



Oregon Housing & Community Services Homeownership Development Summary of Workbook Changes

Summary of Application Workbook Changes January 29, 2025

OHCS is publishing the following changes to the NOFA #2025-HOD Application Workbook as of January 29, 2025.

Application Workbook:

- In the *Project Information* tab, the data restrictions have been adjusted to allow for negative numbers.
- In the *Sources & Financial Assumptions* tab, input areas for Highly Likely sources have been unlocked for data entry and will no longer provide an error.
- In the *Project Uses* tab, the General Contractor percent calculation has been adjusted to account for both vertical and horizontal construction costs.
- In the *Capacity & Experience* tab, the financial capacity scoring criteria have been amended in advance of an upcoming amendment to the Scoring Criteria. This amendment will be announced via Technical Advisory soon.

Abbreviated Application:

- In the *Instructions* tab, the guidance for the level of detail required for the narrative questions (labeled (A), (B), and (C)) have been adjusted to mirror the full application, training, and intent. Labels on each question are correct; it was the instructions that were improperly labeled.
- In the *Project Information* tab, the data restrictions have been adjusted to allow for negative numbers.
- In the *Sources & Financial Assumptions* tab, input areas for Highly Likely sources have been unlocked for data entry and will no longer provide an error.
- In the *Project Uses* tab, the following updates have been made:
 - The General Contractor percent calculation has been adjusted to account for both vertical and horizontal construction costs.
 - The Application Charge line item was adjusted to appropriately reflect the lower application charge for projects with 4 or fewer units.

If you have already begun filling out the application, you have the following options:

- *Transfer Your Responses:* You can manually transfer your responses into the new workbook.
- *Email for Assistance:* Send a copy of your existing spreadsheet to HO.Development@hcs.oregon.gov, and our team will assist in fixing any errors.
- *Continue with Errors:* Alternatively, you can continue with the application despite the formula errors and OHCS will correct the formulas post-submission.

Last updated: date

