) is a uniform set of requirements for sponsors to apply and compete for Program funds.

NOFA Funds: The collective name of the amounts of tax credits, grants or loans requested in a NOFA from various Programs to finance a Project.

Noncompliance: Noncompliance means a failure to observe or perform any covenant, condition or term of any agreement between the Applicant or Project owner and the Department, or failure to meet the requirements of Section 42 of the Code, or any other Program from which a Project received funding.

Nonqualified Non-recourse Financing: This is any non-recourse financing which is not "qualified commercial financing." Financing is non-recourse if the borrower is not personally

at risk to repay the loan or if the lender has an interest in the financed Project (other than as a creditor). The borrower may be protected against loss on a loan through guarantees, stop-loss agreements or other similar arrangements.

Placed-In-Service: This is the date for a new or existing building on which the building is ready and available for its specifically-assigned function. This is usually the date the first unit in the building is certified as being suitable for occupancy under state or local law. Substantial rehabilitation expenditures are treated as Placed-In-Service at the close of any 24-month period over which the expenditures are aggregated.

Principal(s): This means the following: a) With respect to a Project owned by a partnership, the partners; b) With respect to a Project owned by a limited liability company, the members and managers; and c) With respect to a closely-held corporation, the shareholders.

Program Funds: The amount of funds identified in a specific Program to finance a Project or Projects.

Program(s): A Program is a specific source of state or federal funds subject to a set of require codes or statutes that provide a methodology to award funds to the public for the development of affordable housing Projects.

Project Need: This is the need for a Project in a community as measured by evaluating the equity of affordable housing distribution in the region, the population needs relative to other areas of the region, the housing condition needs relative to other areas of the region and the demand for affordable housing relative to other areas of the Region.

Oregon Administrative Rules (OARs): The OARs are the principles by which the Department administers the LIHTC Program that are approved from time to time through the State Administrative rule process.

Program Limits: These are the financial limits set by regulation and the Department on the amount of LIHTCs, construction contingency, developer fee, contractor's profit and overhead, and basis boost allowed per Project in the LIHTC Program.

Qualified Allocation Plan (QAP): The plan, required by IRS Section 42 Code, signed by the Governor, which establishes the process and policies by which the Department will allocate Tax Credits to qualified Projects.

Qualified Basis: The portion or percentage of the eligible basis that may receive an annual allocation of the tax credit becomes the qualified basis. The "eligible basis" is multiplied by the "applicable fraction" to obtain the amount of "qualified basis" attributable to the housing Project.

Qualified Census Tract (QCT) or Difficult Development Area: Projects located in difficult to develop areas and qualified census tracts are eligible for additional credit. The maximum credit to such Projects is calculated by increasing the eligible basis by 130 percent (130 %). To determine if the Project is located in a qualified census tract, contact Portland State University Center for Population Research and Census at 1-503-725-3922, the local city hall.

Qualified Commercial Financing: Financing generally constitutes qualified commercial financing when the following conditions exist: a) Seller of the financed property is not a "related person" to the borrower; b) Amount of the non-recourse financing does not exceed 80 percent (80 %) of the property's credit base; and c) Financing is borrowed from a "qualified person" party or is borrowed or guaranteed by a governmental entity. A "qualified person" is a party actively and regularly engaged in the business of lending money that is not meeting the conditions as follows: a) A "related person" to the borrower; b) The seller of the financed property or a "related person" to the seller, or c) A party receiving a fee from the borrower's investment in the property or a "related person" to such a party. Certain "qualified commercial financing" and "qualified person" requirements do not apply when the borrower is a qualified nonprofit organization.

Qualified Low-Income Housing Project: Any Project qualifies for residential rental property that meets the "20-50 Test" or the "40-60 Test," as elected by the taxpayer. This election, once made, is irrevocable.

The 20-50 Test: This test is satisfied if at least 20 percent (20 %) of the residential units in a Project are both rent-restricted and occupied by individuals whose household income is no more than 50 percent (50 %) of the area median gross income.

The 40-60 Test: This test is satisfied if at least 40 percent (40 %) of the residential units in a Project are both rent-restricted and occupied by individuals whose household income is no more than 60 percent (60 %) of the area median gross income.

Qualified Nonprofit Organization:	This is an organization described in IRC Section 501(c)(3) or 501(c)(4) that is exempt from federal income tax under IRC Section 501(a) if OHCS determines the organization is not affiliated with or controlled by a for profit organization and an exempt purpose of such organization includes fostering low-income housing.
Related Entity/Person:	These include, but are not limited to, the following parties: a) Members of a family, b) A fiduciary and either a grantor or a beneficiary of a trust, c) A party and a federally tax-exempt organization that the party, or members of the party's family, controls; d) A party and either a corporation or a partnership in which the party has more than a 50 percent (50 %) interest; e) Two business entities, either corporations or partnerships, where a party has more than a 50 percent (50 %) interest in each; f) Two corporations that are members of the same controlled group, and g) Two parties engaged in trades or businesses under common control.
Regions:	These are the five (5) areas of the State that are known as Central Oregon, Eastern Oregon, Metro Oregon, southern Oregon and Valley/North Coast Oregon which have similar boundaries to the Regional Solutions Center(s) (RSC).
Reservation Letter:	When a Project is selected to receive a reservation of Program Funds, the award is documented in a Reservation Letter aka the "Reservation". The Reservation Letter is a form of conditional commitment whereby the state agrees to fund an award when a sponsor has completed all the requirements listed in the Reservation Letter.
Reservation and Extended Use Agreement (REUA):	This is a recorded document that contains the terms and conditions of the obligatory period of affordability.
Reservation Period:	The maximum time frame allowed for fulfilling all the terms and conditions of the Reservation Letter.
Regulatory Agreement:	This is any and all documents establishing Project operating obligations and standards including but not limited to, restrictive covenants and equitable servitudes.
Scoring Committee:	This is the committee for each region that will be comprised of Department personnel, industry leaders and regional representatives responsible for the competitive scoring and ranking the Projects.

Substantial Rehabilitation: Rehabilitation Projects qualify for the 70 percent (70 %) present value credit if they have not received any federal financing subsidies and have total rehabilitation and related expenditures attributable to or benefiting one (1) or more units (incurred over a 24-month period ending when the buildings are placed-in-service) in an amount equal to the greater of: not less than twenty percent (20 %) of the adjusted basis of the building; or \$6,500 or more per low-income unit.

State Difficult to Develop Area: The State agency can choose to designate under what terms or conditions a property may qualify for a boost in eligible basis of 30 percent (30 %). The Housing Finance Agency may award a state designated difficult to develop area bonus of 30 % to such a project. This would similar to a HUD designated QCT or DDA increase of eligible basis in the project by 30 % as needed to keep project financially feasible or viable. In order to obtain a state designated boost, the project also must be placed-in-service on or after December 31, 2008. The state designated boost does not apply to tax exempt bond projects.

Tax Credit: Under the federal income tax code, a tax credit is a dollar-for-dollar reduction in the tax liability. A tax credit is subtracted after the amount of taxes is calculated. The use of tax credits can be limited by the application of the passive loss provisions, the alternative minimum tax and limits on the use of general business credits.

Tax Credit Syndication: Owners of an LIHTC Project may sell (syndicate) the tax credits to limited partner investors who contribute equity for the Project in return for the use of the tax credit and other tax benefits generated by the Project. The Project developer usually retains ownership in the Project and acts as the general partner. The limited partner investors are usually not involved in the management of the Project, but have concerns that the Project be maintained in compliance with tax credit regulations. If not, they may be subject to tax credit recapture and penalties.

**Transitional Housing
For Homeless:**

A housing unit does not qualify for the LIHTC program as a low-income unit if it used on a transient basis. Transitional housing for the homeless is not considered to be used on a transient basis if the units contain sleeping accommodations, bathroom and kitchen facilities and are located in a building in which a governmental entity or qualified nonprofit organization provides residents with temporary housing and supportive services designed to assist them in locating and retaining permanent housing and is used exclusively to facilitate the transition of

homeless individuals (as the term is used in Section 103 of the Steward B. McKinney Homeless Assistance Act) to independent living within 24 months. The qualified basis of a building that provides transitional housing for the homeless may be increased by the amount of the eligible basis of the building that is used throughout the year to provide supportive services designed to assist residents in locating and retaining permanent housing to the extent this amount does not exceed 25 percent (25 %) of the building's other qualified basis up to 15 million, 10 % for costs that exceed the initial 15 million in eligible basis.

Underserved Regions:

This is a Region, county, city whose affordable housing needs are identified as underfunded relative to its affordable housing need.