



## Appendix P Pro Forma Instruction Guide as of September 2022

### General Instructions

- Sources and Uses must be equal.
- Include estimated System Development Charge (SDC) waiver amount as both a Source and a Use.
- The total Developer Fee (line 59 of Budget Uses tab) must include, as part of the cash fee, any third-party fees for tasks historically undertaken by developers, including payments to a development consultant, LIHTC or financial consultant, community engagement consultant, and construction manager/consultant. To include an explanation of third-party fees, please add a comment to the Developer Fee line.
- Leave amount of PHB Program Delivery Fee (line 117 of Budget Uses tab) blank at time of application; to be filled in after award decision, if applicable.
- Assume that rents will be set at 60% AMI for units receiving PBS8 vouchers.

### Required Tabs from OHCS 4% LIHTC Excel Spreadsheet

- For Projects with both rental and homeownership (Strong property), please fill out separate OHCS Excel forms for rental and for homeownership.
- For all Projects, the “Blank Worksheet” Tab on the OHCS Excel form, containing all PHB required project summary, must be completed.

Tab	Rental Project	Homeownership Project
<b>Project Details</b> <i>Fill out applicable sections</i>	Required	Required
<b>Development Schedule</b>	Required	Required
<b>Budget Sources</b> <i>Do not delete Sources entered by PHB on lines 55-57</i>	Required	Required
<b>Construction Cost SOV</b> <i>Costs roll over to Budget Uses</i>	Required	Required
<b>Budget Uses</b>	Required	Required
<b>LIHTC Calc (Site Entry)</b>	Required if seeking LIHTC	Not required
<b>Multifamily Bonds</b>	Required if seeking LIHTC	Not required
<b>Developer Fee</b>	Required	Not required
<b>Rents and Incomes</b>	Required	Not required
<b>Operating Budget</b>	Required	Not required
<b>“Blank Worksheet” (contains PHB Unit Mix / Summary Info)</b>	Required	Required
<b>PSH Services Budget</b>	Required only for Portland Value Inn	Not required