

Affordable Rental Housing: Oregon Centralized Application (ORCA)

ORCA 2024

Welcome!

Application Team- app.team@hcs.oregon.gov

[ORCA Questions Portal \(smartsheet.com\)](https://smartsheet.com)

June 6, 2024



Today's Objectives

- Provide an overview of the ORCA process
- Highlight resources on the ORCA website
- Respond to your questions

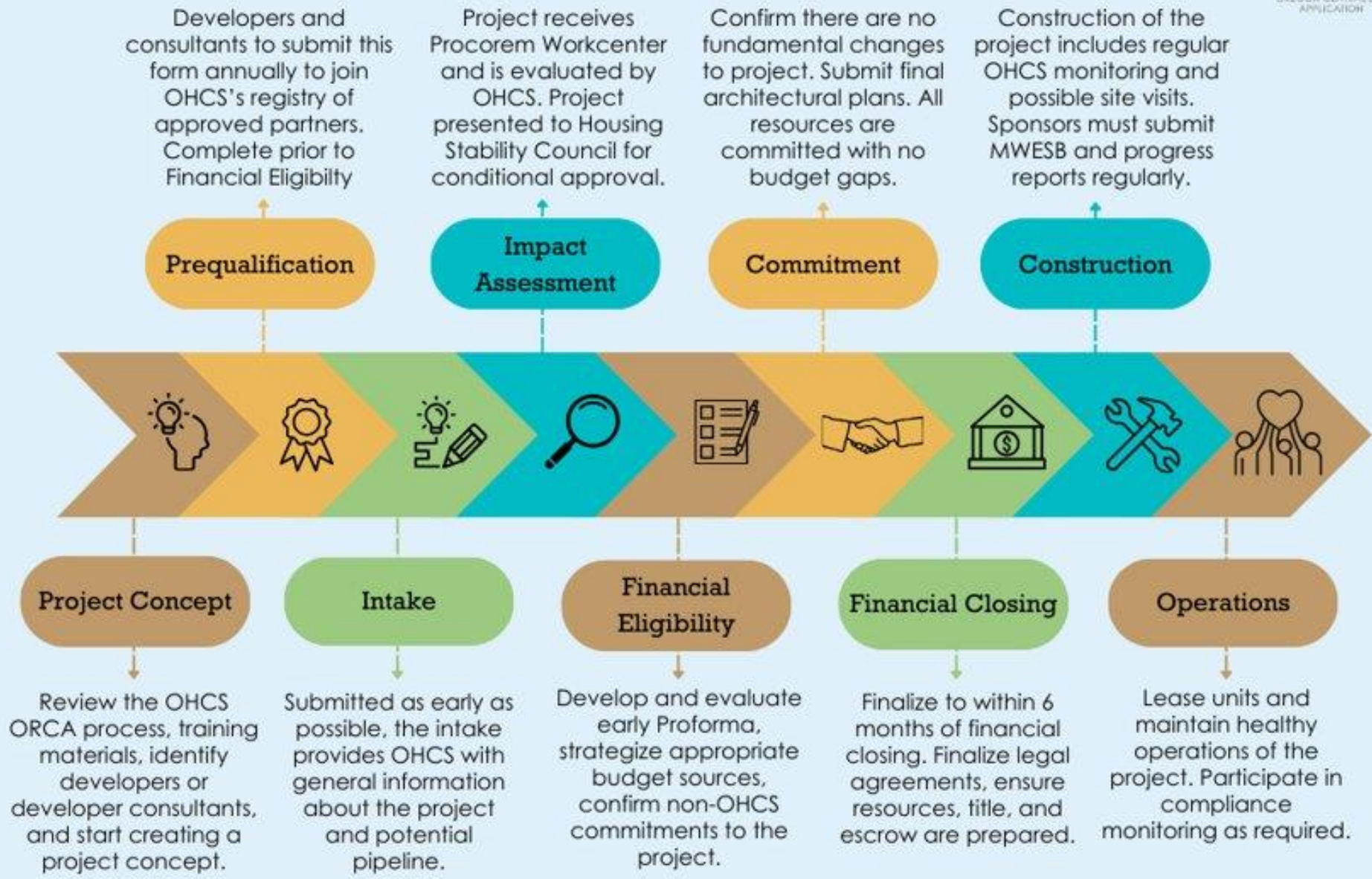
Process Agreements – *CEI*

- Help foster an inclusive environment
- Stay engaged
- Speak your truth responsibly
- Listen to understand
- Be willing to do things differently and experience discomfort
- Expect and accept non-closure

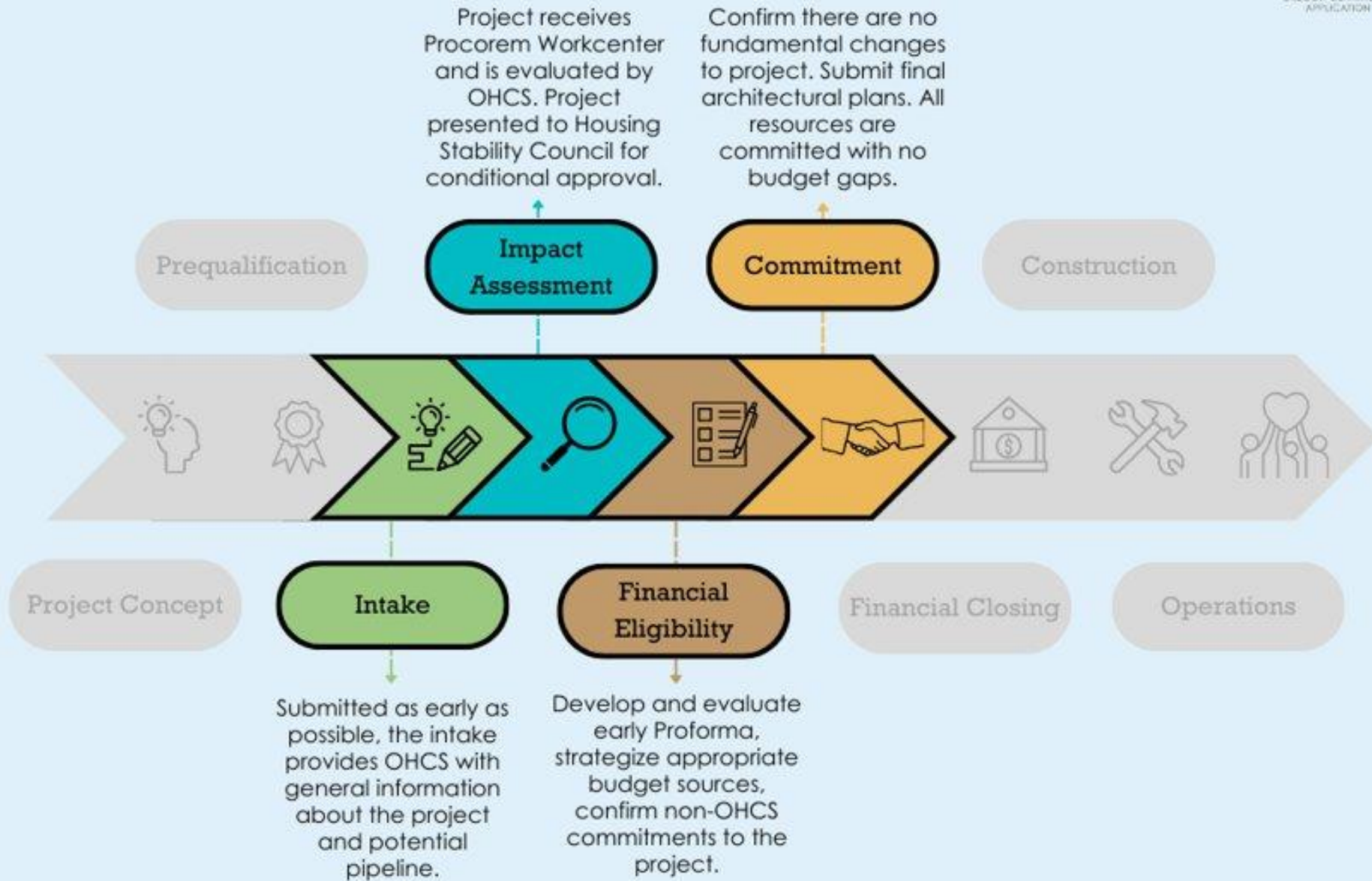
AGENDA

- 3:05 Navigating ORCA webpages
- 3:10 Intake Form and Prequalification
- 3:15 Applying for Predevelopment and Capacity Building
- 3:25 Procorem Overview
- 3:30 Step 1: Impact Assessment Application
- 4:00 Questions about the Impact Assessment Application
- 4:10 Step 2: Financial Eligibility and Material Changes
- 4:15 Step 3: Commitment
- 4:20 Questions
- 4:30 Next Steps/Closing

OHCS Funding Process



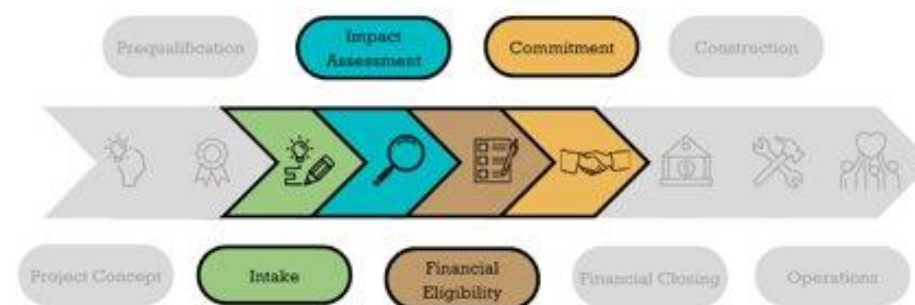
Oregon Centralized Application (ORCA) Process



Oregon Centralized Application Process

Benefits of this Centralized Process:

- Engagement with OHCS staff to discuss early project concepts and develop a pipeline of projects across the state
- Opportunities to receive input, feedback, and guidance to help work through each step of the process
- Comprehensive understanding of the proposed impacts of projects including outcomes intended to advance equity and racial justice outcomes
- More interactions to collaboratively look at unique circumstances with projects and help develop realistic timelines and milestones



Where can I find the ORCA

- Navigating the ORCA web pages

<https://www.oregon.gov/ohcs/rental-housing/housing-development/oregon-centralized-application-orca/Pages/default.aspx>

The image shows a Google search interface for 'OHCS' and a navigation menu for 'Housing Development'. The search results show the Oregon.gov website with the title 'Welcome to Oregon Housing and Community Services'. The navigation menu includes links for 'Oregon Centralized Application (ORCA)', 'Bond Financing and Loans', 'Grants and Tax Credits', 'Oregon Multifamily Energy Program', and 'Homeownership Development'.

Google OHCS

All Images News Videos Shopping More

Results for **Morningside, Salem** Use precise location

Oregon.gov
<https://www.oregon.gov/ohcs/pages>

Welcome to Oregon Housing and Community Services
Our intentional focus on housing and community services allows the agency to serve Oregonians across the housing continuum, including preventing homelessness, ...

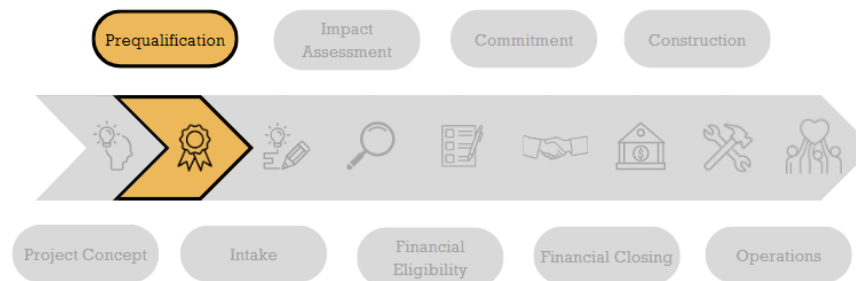
Housing Development

- [Oregon Centralized Application \(ORCA\)](#)
- [Bond Financing and Loans](#)
- [Grants and Tax Credits](#)
- [Oregon Multifamily Energy Program](#)
- [Homeownership Development](#)

Asset Manag
Compliance
HUD-811 Pro
HUD Project
Income and

Prequalification for Registration

- Register as an approved Housing Developer or Developer Consultant.
- Checks development experience, confirms health of portfolio, and ensures partners are in good legal standing.
- Submit anytime before review of Impact Assessment.
- [Prequalification - Oregon Centralized Application \(youtube.com\)](#)



Intake

- The Intake Form is not an application.
- The Intake Form asks for a general overview of the project vision and the partners involved.
- This includes a preliminary site assessment, early project-specific questions, population served, an initial estimate of resource needs and timing, and pre-development funding needs and eligibility.



Intake

- When a project is ready to move forward to the Impact Assessment Application, the project will be assigned a Procurement WorkCenter.
- A project may remain in Intake for a variety of reasons:
 - Critical project details not determined yet e.g. site location, population served
 - There may be potential issues to remedy with existing projects before they can begin applying
 - The specific resources the project needs to work are not available
- [Intake Orientation - Oregon Centralized Application \(youtube.com\)](#)



ORCA Subsidy Limits

Location: ORCA Manual p.7

- <https://www.oregon.gov/ohcs/rental-housing/housing-development/oregon-centralized-application-orca/Documents/how-to-apply/orca-manual.pdf>

Purpose:

- Scale according to bedroom size and AMI served
- Address lower rent rates in rural communities
- Support unique building design functions
- Allow reasonable increases (up to 10%) upon OHCS approval

Special Allocation:

- Up to \$200,000 per project for unique functional needs (e.g., life/safety/health requirements, agricultural workforce needs, accessibility for elderly/disabled, children support, durability interventions)

Helping set-aside eligible projects get ready to apply

Technical Advisors - liaisons between OHCS ARH Division and affordable housing developers to support:

- Navigation of the new Oregon Centralized Application (ORCA) process;
- Accessing OHCS ARH Resources including Predevelopment Loans, Capacity Building grants, and other tools, and;
- Building relationships with OHCS that support current ARH projects and future pipeline

Predevelopment Loan Program

Project Feasibility Loan (PFLP):

- Small (<\$5M budget) organizations that are also either CSOs or rural nonprofits are eligible
- \$50k max loan, one specific cost associated with determining project feasibility

Predevelopment Loan (PDLP):

- Nonprofits, Housing Authorities, and Tribes are eligible
- \$750k max loan for costs associated with getting to readiness standard (not including cost of land acquisition)
- Can work with third party lender to get a matched loan amount

To apply, indicate interest on Intake Form. Link to access application and application materials provided in your WorkCenter.

ORCA Capacity Building Grants

- Two-year grants tied to new or existing (in-service) projects
- ORCA CB grants to eligible developer and sponsor orgs (CSO and Rural priority)
 - Nonprofits
 - Tribal Nations
 - Public Housing Authorities
- Strengthen organization and regional capacity to build and operate ARH
- Accessed through the ORCA Intake Form
- Visit the GHAP Capacity Building webpage

<https://www.oregon.gov/ohcs/rental-housing/housing-development/development-resources/Pages/general-housing-account-capacity-building.aspx>

Procorem WorkCenter & Task Navigation

Procorem:

- A secure portal
- A tool to manage documents and complete assigned tasks
- Allows applicants to receive notifications about the project
- Tracks project progress in real time

After completing the Intake step, your project will be assigned a WorkCenter in Procorem. Your WorkCenter contains files, posts, calendar, and tasks.

[Procorem Workflow Training \(youtube.com\)](#)

Step 1: Impact Assessment

Purpose:

- Align project with policy priorities
- Secure OHCS Letter of Intent
- Refine project concept and partnerships

[Impact Assessment Training \(youtube.com\)](https://www.youtube.com/watch?v=...)

*This step is entered once an intake form has been submitted, processed and now a Procorem WorkCenter has been assigned.



Step 1: Impact Assessment

Evaluation Standards for this step include:

- Affirmative Fair Housing Marketing Plan
- Conceptual Architectural Plans
- Construction Cost Assessment
- Development Team Capacity
- Diversity, Equity and Inclusion (DEI) Survey and Agreement
- Engagement and Community Needs
- Environmental Reports
- Equity and Racial Justice Strategy
- Financial Proforma
- Housing and Urban Development Requirement Review
- Infrastructure Readiness
- Location Preferences
- Minority, Women, and Emerging Small Businesses (MWESB) Strategy
- Permanent Supportive Housing standards (if applicable)
- Permit Strategy
- Prequalification
- Resident Services Plan
- Risk of Loss (Preservation only)
- Site Control Evidence
- Zoning

Step 1: Impact Assessment

Proforma with the following items completed or met:

- Project details
- Development schedule
- Rents and incomes
- Balanced sources and uses
- Realistic sources (no fundraising)
- General unit breakdown with AMI percentages
- Closing date timing is realistic

Construction Costs –*The new standard asks applicants to respond to narrative questions to share how construction costs are derived, provide a risk assessment, and provide a plan for covering costs in excess of contingency funds.*

Step 1: Impact Assessment

Diversity, Equity and Inclusion (DEI Agreement) – DEI Registry is an online registry including a short survey for project partners to select specific organizational goals they are working to achieve over the next year

Engagement and Community Needs – narrative description of engagement conducted and how the project design is informed by the tenant communities you intend to serve, including communities of color

Equity and Racial Justice Strategy – creates a baseline that all projects must meet toward achieving racial equity in projects OHCS funded, and it provides a flexible way for projects to work toward additional goals

Step 1: Impact Assessment

ERJ Evaluation Standards for this step include:

- **Tenant demographic data collection** – use existing data submitted to OHCS if you have projects in the OHCS portfolio. If you do not have this existing data please let us know how you will collect tenant demographic data.
- **Translation of materials into relevant languages** – reference to AFHMP for list of languages and let us know your plan for translating outreach materials, lease up docs and other tenant information.
- **Property management language and translation proficiency** – narrative about how property management will work with tenants, if they property management staff speaks language of populations, or partnerships with MOU's as applicable.
- **Existing racial equity efforts** – narrative about actionable steps the organization is taking to advance racial equity. If there are commitments in the DEI agreement that relate to racial equity, you can include those commitments here.

Step 1: Impact Assessment

ERJ Evaluation Standards:

Respond to two of the following six types of ERJ strategies.

- Culturally specific organization ownership status
- Black, Indigenous, and other People of Color (BIPOC) ownership status
- Actionable plans for BIPOC-owned business utilization
- Culturally specific services
- Racially equitable tenant populations
- Tenant outcomes by race and ethnicity

*All partnership agreements must be evidenced by legally binding agreements to qualify for the criteria in this category.

Step 1: Impact Assessment

Criteria for Project Locations:

Opportunity Area Criteria (Minimum 2 required):

- Urban: Parks/public spaces within 0.5 mile; Non-Urban: within 10 miles
- Urban: Grocery store within 0.5 mile; Non-Urban: within 10 miles
- Urban: Walk Score over 70; Non-Urban: Walk Score over 50
- Transit Oriented Development or access to transit options
- Early Care and Education (ECE) facility nearby
- High-performing public elementary school (GreatSchools rating of 7+)

Anti-Displacement Index (Minimum 2 criteria)

- Listed on next slide

Step 1: Impact Assessment

Anti-Displacement Index (Minimum 2 criteria):

- Income Profile
- Vulnerable People
- Precarious Housing
- Housing Market Activity
- Neighborhood Demographic Change

*Share screen for Anti-Displacement Index

Step 1: Impact Assessment

MWESB Evaluation

Past performance: *Has the applicant met or exceeded MWESB Region percentage requirements previously, with confirmation by OHCS staff?*

Applicants that have fallen short of MWESB goals in previous projects are required to work with an MWESB consultant.

Experience and strategy: *Narrative questions about Developer and General Contractor's history and steps that will be taken to meet MWESB requirements*

Provide sample materials to use during the bid process

Step 1: Impact Assessment

Preservation: 3 categories

- 1) Federal Project-Based Rent Assistance at risk of loss
- 2) At risk of loss: physical and/or financial challenges
- 3) Portfolio Stabilization

Building ongoing ranked lists for the first two categories; we will fund projects at the top of the list and work our way down as funds allow.

Step 1: Impact Assessment

Preservation: Federal Project-Based Rent Assistance

	Critical Priority	High Priority	Medium Priority
	properties would meet EACH of these criteria:	properties would meet EACH of these criteria:	properties would meet EACH of these criteria:
Imminent risk to rent assistance:	PBRA at risk within next 2 years	PBRA at risk within next 5 years	PBRA at risk within next 7 years
% of units with PBRA	At least 50% of units have PBRA	At least 50% of units have PBRA	

Step 1: Impact Assessment

Preservation: At-Risk – Physical/Financial Challenges

	Critical Priority	High Priority	Medium Priority
	properties would meet EACH of these criteria:	properties would meet EACH of these criteria:	properties would meet EACH of these criteria:
Applicant:	Applicant is a CSO	Applicant is a CSO or CRO	
Risk of Loss:	Project is currently at-risk	At risk within the next 5 years	At risk within the next 7 years
Potential Impact to Tenants:	30%+ of Tenants considered Vulnerable	25%+ of Tenants considered Vulnerable	20%+ of Tenants considered Vulnerable

Step 1: Impact Assessment

Preservation: Portfolio Stabilization Program (PSP)

Meant to serve as a last-resort option to stabilize troubled properties, with funding tailored to specific needs identified in a Property Improvement Plan approved by OHCS Asset Management.

We are still defining final program rules and application process; this should be somewhat simpler and faster than the typical ORCA process.

Sponsors will not receive a developer fee as part of PSP awards.

Step 1: Impact Assessment

Infrastructure Readiness:

Site Infrastructure:

- Availability of stormwater, water, and sewer services
- Extension plans if infrastructure is not currently available

Plan for Infrastructure Needs:

- Detailed plan to meet infrastructure requirements
- Identification of funding sources

Permit Plan:

Early Communication:

- Engage with permitting jurisdictions early
















Plan and Timeline:

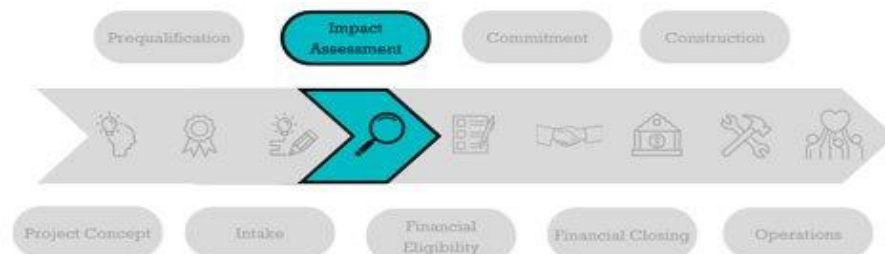
- Create a plan and timeline for permit acquisition
- Confirm ability to obtain permits before final OHCS funding awards

Reviewing Complete Submission

Application Team:






- Evaluate for completed tasks
- Will reach out for clarification
- Invoice for application fee

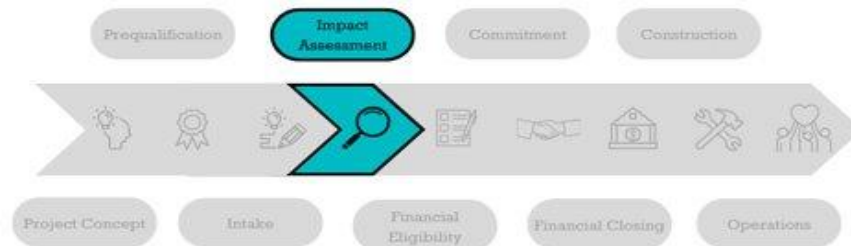
Impact Assessment			
 2/2	 2/2	ARH ORCA Financial Proforma: Impact Assessment Complete - 4/24/2024	 
 1/2	 2/2	ARH ORCA Impact Assessment Application Complete - 4/24/2024	
 1/3	 1/2	STANDARD Affirmative Fair Housing Marketing Plan Due in 3 days (May 10, 2024, 12:00 PM PDT), Complete - 5/3/2024	 
 1/2	 1/2	STANDARD Affirmative Fair Housing Marketing Plan Complete - 5/1/2024	 



Standards Met

- ✓ Standards Met
- ✓ Re-Invite Sponsor to WorkCenter
- ✓ Notification of Intent for Housing Stability Council
- ✓ Approval and Letter of Intent

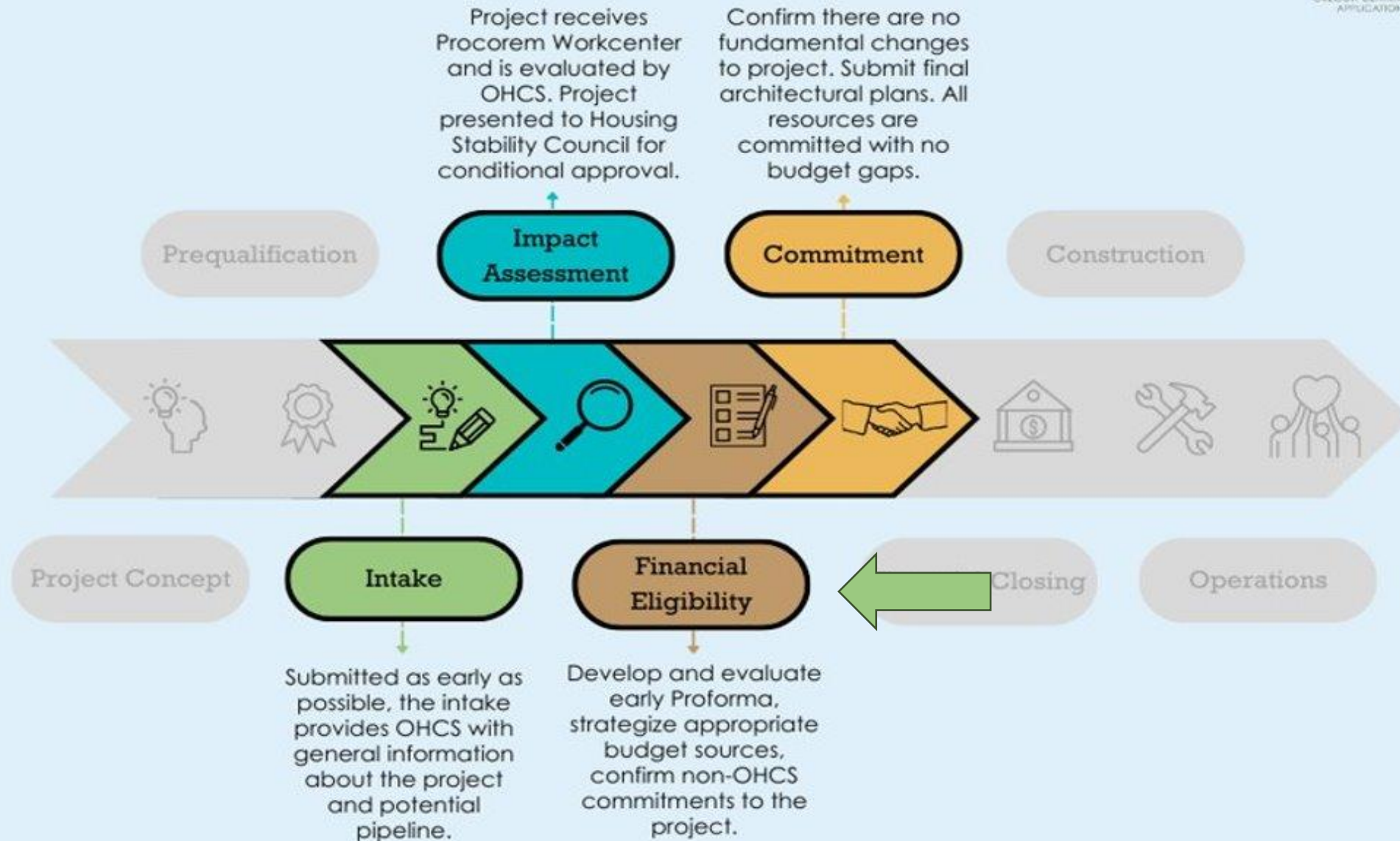
Impact Assessment			
		STANDARD Construction Costs	1 
2/2	1/3	Pending Approval	
		STANDARD Environmental Reports	1  1 
1/2	0/2	Pending Approval	



Questions, so far?



Oregon Centralized Application (ORCA) Process



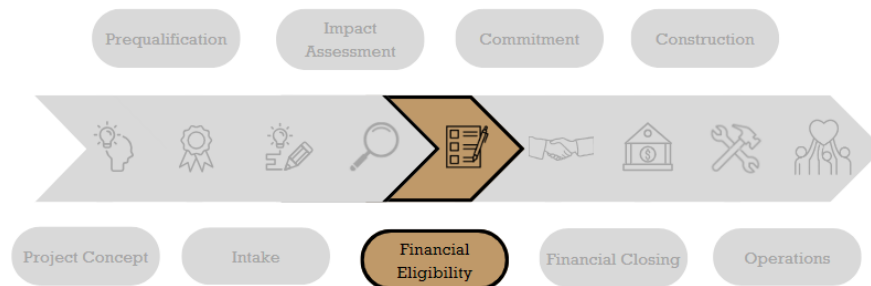
Step 2: Financial Eligibility

Overview: The second step in the Oregon Centralized Application (ORCA) process

Objective: Evaluate the financial aspects of the project

Key Components:

- Submission of lender letters of intent
- Well-developed construction cost estimates
- Full proforma



Step 2: Financial Eligibility

Key Documents for Financial Eligibility

- Architectural Plans:
 - New constructions: Concept-level floor plans and elevations
 - Rehabilitation projects: Capital needs assessment and final scope of work
- Construction Costs:
 - Detailed cost estimates and tracking of project costs
- Financial Proforma:
 - Completed budget with contractor bids
- Lender and Investor Letters of Interest (LOIs):
 - Evidence of HUD PBV application if applicable
- Permit Submission:
 - Confirmation or plan for permit submission

Step 2: Financial Eligibility

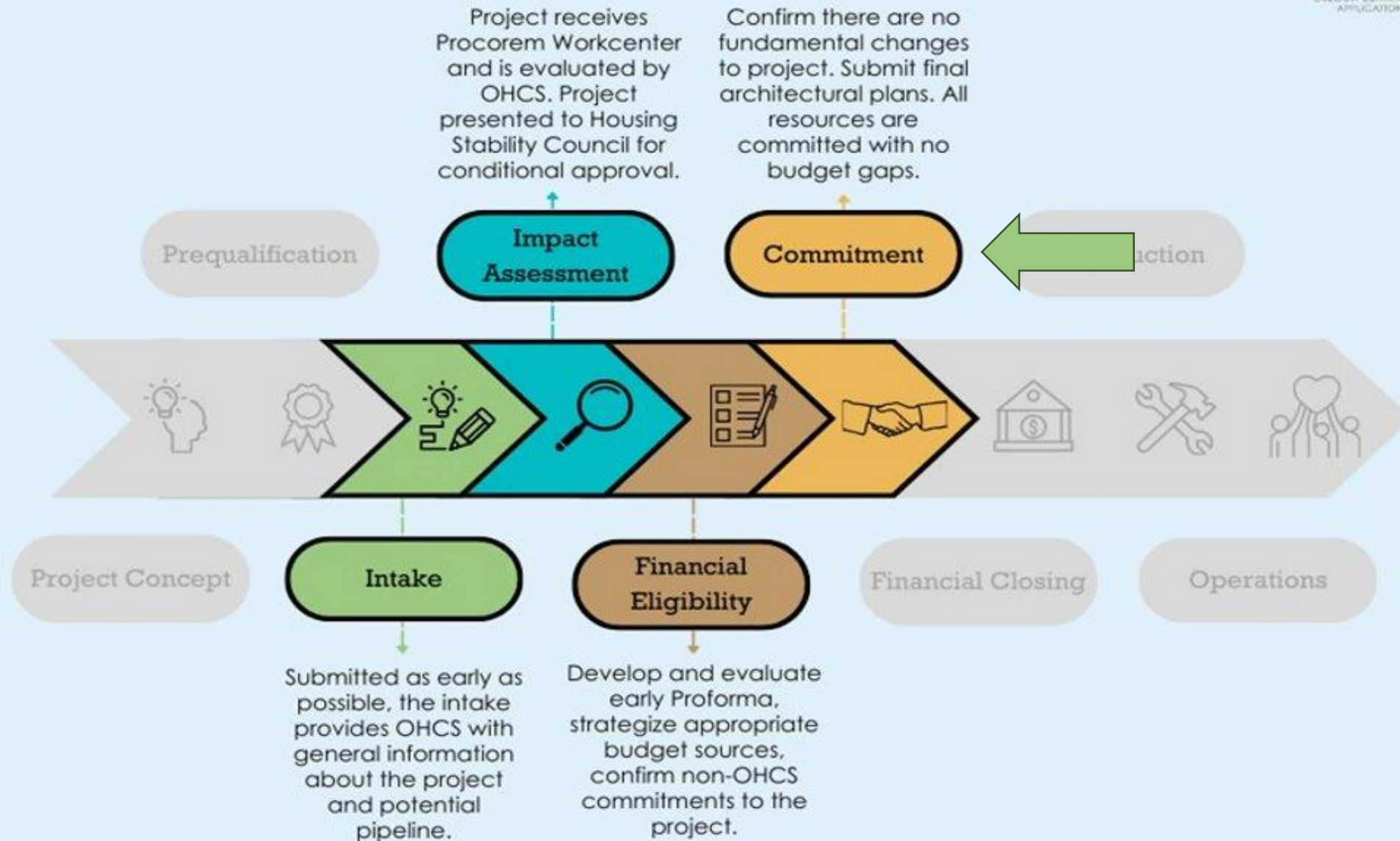
Evaluation Standards:

- Adherence to proposed timelines and plans
- Updated policy changes from the impact assessment step
- OHCS underwriting guidelines for project viability
 - Review the updated General Policy and Guideline Manual (GPGM)

Next Steps:

- OHCS evaluates progress and adherence to plans
- Successful projects proceed to the Commitment step

Oregon Centralized Application (ORCA) Process



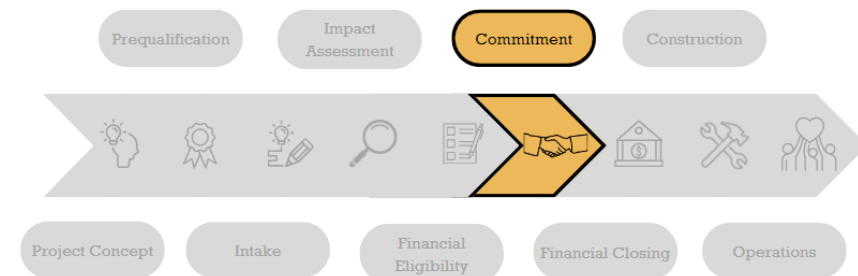
Step 3: Commitment

Objective:

- Finalize all project details and secure a Reservation Letter

Key Requirements:

- Final architectural plans
- Final financial proforma
- Final cost estimates
- Permit approval
- Secured investor commitments



Step 3: Commitment

Evaluation Standards:

- Adherence to timelines and project plans
- Compliance with HUD subsidy layering (for HOME/HTF projects)
- Submission of a financial closing date commitment letter

Outcome:

- Successful projects receive a Reservation Letter
- Projects must be ready to proceed within six months

Project Help

Ways to get help:

- Bookmark the Get Help webpage
- Review FAQs
- Submit a question
- Attend ORCA Office Hours

Get help with ORCA

Housing Development

Oregon Centralized Application (ORCA)

How to apply

Intake

Impact assessment

Financial eligibility

Commitment

Prequalification

DEI Agreement

Get help with ORCA

ORCA available resources

OHCS is committed to provide support at every step of a sponsor's affordable housing development project, from Intake to post-selection and compliance. If you have questions about the Oregon Centralized Application (ORCA) process, please submit your question to the OHCS ORCA FAQs.

Please note, currently only Intake and Prequalification are open. The full ORCA will not open until later May 2024.

Training

Training is available to help applicants navigate the Oregon Centralized Application process:

- [June 6, 3-4:40 p.m. - Oregon Centralized Application training.](#)
- [Oregon Centralized Application trailer.](#)
- [Intake orientation](#)
- [Prequalification training](#)
- [About Procorem](#)

Frequently Asked Questions

Read [Frequently asked questions](#) about the ORCA process.

Please submit your questions through the FAQ form. This includes project-specific question so that your question can be routed to the correct staff member.

[Submit your question](#)

Message the app team directly at: app.team@hcs.oregon.gov

Questions?



Next Steps

- Please share your feedback about this training!
- June 12 – Predevelopment & Capacity Building will open for applications
- June 12 – Procorem WorkCenters will open for projects ready to proceed with Impact Assessment
- Get Help & ORCA Office Hours
 - June 13 at 10 am
 - Additional days/times announced on the Get Help page
- Dashboard is under construction for the public to track resource availability