



Oregon

John A. Kitzhaber, MD, Governor

Housing and Community Services

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TECHINCAL ADVISORY

December 14, 2011

To: Partners of Oregon Housing and Community Services

From: Bob Gillespie, Housing Division Administrator
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Re: Schedule for third-party site reviews for 2012 Consolidated Funding Cycle (CFC)
Acquisition Rehabilitation projects

Third-party site review in the 2012 CFC

As part of the 2012 CFC, OHCS requires a third-party site review of acquisition rehabilitation (including preservation) projects.

If a sponsor submitted a project to the 2011 CFC with a CNA, the team will not revisit the project and OHCS will not require a new CNA for 2012, as long as there are no material changes.

In response to sponsor input, we have moved this review to the beginning of the application process. This earlier review will give you the information you need to complete your CFC application.

Key dates

- **January 6, 2012.** Please notify your Regional Advisor to the Department by January 6, 2012 if you plan to submit a new (not submitted in the 2011 CFC) acquisition rehabilitation project for the 2012 CFC.
- **Week of January 9, 2012:** OHCS will contact you to schedule a visit by the review team.
- **January 17 to January 31, 2012: third-party team will conduct** on-site reviews.
- **February 17, 2012.** To ensure all applicants have equal opportunity to respond to the team's recommendations in their 2012 applications, the team will provide its recommendations to sponsors by February 17, 2012.

Requirements

If you already have or will have a completed capital needs assessment (CNA) for a new acquisition rehabilitation project, please provide it to the department by **January 16, 2012**, so the team can use it during the inspection. OHCS will not require sponsors to complete a CNA before the department's on-site inspections.

Questions?

As always, if you have any questions, please talk to your [Regional Advisor](#).