

Land Acquisition Revolving Loan Program

Application Submission Instructions

The Land Acquisition Revolving Loan Program application process requires applicants to submit a pre-application form to generate Procorem Workcenter credentials. This document was designed to guide Applicants through submission of all application materials to OHCS.

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Step One: Land Acquisition Revolving Loan Program Preapplication

Download the preapplication document from the webpage, open the excel spreadsheet and turn to the Project Input tab.

The screenshot shows an Excel spreadsheet titled "OHCS LAP Pre-application". The "Project Input" tab is selected. The form contains the following fields and sections:

- Project Location:** Project Name, Scattered Site (If yes, how many?).
- SITE A:** Address (be specific), City or Township, Zip Code (First 5 Digits), Zip Code (Additional 4 Digits), County, Latitude, Longitude, State Senate District, State House District, US Congressional District, 11-Digit Census Tract, No Spaces/Decimals.
- Site Information:** What form of site control exists?, Expires?, Is the site zoned for the purpose being used?, Does this project require zone changes or annexation?.

TIP: Remember to fill out the Project Name

The LAP pre-application was modeled after OHCS’s NOFA pre-application. The Project Input tab allows for up to six sites (Site A – Site F); however, LAP can only be used to purchase scattered sites in the same county.



The Funding Solicitation should already be set to N/A – No Competitive Funds, with 'LAP' selected in the next dropdown.

Note: if the land has been submitted for OHCS funding in the past and has current restrictions or Building Identification Numbers (BINs), please contact the LAP Program Analyst.

Funding Solicitation

Please Select the opportunity you are applying for: N/A - No Competitive Funds

Select the NOFA Number from the list:

Non-Competitive Funds

Other non-competitive resources (Land Acquisition Program (LAP))

If applying for non-competitive resources - which one? LAP

If other, describe:

Project History

If prior allocation or award information is unavailable or incomplete, please enter all known information.

Has project ever ~~received~~ received funding?

If 'yes', which NOFA # or Year(s)?

Has project ever received OHCS funding?

If 'yes' to any of above, what was project #(s)?

Has project ever received LIHTCs?

If 'yes' what is the primary BIN Number?

Are there current rent or income restrictions tied to the property?

If OHCS restrictions, what allocation year were they imposed?

Application Workcenter

OHCS WORKCENTER ID

Upon submission of this pre-application OHCS will create an online portal workcenter for the full application, who should be invited from the development team to have access to the workcenter?

First and Last Name	Position	Email Address

← Please list all individuals who need to be added to the project's Workcenter in this section.

Select the Development Team Tab after completing the Project Input Tab.



It is not expected that the Development Team would include a General Contractor, Management Company, or Architect at this point. If this information is not finalized, please leave those sections blank.

The LAP Information tab is where the project’s LAP request and regional set-aside information will be indicated.

At the top of the tab, select which Region the project is in, if there is a Culturally Specific Organization (as defined in the LAP Manual) involved, and if this is a Homeownership or Rental project.

The next section is Financing Information. This is where the total cost of the site acquisition goes, along with the estimated value of the site along with what the current value of the site is supported by either the Real Market Value (RMV) of the tax assessment or a broker’s opinion letter.

The Additional Funds (D18) will total the Sources listed on lines 24-26, while the Expected Loan to Value (D19) will calculate the LAP request against the Estimated Value of Site (D15).

Total Site Acquisition Cost:	
Estimated Value of Site:	
Site Value (purchase agreement supported by tax assessment or broker letter):	
LAP Loan Amount Requested:	
Additional Funds	\$ -
Expected Loan to Value	-

Source Name	Amount	Interest Rate (if Loan)	Loan Term (Years)	Amortization Term (Years)

Lines 24-26 of the LAP Information tab are for the expected source(s) of the balance of the purchase price. If using a loan, the interest rate and term (both loan term & amortization term) should be included.

	A	B	C	D
28	Sources and Uses			
29				
30			Total Site Acquisition Cost	\$ -
31			Closing Costs	
32			Total Uses	\$ -
33				
34			Total Sources:	\$ -

The LAP request and Additional Funds will be totaled under Total Sources (D34) to see if they balance against the Total Uses (D32).

Please note that any closing costs are not included in the estimate by OHCS. It is the developer’s responsibility to calculate the applicable title and escrow costs as well as

calculating the applicable OHCS loan charge for the LAP loan.

	A	B	C	D
35	Development Schedule			
36				
37				Proposed Date
38			Zoning Approval	
39			Building Permit & Fees	
40			Plans Completed	
41			Construction Loan	
42			Proposal	
43			Firm Commitment	
44			Closing/Funding of Loan	
45			Development	
46			Construction Begins	
47			Construction Completed	
48			Certificate of Occupancy	
49				
50				

A basic proposed development schedule has been included at the bottom of the tab as support for the narratives per the LAP Manual in section 4: Application Package.

Upon receipt of a completed preapplication, OHCS staff will generate a Procorem Workcenter, and credentials will be sent to everyone listed under the Application Workcenter section within 5 business days.

Accepted Document Naming Convention for LAP Application Submissions:

[Document Name]_LAP_[project name]

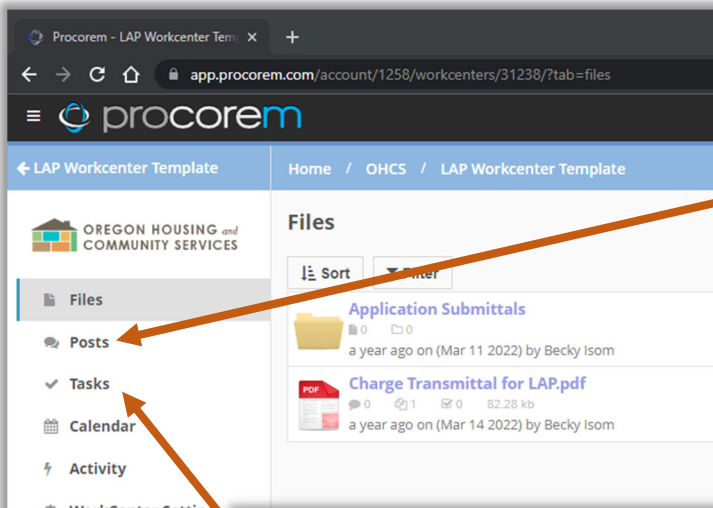
Examples:

Pre-Application_LAP_Huckleberry Fields

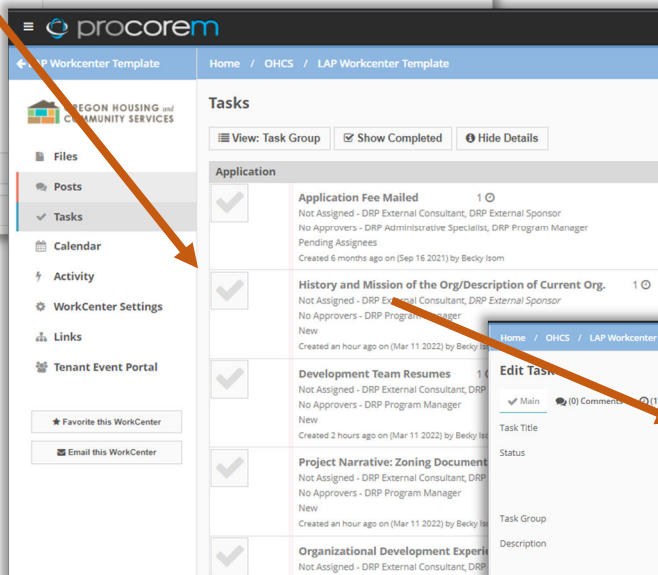
Zoning Documentation_LAP_Huckleberry Fields

Narrative Proposed Development Plan_LAP_Huckleberry Fields

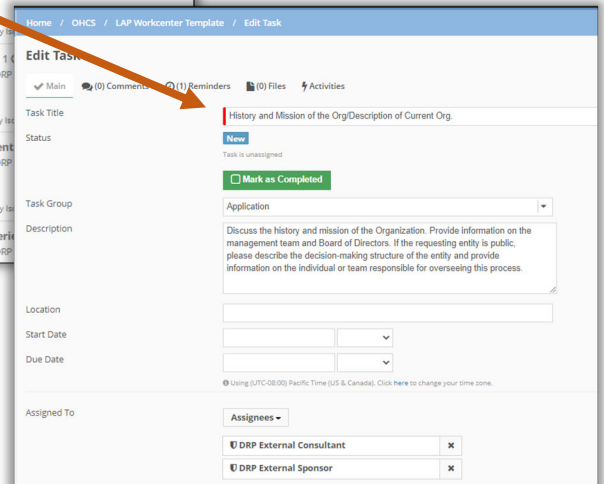
Step Two: Procorem Tasks as Application Checklist



After receiving Workcenter credentials for a LAP application, please read any 'Posts' on the workcenter, then review the 'Tasks' to coordinate the uploading of application materials.



A task group called 'Application' has been created in lieu of an application checklist.



Each task has a description box that gives more information about each item, which comes directly from the LAP Manual located here:

<https://www.oregon.gov/ohcs/development/Pages/land-acquisition-revolving-loan.aspx>

Step Three: Notifying OHCS that the Application is ready for review.

Once all items are uploaded to the **Application Submittals** folder on the Files page, using the accepted document naming convention in the preapplication, and the tasks are marked as 'Completed' by the Sponsor or Consultant as indicated to the right, the project will be held until OHCS staff receives notification of the deposited check from Finance.

Once the Application Fee Mailed task has been marked 'Approved' by OHCS staff, the LAP Program Analyst will review all items and mark them as 'Approved' to indicate receipt of the document. (OHCS reserves the right to use the 'Approved' button in the Tasks screen as acknowledgement that the document/form has been received, 'Approved' does not indicate that the information is acceptable to the Department.)

Any information that is missing will be requested via the Post section in the Procorem Workcenter.

Upon completion the application packet review, the project will move through the appropriate approval process and be assigned to a Production Analyst to guide the loan to closing (preparing loan documents and collecting final required items).

