



WASHINGTON COUNTY

OREGON

FIRST HOME HOMEOWNERSHIP PROGRAM

2024 Notice of Funding Offering (NOFO)

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Responses Due: August 22, 2024

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Table of Contents

I. INTRODUCTION AND GOALS	3
II. GENERAL PROGRAM FUNDING POLICIES	3
III. EVALUATION CRITERIA FOR SUBORDINATE MORTGAGE LOANS – DOWNPAYMENT ASSISTANCE APPLICATIONS	4
IV. EVALUATION CRITERIA FOR APPLICATIONS FOR PERMANENT AFFORDABILITY	4
V. APPLICATION INFORMATION	5
VI. DISCLAIMERS AND DISCLOSURE	6

I. Introduction and Goals

The Washington County Office of Community Development announces the Notice of Funding Offering (NOFO) for First Home Homeownership Program funds to help create affordable homeownership opportunities for first-time, low- and moderate-income homebuyers in Washington County.

Program objectives are met through two basic models of assistance: 1) subordinate mortgage loans, also known as down payment assistance; and 2) permanent affordability, through a community land trust, which increases the supply of homes affordable to initial and successive homebuyers.

This document includes: criteria regarding applicant, program and project eligibility, application requirements and funding details. The application is available in ZoomGrants and can be found [here](#). Please contact our office as needed for assistance with the ZoomGrants platform.

\$1 million dollars is available in this NOFO.

II. General Program Funding Policies

Program policies are outlined in the matrix below.

The policies below should allow for quicker reference when seeking guidance than the Matrix previously provided.	NON PROFIT LENDER	PERMANENT AFFORDABILITY (Community Land Trust)
1. Applicant must reside or work in Washington County	X	X
2. Home must be located in the county; all jurisdictional areas are eligible	X	X
3. Annual household income capped at 80% AMI		X
4. Annual household income capped at 100% AMI	X	
5. HUD first time homebuyer certification required	X	X
6. Up to \$135,000 per home on average to be used for principal reduction and one or more of the following; grant to cover all or portion of closing costs/prepays(any buydowns must be well thought out), up to an \$8,000 posthomeownership grant for energy and cooling improvements (full house A/C is strongly encouraged if not existing and fully functional), and admin, capped at\$8,000.		X
7. Up to \$90,000 per home on average to be used for principal reduction and one or more of the following; grant to cover all or portion of closing costs/prepays(any buydowns must be well thought out), up to an \$8,000 posthomeownership grant for energy and cooling improvements (full house A/C is strongly encouraged if not existing and fully functional), and admin, capped at\$5,600.	X	
8. Interest rate must be 0% with no payments until recapture triggered	X	X
9. Recapture; must be willing to work with the county on 1st mortgage refinance language policy as well as upon the death of the owner/occupant policy.	X	
10. Recaptured loan amounts to be used for same purposes as proscribed herein.	X	X

11. A household may not receive loans, closing costs, or prepaids from more than one nonprofit funded by this program	X	X
12. Purchase price may not exceed OHCS Acquisition Limit. As of June 2024, \$696,949	X	X
13. Prior to each qualified forgiveness portion, nonprofit lender must confirm occupancy. All previous forgiveness is lost if no owner occupancy.	X	X
14. May require FHA and or VA pre-approval prior to using these funds	X	X
15. Reporting; transaction and quarterly based.	X	X

Note, Deed, and other requirements primarily specific to DPA lenders, but 3. 5. and 6. are specific to all awardees.

1. 30 yr fixed rate deferred payment loan at 0% interest rate
2. Recapture required of unforgiven portion of each loan, which may not be prorated between forgiveness periods.
3. Applicant must have a subordination policy that covers the event of a refinance.
4. When net proceeds from an Arm's Length Transaction sale are not enough to pay off the loan that portion covering the shortage shall be forgiven, except no portion of the proceeds shall be used to cover the default portion of any lower loan/deed.
5. Applicant must have a recapture policy to cover in the event of the death of the owner/occupant
6. Lender must be named as hazard insurance loss payee.

III. Evaluation Criteria for Subordinate Mortgage Loans – Downpayment Assistance Applications

- a. *Timeliness:* Applications must provide evidence of an existing waiting list, and/or the ability to perform effective outreach to create buyer demand and housing stock supply sufficient to use funds within the contracted period.
- b. *Organizational Capacity:* Applications must provide evidence of applicant's capacity to complete homebuyer down payment assistance activities. Applicants should demonstrate their ability to provide culturally responsive assistance to people of diverse ethnic and cultural background and people with disabilities and households that have language or other barriers to homeownership.

IV. Evaluation Criteria for Applications for Permanent Affordability

- a. *Project Plan:* Applications must demonstrate that the project fulfills the goals of the First Home Program and results in affordable homeownership.
- b. *Organizational Capacity:* Applications must demonstrate applicant's organizational and financial capacity to complete the proposed project. Capacity includes: staff with the technical knowledge, experience, and time to oversee the program, the financial capacity to sustain the

organization throughout the period of the project and sufficient staff resources to respond to any County and community concerns.

- c. *Capacity for and Experience with Stewardship:* Applications must demonstrate applicant’s experience successfully stewarding on-going affordability of homeownership units and supporting homeowner success. This includes having long-term organizational viability and the staff capacity ensure the homes remain permanently affordable. This includes having policies and processes that record permanent affordability on the title of each home.

V. Application Information

- a. *Application Assistance:* Prospective applicants should review this NOFO the application forms, thoroughly to understand County’s funding priorities, program requirements and the application process. Applicants are required to have homebuyer assistance expertise.
- b. *Application Completeness and Assembly:* Applicants should thoroughly review applications prior to submission. Incomplete applications will not be considered for funding.
- c. All applications must be submitted online via ZoomGrants. Application sent outside of ZoomGrants will not be considered. The application is available in ZoomGrants and can be found [here](#). You will need to complete a profile in ZoomGrants in order to access the application. Once you have successfully submitted your application you will receive an auto-generated email confirming the submission of your application. If you think you have submitted your application but have not received an email confirmation, please contact our office before the application deadline to confirm submission.
- d. *Application Schedule:*
 - August 1, 2024 Release of NOFO
 - August 22, 2024 Applications due via ZoomGrants
 - September 6, 2024 Issue of notice to approved applicants (estimated)
 - Mid Sept 2024 Begin processing contracts (estimated)

VI. Disclaimers and Disclosure

This NOFO is not a commitment or contract of any kind. Washington County Office of Community Development reserves the right to pursue any and/or all ideas generated by this request. Costs for developing submissions are entirely the responsibility of the applicant and shall not be reimbursed. Washington County Office of Community Development reserves the right to alter timelines, amend or retract the NOFO, waive as informality any irregularities in submittals, and/or reject any and all submissions. The Office of Community Development reserves the right to waive any requirements of this NOFO when it determines that waiving a requirement is in the best interest of the County.

All proposals and related materials become the property of the County upon submission in ZoomGrants.

The applicant recognizes and agrees that the County will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties.