



Appendix A Pro Forma Instructions

General Instructions

- Sources and Uses must be equal.
- The total Developer Fee (line 60 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 96 of Budget Uses tab) blank at time of application; to be filled in after award decision, if applicable.

Required Tabs from Form H: OHCS Excel Spreadsheet

- For all Projects, the “Blank Worksheet” Tab on the Form H, containing all PHB required project summary, must be completed.

Tab	Non-LIHTC Proposal	LIHTC Proposal
Project Details <i>Fill out applicable sections</i>	Required	Required
Budget Sources <i>Do not delete Sources entered by PHB on line 23-25</i>	Required	Required
Construction Cost SOV <i>Costs roll over to Budget Uses</i>	Required	Required
Budget Uses	Required	Required
LIHTC Calc (Site Entry)	<i>Not requested</i>	Required
Multifamily Bonds	<i>Not requested</i>	Required if applicable
Developer Fee	Required	Required
Rents and Incomes	Required	Required
Operating Budget	Required	Required
“Blank Worksheet” (contains PHB Unit Mix / Summary Info)	Required	Required