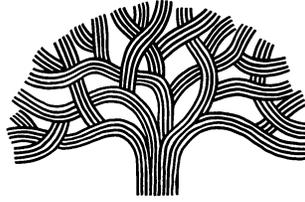


2021 Request for Homekey Proposals



City of Oakland

Department of Housing and Community Development

Release Date: October 18, 2021

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2021 City of Oakland Request for Homekey Proposals

The City of Oakland Department of Housing and Community Development (City) is seeking Request for Proposals (RFP) for permanent and/or interim affordable housing for homeless and formerly homeless individuals and households. **Only teams that were qualified through the City's previous 2021 Homekey Request for Qualifications (RFQ) process are eligible to submit proposals through this RFP. Qualified teams ("Teams") are posted on the City's website and included in Exhibit E.**¹

Teams seeking to be the City's co-applicant on a Homekey project must complete the application described below, including all supporting documentation. Applications must be submitted into the City's Homekey RFP portal <https://www.oaklandca.gov/topics/city-homekey> no later than 4:00 p.m. on Thursday, November 18, 2021. No email or hard copy submittals will be accepted. Applications submitted after this deadline will not be accepted.

The following City housing values and priorities guide the scoring priorities for this NOFA:

1. A commitment to advancing racial equity;
2. A commitment to assist housing projects that target homeless households; and
3. A commitment to provide housing for persons experiencing homelessness or At Risk of Homelessness, and who are, thereby, inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic.²

I. RFP Timeline

September 9, 2021	State Homekey NOFA released
September 30, 2021	State Homekey NOFA application available
October 18, 2021	City of Oakland Homekey RFP released
October 25, 2021 at 2:00PM	City of Oakland Homekey RFP Q&A meeting
November 18, 2021 at 4:00PM	Oakland RFP Proposals due to City via City website application portal https://www.oaklandca.gov/topics/city-homekey
Early December 2021	City schedules State Pre-Application Consultation and Technical Assistance for top scoring RFP projects
December 7, 2021	City Council meeting – general approval of City submitting Homekey applications
December 13, 2021 - January 15, 2022	City submits approved project applications to State Homekey program.
January 2022	City Council meeting – project-specific approvals
January 31, 2022	Final day to submit Homekey application within geographic set-asides and within period for timely submission of application bonus award. City intends to submit all Oakland applications by this date.
February-March 2022	State makes award determinations for Oakland applications
October-November 2022	Homekey capital funding must be expended within 8 months of award

¹ Qualified teams are listed in Exhibit E and on the City's website here: <https://s3.us-west-2.amazonaws.com/cao-94612/general-images/Memo-Homekey-RFQ-Summary-9-30-21.pdf>

² Homeless or who are At Risk of Homelessness, as defined in 24 CFR part 578.3. https://homekey.hcd.ca.gov/sites/default/files/2021-09/NOFA_Homekey_0.pdf

State Homekey NOFA Schedule Requirements

Project timelines:

1. Projects must complete all applicable construction and/or rehabilitation within 12 months of the date of State Homekey award.
2. All projects shall achieve a full occupancy (fully occupied with consideration for an average of 10% vacancy rate at any given time) within 90 days of construction/rehabilitation completion.
3. Homekey is offering an incentive for projects that reach full occupancy within eight months (evidenced by rent roll): \$10,000 per Homekey unit of additional operating subsidy.

Spending timelines:

1. Homekey may reimburse eligible costs incurred beginning on March 3, 2021.
2. Applications submitted to the State before January 31, 2022 will receive an additional \$10,000 per Homekey unit for capital or operating costs as bonus for timely submission of complete application. **The City intends to submit all City applications no later than December 30, 2021 and expects the bonus to be applied towards operating costs.**
3. All Homekey capital funds must be expended within eight months of the date of state Homekey award.
4. All Homekey operating funds must be fully expended by the grantee by June 30, 2026.

II. Application Process and Pre-Application Meeting

Applications must be submitted through the City's Homekey website. Paper or e-mail applications will not be accepted. See the City's Homekey website for application portal:

<https://www.oaklandca.gov/topics/city-homekey>

Teams are strongly encouraged to attend a pre-application meeting via video conference on October 25, 2021 at 2:00PM. City Housing staff will review the online application process and be available for questions. Planning staff and Contracts and Compliance staff will be available for questions. The recording will be posted on the City's Homekey website afterwards. See below for Zoom meeting call-in info:

City of Oakland Homekey RFP Pre-Application Meeting

Monday, October 25, 2021 at 2:00PM

Zoom Meeting Link: <https://us02web.zoom.us/j/3202776725>

Meeting ID: 320 277 6725

One tap mobile

+16699009128,,3202776725# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

III. State Homekey Program Guidelines

On September 9, 2021, the State issued the Homekey Program Notice of Funding Availability, Round 2 (State Homekey NOFA).³ The State Homekey NOFA makes \$1.45 billion available: \$1.2 billion from the

³ <https://homekey.hcd.ca.gov/>
https://homekey.hcd.ca.gov/sites/default/files/2021-09/NOFA_Homekey_0.pdf

Coronavirus State Fiscal Recovery Fund established by the federal American Rescue Plan Act of 2021 (ARPA) and \$250 million from the State General Fund. California HCD will be accepting the applications on a continuous, over-the-counter basis until May 2, 2022, or until the available funds are exhausted, whichever occurs first.

As an eligible applicant to the State Homekey NOFA, the City intends to apply jointly with RFQ-qualified Teams as co-applicants for projects selected through this RFP. The State Homekey NOFA includes a California Environmental Quality Act (CEQA) exemption set forth at Health and Safety Code (HSC) section 50675.1.4 and the provision for land use consistency and conformity set forth at HSC section 50675.1.3, subdivision (i). Although the Homekey CEQA exemption is largely limited to existing buildings, the State has identified alternate streamlining pathways that the City encourages Teams to explore.⁴

Homekey Eligible Projects:

The State and City will consider a variety of innovative housing solutions. Awarded funds must be used to provide permanent or interim housing for individuals and families experiencing homelessness. The State has established a set-aside of funds for housing serving homeless youth and youth at risk of homelessness.

Eligible Homekey uses may include:

- Acquisition with or without rehabilitation of motels, hotels, hostels, or other sites and assets, including apartments or homes, adult residential facilities, residential care facilities for the elderly, manufactured housing, commercial properties, and other buildings with existing uses that could be converted to permanent or interim housing.
- Master leasing of properties for non-congregate housing.
- Conversion of units from nonresidential to residential.
- New construction of dwelling units.
- The purchase of affordability covenants and restrictions for units.
- Relocation costs for individuals who are being displaced as a result of the Homekey project.
- Capitalized operating subsidies for units purchased, converted, constructed, or altered with funds awarded under the Homekey Round 2 NOFA for FY 2021-22.
- *Existing Homekey projects awarded under the 2020 Homekey round are ineligible for this RFP and the State Homekey NOFA.*

IV. City Capital and Operating Subsidy Guidelines

The City understands that most projects will seek local capital subsidy to meet Homekey match requirements and to achieve project feasibility. This match requirement will be a limiting factor for the number of Homekey applications that the City will ultimately support and submit to the State.

1. **Capital Subsidy:** The City expects to dedicate at least **\$10,000,000** of City funds as capital match for eligible Homekey projects, comprised of funds from the City's allocation of HOME funds through the American Rescue Plan (HOME-ARP), Measure KK, CDBG-CV, and the City's Affordable Housing Trust Fund.

⁴ In addition to guidelines in the Homekey NOFA, the State has issued a CEQA Exemption Q&A here: <https://homekey.hcd.ca.gov/sites/default/files/2021-09/CEQA%20Exemption%20in%20AB%20140%20-%20Questions%20%26%20Answers.pdf>

- a. HOME-ARP and CDBG-CV funds are subject to National Environmental Protection Act (NEPA) per HUD's implementing regulations at 24 CFR part 58.⁵ Please see City Program Guidelines below for more details.
 - b. Measure KK funds may only be used for permanent housing.
2. **The City and State recognize that any homeless housing project will require operating subsidy.** This RFP identifies the following as potential sources of operating subsidy for Oakland Homekey projects:
- a. **Homekey Operating Subsidy: 3 years + potential bonuses**
 - i. The State Homekey NOFA may provide up to three years of capitalized operating subsidy at a rate of \$1,000 per unit per month for most Homekey units, and \$1,400 per unit per month for units serving chronically homeless or homeless youth. These subsidy rates are included in the State's application workbook.
 - ii. **Timely Submission of Application Bonus:** State Homekey will award an additional \$10,000 per Homekey unit as a bonus award for each project with a timely submission of a complete application to State HCD by January 31, 2022. This bonus may be used for either operating or capital expenses. The City intends to submit all its applications by January 31, 2022, and will guide projects to apply the \$10,000 per unit bonus award towards operating expenses.
 - iii. **Expedited Occupancy Bonus:** State Homekey will award \$10,000 per Homekey unit as a conditional bonus amount for achieving full occupancy (with 10% vacancy) within eight (8) months of the date of award. This bonus award can be used for operating costs only. The City may prioritize projects that can feasibly commit to this expedited occupancy timeline.
 - b. **The City expects to dedicate City's HHAP funds towards capitalized operating subsidy for Homekey projects.** Please see instructions in Section VI for application proforma guidance.
 - c. **Please do not assume that your project will have access to Project-Based Section 8.** RFP proposal budgets should not include Project-Based Vouchers (PBVs). The City of Oakland does not award PBVs. The Oakland Housing Authority (OHA) awards and administers PBVs. The City will notify OHA of projects successfully awarded through this RFP, and OHA will evaluate projects for potential funding awards based on its priorities, established process, and funding availability. If PBVs or other resources are available, OHA may rely on this RFP process to award them.
 - d. **The City may prioritize projects that have secured alternative sources of operating subsidy to those listed above.**

⁵ [eCFR :: 24 CFR Part 58 -- Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities](#)

V. City Program Guidelines

Based on the State Homekey NOFA, the City has established the following conditions to the City Homekey Program.

1. **Only Teams that were qualified under the previous City of Oakland Homekey RFQ are eligible to apply to this RFP.** Additions to the original qualified Team organizations are allowed, but substitutions are prohibited.
2. **Only one project per Team will be considered under this RFP.** Please put forth your strongest proposal for City consideration.
3. **Through the City Homekey RFQ, a list of available properties has been posted for your information.** Please see the City's Homekey website for the most current list of properties offered by sellers, as well as a list of City-owned sites that may be suitable for Homekey proposals.⁶
4. **The City will not directly acquire any new Homekey properties, but will continue to own any City-owned sites.** Teams must acquire, own, develop, and manage the proposed properties. The City's role will be limited to co-applying for Homekey funding, granting funds to project Teams, and enforcing the regulatory agreement. Any proposals on a City-owned site should assume that the City will retain ownership and enter into a long-term ground lease or license agreement for use of the site.
5. **Because Homekey units or rooms must serve homeless or formerly homeless households, income and rent levels cannot exceed 30% of Area Median Income (AMI).**

Proposed projects that are not requesting City subsidy should assume the following Multifamily Tax Subsidy Project (MTSP) income and rent limits adopted by the State Homekey program:⁷

2021 MTSP Regular Income Limits					
Household (HH) Size ⁸	1 person	2 persons	3 persons	4 persons	5 persons
Income Limit	\$28,770	\$32,880	\$36,990	\$41,100	\$44,400

2021 MTSP Regular Rent Limits					
Bedroom Size	SRO	0 BR	1 BR	2 BR	3 BR
Rent Limit	n/a	\$719	\$770	\$924	\$1068

Proposed projects that are requesting City matching funds should assume the following income and rent limits prescribed by Sections 50053 and 50052.5 of the California Health and Safety Code:

⁶ Seller Interest Form Responses as of October 6, 2021: <https://s3.us-west-2.amazonaws.com/cao-94612/general-images/Seller-Interest-Form-Responses-as-of-October-6th.pdf>

City Owned sites: <https://cao-94612.s3.amazonaws.com/documents/Attachment-A-City-Surplus-Land-Sites-6-21-21.pdf>

⁷ Pursuant to California Health and Safety Code Section 50675.1.3

⁸ <https://www.oaklandca.gov/resources/rent-and-income-limits-for-affordable-housing>

2021 Official State Income Limits (Use if Local Funds Anticipated)					
Household (HH) Size ⁹	1 person	2 persons	3 persons	4 persons	5 persons
Income Limit	\$28,800	\$32,900	\$37,000	\$41,100	\$44,400

2021 Rent Limits (Use if Local Funds Anticipated)					
Bedroom Size	SRO	0 BR	1 BR	2 BR	3 BR
Rent Limit	\$494	\$659	\$753	\$847	\$942

Through this program, the City is seeking to expand the supply of deeply affordable units, which includes both permanent supportive housing with services as well as extremely low-income housing with light touch services or service coordination only. However, because the incomes of Oakland residents currently in the Coordinated Entry System are typically well below 30% of AMI, the City may prioritize projects that restrict rents to 30% of tenants' income with very low or no minimum income requirements.

6. **Although the State's Homekey NOFA does not require an entire project to be comprised of Homekey units, the City will prioritize projects with fully vacant units that will be quickly available for homeless Oakland residents.** Further, the City will not consider projects that require permanent relocation of any existing tenants.
7. **The City and Team will be co-applicants to the State for Homekey funding.** The Team will prepare all application materials for City review, and when approved, the City will upload and submit the application through the Homekey portal. If awarded, the State will execute a Standard Agreement with both co-applicants. The City's Department of Housing and Community Development (HCD) will serve as the main point of contact for selected projects and Teams, including preparing for City Council approvals, funding the project, and ensuring expected Homekey program outcomes are met.
8. **The City will record a regulatory agreement against the project property** that will restrict rents and occupancy and enforce other Homekey and City operational requirements. Please note that the City will not subordinate the priority of its regulatory agreement to private financing.

The term of the regulatory agreement must be at least:

- a. 55 years for permanent affordable housing projects
 - b. 15 years for interim/transitional housing projects
 - c. 15 years for the purchase of affordability covenants and restrictions for existing residential units, or for master leasing projects.
9. **The State may require that Homekey funds be provided as grants, as was required under the 2020 Homekey NOFA.** Under this structure, the City will accept the Homekey grant capital and

⁹ <https://www.oaklandca.gov/resources/rent-and-income-limits-for-affordable-housing>

operating funds, combine those funds with local matching subsidy, and enter into a single recoverable grant agreement with the Developer/Owner organization of the Team.

- a. Under this grant structure, for-profit partners will likely require a nonprofit partner in the ownership structure to feasibly accept the grant. (Please note that project Teams are responsible for determining the tax implications of receiving grant funds.)
 - b. The City will secure the grant and the performance of grant covenants with a deed of trust recorded against the property.
10. **The City supports Teams accessing the CEQA and land use streamlining tools provided by the State Homekey NOFA, and expect Teams to seek counsel for legal advice in applying the exemptions and obligations to their projects.** Teams will be responsible for compliance with the applicable Skilled and Trained Workforce and Prevailing Wage requirements of the Homekey program.
11. **NEPA:** Projects that are awarded CDBG-CV or HOME-ARP must be assessed in accordance with the National Environmental Policy Act of 1960 (NEPA) prior to grant closing. Teams must sign a certification that they understand this restriction (see Exhibit A).
- a. **Choice-Limiting Actions Prohibited During NEPA Review.** Teams must refrain from undertaking activities that would have an adverse environmental impact or would otherwise limit the choice of reasonable alternatives between the time of application submittal and when the City has completed its environmental review process. Such activities include acquiring, rehabilitating, converting, leasing, repairing or constructing property, any kind of site preparation, or committing or expending HUD or non-Federal funds for program activities with respect to any project eligible under this NOFA. The prohibition against choice-limiting actions begins on the date that the application is submitted to the City.
 - b. If the Team has entered into a purchase agreement or contract for any of the above activities prior to applying for NOFA funds, work may continue pursuant to that contract. But amendments to the contract or new contracts may not be entered into. CDBG-CV or HOME-ARP funds may not be used to reimburse a Team for project related costs incurred after the Team has submitted the application for funding and before the completion of the City's environmental review process except for activities that are excluded and not subject to federal environmental review requirements, and for certain relocation costs.
 - c. Teams may be required to hire a NEPA consultant to work with City Planning staff to complete a NEPA review. Completing the NEPA review, including local and federal noticing periods, takes a minimum of 8-12 weeks after receipt of all necessary information. Development budgets should include NEPA consultant costs.
12. **Other Federal Requirements:** The following federal statutes and laws may apply:
- a. Section 3 of the U.S. Housing Act of 1968, as amended
 - b. Equal Opportunity and related requirements in 24 CFR Section 982.53
 - c. Section 504 of the Rehabilitation Act of 1973
 - d. Americans with Disabilities Act of 1990

- e. Architectural Barriers Act of 1968
- f. Fair Housing Act of 1988
- g. National Environmental Protection Act (NEPA)
- h. Federal prevailing wage requirements (please note that projects will be required to meet the higher of Federal or State prevailing wage requirements).

13. Contract Compliance: Teams must comply with the following City of Oakland employment and contracting programs:

- a. Fifty percent (50%) Local and Small Local For Profit and Not For Profit Business Enterprise Program (L/SLBE) for construction contracts in the amount of \$50,000 or greater and professional services contracts in the amount of \$100,000 or greater
- b. Fifty percent (50%) Local Employment Program
- c. Fifteen percent (15%) Oakland Apprenticeship Program for construction contracts in the amount of \$15,000 or greater
- d. Payment of State prevailing wages (Homekey and City requirement)
- e. If awarded HOME-ARP or CDBG-CV funds, payment of Federal Davis-Bacon prevailing wages
- f. City of Oakland Living Wage Ordinance
- g. City of Oakland Equal Benefits Ordinance
- h. Electronic Certified Payroll Submittals

More information can be found at the City of Oakland's website at

<https://www.oaklandca.gov/departments/workplace-employment-standards>

If a project receives a funding commitment through this RFP and rehabilitation is part of the project, Teams are required to meet with Contract Compliance staff and contractors (if applicable) before the grant closes. Please contact Vivian Inman (vinman@oaklandca.gov) for more information.

14. Maximum Developer Fee: The maximum allowable developer fee for permanent affordable housing is the lesser of 10% of total development cost or \$1,000,000. Teams may request all or a portion of the developer fee at their discretion; developer fee is not a requirement. Higher limits may be considered for new construction project proposals on a case-by-case basis. Developer fee may be further restricted for transitional housing proposals at the City's discretion.

VI. RFP Submittal Requirements

To be considered complete, proposals in response to this RFP must include the following components. Failure to complete applicable worksheets will be recorded as a "0" for the applicable scoring category.

1. Enter following project info on City website:
 - a. Project Team (RFQ application number, lead contact)
 - b. Project address
 - c. Project type
 - d. Number of total units
 - e. Number of homeless units

- f. Target population(s) - If relevant, please include additional details about proposed eligibility (e.g. minimum income levels, ability to live in shared housing, level of on-site supportive services required, etc.)
 - g. Amount of capital match requested
 - h. Amount of capitalized local operating subsidy requested for up to Year 15 of operations.
2. Required uploads
- a. Copy of applicable site control document, e.g. LOI or purchase contract.
 - b. MOU or joint venture agreement between developer/owner partners: If the Team is a joint venture, an executed joint venture agreement is required, clearly describing the roles and responsibilities of each partner, and identifying who is the lead partner, or if the responsibilities are approximately equally split between the partners. If not applicable, select "N/A".
 - c. Organizational chart of partnership or joint venture that features ownership percentages and roles & responsibilities. Not applicable for single entity Teams.
 - d. Audited financial statements for all developer/owner organizations from the past two years. If these are consolidated financial statements, they must also include the standalone financial statements for the parent organization(s). If particular circumstances about an organization's financial position or capacity require explanation, include a narrative summary in addition to the financial statements.
 - e. Homekey Workbook (Exhibit B) must have the following tabs completed. Please enter the Homekey Workbook content but disregard the Homekey Workbook questions regarding attachment uploads.
 - i. Overview
 - ii. Threshold
 - iii. Certification & Legal – please complete the form and upload executed PDF
 - iv. Supportive Services Plan – as part of the Supportive Services Plan narrative, please state commitment to referrals through Alameda County Coordinated Entry System (CES) based on countywide assessment and prioritization process. Please also describe any additional referral or screening process to implement, if any, in the context of Housing First principles.¹⁰
 - v. Award, Match, and Revenue
 - vi. Dev Sources
 - vii. Dev Budget
 - viii. Operating – please include City asset monitoring fee of \$140 per unit per year
 - ix. Cash Flow
 - x. Note that the following tabs from the State Homekey workbook are not required to be completed for this RFP: Applicant Docs, Local & Environmental Verification, Application Scoring Criteria (see self-score in City workbook below), Application Support, and Upload Checklists.
 - f. City of Oakland workbook (Exhibit C)
 - i. Capitalized Operating Subsidy Reserve worksheet that calculates capitalized operating reserve request through Year 15. Worksheet model assumes three

¹⁰ <https://homekey.hcd.ca.gov/sites/default/files/2021-09/Housing%20First%20Guidance%20Checklist.pdf>

- years of Homekey operating subsidy per Homekey guidelines, plus \$10,000 per door bonus for applying by 1/31/22.
- ii. Project timeline for approvals, permits, environmental clearances, and construction/rehabilitation. Please assume NEPA if requesting City subsidy.
- iii. Homekey Self-Score sheet
- iv. Team Experience details
- v. Systems outcome worksheet for applicable tenancy (transitional or permanent housing) to support self-score included in 2.f.iii above.
- g. Execute Certifications in Exhibit A.

Additional uploads, if available, such as appraisal, Physical Needs Assessment, Preliminary Title Report, Phase I Environmental Report, etc.

Although not required for this application, all proposals must commit to complying with the following requirements by the time of Homekey Application in late December (see Exhibit A):

1. **Resolutions:** City and co-applicants must submit authorizing resolutions that, in the State HCD's reasonable determination, materially comports with the program's requirements and is legally sufficient. For the City, this will be the City Council resolution; for developer/owner organizations, this will be a resolution of the governing boards. In addition, each co-applicant shall submit a complete set of its organizational documents (including any amendments thereto).
2. **Appraisal:** "As is" appraisal to determine fair market value. Appraisals must conform to the Uniform Standards of Professional Appraisal Practice (USPAP), in particular Standards 1 and 2. In addition, appraisals must comply with the appraisal requirements of the Appraisal Institute's Regulation 3. All appraisers must be California State Licensed/Certified.
3. **PNA:** Acquisition projects must provide a copy of a Physical Needs Assessment (PNA) that describes the deficiencies to be addressed by the rehabilitation, emergency repairs, health and safety issues and lead abatement and asbestos report, if applicable. The PNA must also include preliminary cost estimates for the repairs.
4. **Executed Purchase Contract** with appropriate financing and due diligence contingencies.
5. **Preliminary Title Report**
6. **Phase 1 Environmental Report**
7. **Preparation of CEQA Determination**
8. **Preparation of NEPA Determination** (if federal funding awarded)

VII. Project Scoring

Projects will be scored as follows:

1. Threshold Requirements:
 - a. Only Teams that were qualified under the previous City of Oakland Homekey RFQ are eligible to apply to this RFP.
 - b. Absolutely no Team organization substitutions are allowed, only team additions.
 - c. Only one project proposal per Team.
 - d. Project must meet the minimum Homekey score of 120 points using reasonable assumptions.

- e. Project may not require permanent relocation
- f. All RFP certifications and submittals must be complete
2. Homekey score from Homekey application scorecard in Exhibit B (207 points max)
3. City in its discretion may award projects up to 60 additional points for the following:
 - a. Project is feasible with little to no City capital subsidy or operating subsidy, and/or has secured alternative sources of operating subsidy besides Homekey, HHAP, or Section 8 (20 points).
 - b. Purchase contract or exclusive purchase option contract already executed with appropriate financing and due diligence contingencies (20 points)
 - c. Project restricts rents to below 30% AMI rent levels, or down to 30% of income rather than requiring a minimum rent (up to 10 points depending on depth of rent affordability)
 - d. Project can realistically reach full occupancy well within eight months of the date of award and secure Homekey operating bonus (10 points)

VIII. City Rules

All applicants must agree not to discriminate on the basis of race, color, ancestry, national origin, religion, sex, sexual preference, age, marital status, family status, source of income, participation in a tenant-based rental assistance program, physical or mental disability, Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related conditions (ARC), immigration status, past criminal background or any other arbitrary basis. Projects must meet the requirements of the Americans with Disabilities Act and other applicable disability laws.

Applicants should understand that under the California Public Records Act and the City's Sunshine Ordinance, all documents that are submitted in response to this RFP, including financial information, are considered public records and will be made available to the public upon request, unless specifically exempted under the law.

Please note that under conflict of interest laws, no public official of the City who participates in the decision-making process concerning selection of a developer or a project may have or receive a direct or indirect economic interest in the developer or the project.

The City's issuance of this RFP is not a promise or an agreement that the City will actually fund any project or enter into any contract. The City reserves the right at any time and from time to time, and for its own convenience, in its sole and absolute discretion, to do the following:

- Modify, suspend or terminate any and all aspects of the selection process, including, but not limited to this RFP and all or any portion of the developer selection process;
- Waive any technical defect or informality in any submittal or submittal procedure that does not affect or alter the submittal's substantive provisions;
- Reject any and all submittals;
- Request some or all applicants to revise submittals;
- Waive any defects as to form or content of the RFP or any other step in the selection process;
- Reject all proposals and reissue the RFP;
- Procure the desired proposals by any other means or not proceed in procuring the proposals; or

- Negotiate and modify any and all terms of an agreement.

The City may modify, clarify and change this RFP by issuing one or more written addenda. Addenda will be posted on the City's website, and notice of the posting will be sent by electronic mail to each qualified Team. The City will make reasonable efforts to notify interested parties in a timely manner of modifications to this RFP but each applicant assumes the risk of submitting its submittal on time and obtaining all addenda and information issued by the City. Therefore, the City strongly encourages interested parties to check the City's web page for this RFP frequently.

IX. Questions

Please send questions to HCDinfo@oaklandca.gov and include "Homekey RFP" in the title. Responses to questions will be posted on a rolling basis on the Homekey page of the City HCD website.

X. Relevant Definitions from State Homekey NOFA

Below are relevant terms as defined by the State in its Homekey NOFA. Please refer to the State Homekey NOFA for more terms and details.¹¹

"At Risk of Homelessness" has the same meaning as defined in Title 24 CFR Part 578.3.

"Chronic Homelessness" means a person who is chronically homeless, as defined in Title 24 CFR Part 578.3.

"Door" refers to units at the time of the acquisition, which may differ from the number of units that are available after a conversion of the property. Homekey will fund a maximum grant amount per door, pursuant to the conditions of the Homekey NOFA, which includes both the acquisition cost and any needed Rehabilitation or new construction.

"Extremely Low Income" or "ELI" has the same meaning as in Title 24 CFR Part 93.2.

"Homeless" has the same meaning as defined in Title 24 CFR Part 578.3.

"Homeless Youth" or "Youth at Risk of Homelessness" has the same meaning as defined in Title 24 CFR Part 578.3.

"Interim Housing", "Transitional Housing" or "Congregate Shelter" means any facility whose primary purpose is to provide a temporary shelter for the Homeless in general or for specific populations of the Homeless, and which does not require occupants to sign leases or occupancy agreements.

"Operating Expenses" means the amount approved by the Department that is necessary to pay for the recurring expenses of the Project, such as utilities, maintenance, management fees, taxes, licenses, and supportive services costs, but not including debt service or required reserve account deposits.

¹¹ https://homekey.hcd.ca.gov/sites/default/files/2021-09/NOFA_Homekey_0.pdf

"Permanent Supportive Housing" has the same meaning as "supportive housing," as defined at HSC section 50675.14, subdivision (b)(2), except that "Permanent Supportive Housing" shall include associated facilities if used to provide services to housing residents.

"Permanent Housing" means a housing unit where the landlord does not limit length of stay in the housing unit, the landlord does not restrict the movements of the tenant, and the tenant has a lease and is subject to the rights and responsibilities of tenancy.

"Target Population" means individuals and families who are experiencing homelessness or who are at risk of homelessness, as defined at HSC section 50675.1.3, subdivision (l), and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases.

"Unit" means a residential unit that is used as a primary residence by its occupants, including individual units within the project.

"Youth Assisted Unit" means an Assisted Unit serving Homeless Youth, or Youth at Risk of Homelessness, as defined in Title 24 CFR Part 578.3. Pursuant to Section 203, Youth Assisted Units may also serve current and former foster youth through the age of 25.

EXHIBITS

Exhibit A: Required City Certifications

CERTIFICATIONS

The Developer/Owner(s) ("Applicant") hereby certifies:

1. Truth of Application

That the information submitted in the Homekey proposal ("Project") and any supporting materials is true, accurate, and complete to the best of its knowledge. Applicant acknowledges and understands that if facts and/or information herein are found to be misrepresented, it shall constitute grounds for the default of the grant for which application is being made.

2. No Conflicts of Interest

That, to the best of its knowledge, no "covered person" (as defined below) associated with the City has or will obtain a financial interest or benefit from this grant or the Project, or has or will obtain an interest in any contract, subcontract or agreement with respect to the grant, the Project or the proceeds thereunder, either for themselves or those with whom they have immediate family or business ties, during that covered person's tenure with the City or for one year thereafter. A "covered person" for purposes of this paragraph includes any employee, agent, consultant, officer, or elected or appointed official of the City who, with respect to activities assisted with HUD funds, (a) exercises or have exercised any functions or responsibilities, or (b) is in a position to participate in a decision-making process, or (c) is in a position to gain inside information. No officer, employee, agent, or consultant of Applicant or Applicant's affiliates may occupy a Project Unit. Applicant's attention is directed to the conflict of interest rules for the HOME program codified in 24 CFR §92.356.

Applicant warrants and represents, to the best of its present knowledge, that no public official of City who has been involved in the making of this grant, or who is a member of a City board or commission which has been involved in the making of this grant, has or will receive a direct or indirect financial interest in this grant or the Project in violation of the rules contained in California Government Code Section 1090, et seq., pertaining to conflicts of interest in public contracting. Applicant shall exercise due diligence to ensure that no such official will receive such an interest. If Applicant, a general partner of Applicant, or an affiliate of Applicant or Applicant's general partner is a nonprofit corporation, Applicant warrants and represents, to the best of its present knowledge, that any such public official of City who is an employee or a non-compensated director or officer of said nonprofit corporation has disqualified himself or herself from participating in City's decision to make this grant.

Applicant further warrants and represents, to the best of its present knowledge and excepting any written disclosures as to these matter already made by Applicant to City, that (1) no public official of City who has participated in decision making concerning this grant or the Project or has used his or her official position to influence decisions regarding this grant or the Project, has an economic interest in Applicant or the Project, and (2) neither the Project nor the grant will have a direct or indirect financial effect on said

official, the official's spouse or dependent children, or any of the official's economic interests. Applicant agrees to promptly disclose to City in writing any information it may receive concerning any such potential conflict of interest. Applicant's attention is directed to the conflict of interest rules applicable to governmental decision making contained in the Political Reform Act (California Government Code Section 87100, et seq.) and its implementing regulations (California Code of Regulations, Title 2, Section 18700, et seq.).

3. No Use of Suspended/Disbarred Contractors

That Applicant its principal and its contractors:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; or violation of Federal or State antitrust statutes or commissions of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the subsection (b) above; and
- (d) Have not within a three-year period preceding this Application had one or more public transactions (Federal, State, or local) terminated for cause or default.

If Applicant is unable to certify as to any of the above statements, Applicant has attached a written explanation to this Agreement.

4. Choice-Limiting Actions During NEPA Review Are Prohibited

That the Applicant acknowledges that any choice limiting actions or actions that have environmental consequences as defined in 11 of the City Program Guidelines section will not be undertaken during the period between application submittal and the completion of the City's environmental review process.

5. Applicant Will Abide by Program Rules

That if Applicant is successful in receiving funds as a result of this Application, it will abide by all applicable rules and regulations governing the City's Homekey program and the State's Homekey program.

6. Applications are Public Records

That Applicant acknowledges that the information submitted as part of this application may be made available to the public pursuant to a request under the California Public Records Act and the City of Oakland's Sunshine Ordinance.

7. Material Changes to Project

That Applicant acknowledges that any material changes to the Project not disclosed to and approved by City may result in termination of funding for the Project. Material changes include but are not limited to: changes to the Project's design, amenities, and number and size of units; changes to the development budget; changes to the proposed

sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff and consultants identified in the Application, or changes to other Application items.

8. Coordinated Entry System

That Applicant commits to using the Alameda County Coordinated Entry System (CES) for all resident referrals, based on the countywide assessment and prioritization process. Referral processes in addition to the CES process but may be requested as part of this RFP.

9. Commitment to Homekey Application Requirements

That if selected through this RFP, Applicant will commit to providing the following items in time for the State Homekey application in late December:

- (a) **Resolutions:** City and co-applicants must submit authorizing resolutions that, in the State HCD’s reasonable determination, materially comports with the program’s requirements and is legally sufficient. For the City, this will be the City Council resolution; for developer/owner organizations, this will be a resolution of the governing board. In addition, each co-applicant shall submit a complete set of its organizational documents (including any amendments thereto).
- (b) **Appraisal:** “As is” appraisal to determine fair market value. Appraisals must conform to the Uniform Standards of Professional Appraisal Practice (USPAP), in particular Standards 1 and 2. In addition, appraisals must comply with the appraisal requirements of the Appraisal Institute’s Regulation 3. All appraisers must be California State Licensed/Certified.
- (c) **PNA:** Acquisition projects must provide a copy of a Physical Needs Assessment (PNA) that describes the deficiencies to be addressed by the rehabilitation, emergency repairs, health and safety issues and lead abatement and asbestos report, if applicable. The PNA must also include preliminary cost estimates for the repairs.
- (d) **Executed Purchase Contract** with appropriate financing and due diligence contingencies.
- (e) **Preliminary Title Report**
- (f) **Insurance:** Applicant will provide documentation of ability to obtain insurance coverages required in Exhibit D for both the State Homekey application and the City of Oakland. Applicant understands that the City in its discretion may reject requests for waivers of the City insurance requirements in Exhibit D, and the City cannot waive the State’s Homekey insurance requirements.
- (g) **Phase 1 Environmental Report**
- (h) **Preparation of CEQA Determination**
- (i) **Preparation of NEPA Determination (if federal funding awarded)**

Applicant Name(s):

Signature/Date:

Exhibit B: Homekey Workbook (20 pages)

Homekey Round 2 Project Overview

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§401 Pre-Application Consultation Requirement

Has the lead applicant (a public entity or tribal entity) undertaken a preapplication consultation with HCD regarding the proposed Homekey Project?

Instructions

"Yellow" shaded cells are for Applicant input. Failure to submit a complete application including the required documentation may result in the need for you to amend and resubmit your application resulting in your application's HCD review to be repositioned to the date of resubmittal.

"Red" shaded cells indicate the Applicant has likely failed to meet a Homekey requirement. 'Applicant Scoring Criteria' worksheet cells shaded in "red" indicate that the Applicant has failed to meet the minimum points required.

"Orange" shaded cells' indicated required attachments. Electronically attached files must use the naming convention in the Application. For Example: "Housing Site Map" for the map indicating the original target housing location and all proposed housing location(s).

"Green" shaded cells indicate HCD Use Only.

"Blue" shaded cells indicate Application scores.

NOFA section references are made with "\$" and the corresponding NOFA section number.

Please don't hesitate to contact us with any questions or if you need assistance in completing this application.

For general Homekey NOFA and program questions email: homekey@hcd.ca.gov.

For application specific assistance complete the 'App Support' worksheet & email your Excel application to: appsupport@hcd.ca.gov

Homekey Summary (auto populated from Award, Match and Revenue worksheet)

Maximum Homekey Award		Applicant Requested Homekey Award		Lesser of Maximum and Requested Award	
Capital Baseline Award	\$0.00	Capital Baseline Award	\$0.00	Capital Baseline Award	\$0.00
Additional Contribution	\$0.00	Additional Contribution	\$0.00	Additional Contribution	\$0.00
Total Maximum Capital Award	\$0.00	Total Requested Capital Award	\$0.00	Total Capital Award	\$0.00
Operating Subsidy	\$0.00	Operating Subsidy	\$0.00	Operating Subsidy	\$0.00
50% of Relocation Costs	\$0.00	50% of Relocation Costs	\$0.00	50% of Relocation Costs	\$0.00
§207 Bonus Award - app submittal	\$0.00	§207 Bonus Award - app submittal	\$0.00	§207 Bonus Award - app submittal	\$0.00
§207 Bonus Award - full occupancy	\$0.00	§207 Bonus Award - full occupancy	\$0.00	§207 Bonus Award-full occupancy	\$0.00
Total Maximum Homekey Award	\$0.00	Total Requested Homekey Award	\$0.00	Total Homekey Award	\$0.00

Number of Doors at Acquisition	0	Number of Units Proposed in the Project	0
Number of At-Risk of Homelessness Units	0	Number of Chronically Homeless Units	0
Number of Homeless Youth or Youth at Risk of Homelessness Units	0	Number of Assisted Units	0
Number of Units accessible to persons with mobility disabilities	0	Number of Units accessible to persons with hearing or vision disabilities	0

Project Overview

Project Name											
Project Address				Project City				State		Zip	
Project County		Is the Project in a Rural Area per H&S Code §50199.21? (use the TCAC Method for determining rural status)									
Assessor Parcel Number (APN)	Enter parcel # 1 APN here	Enter parcel # 2 APN here	Enter parcel # 3 APN here	Enter parcel # 4 APN here	Enter parcel # 5 APN here	Enter parcel # 6 APN here	Enter parcel # 7 APN here	Enter parcel # 8 APN here	Enter parcel # 9 APN here	Enter parcel # 10 APN here	Enter parcel # 11 APN here
Assessor Parcel Number (APN)	Enter parcel # 12 APN here	Enter parcel # 13 APN here	Enter parcel # 14 APN here	Enter parcel # 15 APN here	Enter parcel # 16 APN here	Enter parcel # 17 APN here	Enter parcel # 18 APN here	Enter parcel # 19 APN here	Enter parcel # 20 APN here	Enter parcel # 21 APN here	Enter parcel # 22 APN here
Geographic Set Aside											
Project Type (Transitional Housing and Congregate Shelter are Interim Housing)											
Building Type											
Other building type not listed above (describe below)											

Project Narrative											
-------------------	--	--	--	--	--	--	--	--	--	--	--

If Project is also known under another name(s) or was formerly known under another name(s), provide the name(s).

Have you applied, do you plan to apply, or has the Project been awarded other HCD program funds?											
Other HCD Program(s) Name(s):				Funding Amount		Funding Status		NOFA Date		Award Date/Expected Award Date	

§200 Eligible Applicants

Applicant #1											
Entity name								Organization type			
Address						City		State		Zip	
Auth Rep				Title		Email		Phone			
Contact				Title		Email		Phone			
Address						City		State		Zip	
File Name	App1 Cert & Legal			See Certifications & Legal worksheet.					Uploaded to HCD?		
File Name	App1 Resolution			Signature required; see Applicant Documents worksheet.					Uploaded to HCD?		
File Name	App1 TIN Form			See Applicant Documents worksheet.					Uploaded to HCD?		

Co-Applicant #1 (if applicable)											
Entity name								Organization type			
Address						City		State		Zip	
Auth Rep				Title		Email		Phone			
Contact				Title		Email		Phone			
Address						City		State		Zip	

Homekey Round 2 Project Overview

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File Name	Co-App1 Cert & Legal	See Certifications & Legal worksheet.	Uploaded to HCD?
File Name	Co-App1 Resolution	Signature required; see Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App1 OrgDoc1, OrgDoc2, etc	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App1 OrgChart	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App1 Signature Block	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App1 Payee Data Record	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App1 TIN Form	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App1 Cert of Good Standing	Dated 30 days or less from the Application due date.	Uploaded to HCD?
File Name	Co-App1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and Franchise Tax Board, if applicable	Uploaded to HCD?

Co-Applicant #2 (if applicable)			
Entity name			Organization type
Address		City	State Zip
Auth Rep	Title	Email	Phone
Contact	Title	Email	Phone
Address		City	State Zip
File Name	Co-App2 Cert & Legal	See Certifications & Legal worksheet.	Uploaded to HCD?
File Name	Co-App2 Resolution	Signature required; see Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App2 OrgDoc1, OrgDoc2, etc	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App2 OrgChart	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App2 Signature Block	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App2 Payee Data Record	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App2 TIN Form	See Applicant Documents worksheet.	Uploaded to HCD?
File Name	Co-App2 Cert of Good Standing	Dated 30 days or less from the Application due date.	Uploaded to HCD?
File Name	Co-App2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and Franchise Tax Board for Non-profit Corp.	Uploaded to HCD?

Development Team Contacts (provide information that is currently available)

Property Management Company			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Financial Consultant			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Legal Counsel			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
General Contractor			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Architect			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Development/Operating Funding Source			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Development/Operating Funding Source			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Development/Operating Funding Source			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip
Development/Operating Funding Source			
Legal Name	Contact Name	Email	
Phone	Address	City	State Zip

§201 Eligible Uses

Select below the eligible uses you are applying for:			
i. Acquisition or rehabilitation, or acquisition and rehabilitation, of motels, hotels, hostels, or other sites and assets, including apartments or homes, adult residential facilities, residential care facilities for the elderly, manufactured housing, commercial properties, and other buildings with existing uses that could be converted to permanent or interim housing.			
File Name:	Rehab Description	Narrative description of current condition of structure(s) and overall scope of work.	Uploaded to HCD?
File Name:	PNA	Physical Needs Assessment prepared by a qualified independent third party contractor.	Uploaded to HCD?
ii. Master leasing of properties for non-congregant housing. If Yes, provide a recent market study and/or rent roll, and/or other supporting documentation.			
File Name:	Market Study	Provide a recent market study within the past year which conforms to Tax Credit Allocation Committee (TCAC) guidelines, and/or a rent roll, and/or other supporting documentation per §205 of the NOFA.	Uploaded to HCD?
iii. Conversion of units from nonresidential to residential.			
iv. New construction of dwelling units.			
v. The purchase of affordability covenants and restrictions for units. If Yes, provide a recent market study and/or rent roll, and/or other supporting documentation.			
File Name:	Market Study	Provide a recent market study within the past year which conforms to TCAC guidelines, and/or a rent roll, and/or other supporting documentation per §205 of the NOFA.	Uploaded to HCD?
vi. Relocation costs for individuals who are being displaced as a result of your Homekey Project.			
vii. Capitalized operating subsidies for units purchased, converted, constructed, or altered with funds provided pursuant to HSC §50675.1.3.			

§202 Eligible Projects

Homekey Round 2 Project Overview

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Select below the eligible project types you are applying for:

i. Conversion of nonresidential structures to residential dwelling units.			
ii. Conversion of commercially zoned structures, such as office or retail spaces, to residential dwelling units.			
iii. Adult residential facilities, residential care facilities for the elderly, manufactured housing, and other buildings with existing residential uses.			
iv. Multifamily rental housing projects.			
v. Excess state-owned properties.			
vi. Shared housing or scattered site housing is permitted as long as the resulting housing has common ownership, financing, and property management, and each household signs a lease.			
vii. Structure(s) lacking a permanent foundation such as manufactured home, recreational vehicle, and floating home, for temporary use only. HCD encourages Applicants to explore financing alternatives to Homekey for such structures. Must submit with application a detailed explanation of how the use will meet all Homekey requirements, including the requirements for use and affordability restrictions set forth at §208 of the NOFA. Applicants seeking HCD's approval of structures lacking a permanent foundation are encouraged to discuss their options at the required pre-application consultation.			
File Name:	Non-Perm Structure	Detailed narrative of how the use will meet all Homekey Program requirements, including the requirements for use and affordability restrictions set forth at §208 of the NOFA	Uploaded to HCD?
Other eligible project not listed above (describe below)			
viii. Applicant acknowledges Homekey Assisted Units previously awarded under the first round of Homekey funding are ineligible for Homekey Round 2 funding.			

Threshold										10/2/21	
Do not complete this row											
h. Applicant acknowledges that if one or more sites will require a use change for permanent housing, Applicant must submit a commitment and plan to facilitate or expedite those processes, so as to not delay expenditure and occupancy requirements?											
File Name:	Use Change	Provide a commitment and plan to facilitate or expedite the use change processes						Uploaded to HCD?			
Provide details below for unusual site control special circumstances or "Other" types of site control:											
File Name:	Site Control1, Site Control2, etc	Provide documentation of the type of site control for each site above						Uploaded to HCD?			
File Name:	Prelim1, Prelim2, etc	Provide current preliminary title report for each site above						Uploaded to HCD?			
File Name:	Liability Insurance	Proof of General Liability Insurance that meets the requirements in §800(i)						Uploaded to HCD?			
File Name:	Automobile Insurance	Proof of Automobile Liability Insurance that meets the requirements in §800(ii)						Uploaded to HCD?			
File Name:	Property-Hazard Insurance	Proof of Property Insurance that meets the requirements in §800(v)						Uploaded to HCD?			
vii. Applicant acknowledges that the Eligible Applicant applying for the Homekey funding is the entity that HCD relies upon for experience and capacity, and will control the project during acquisition, development, and occupancy?											
Indicate which Eligible Applicant HCD can rely on for experience and capacity:											
viii. Applicant agrees to provide a development plan that supports acquisition of a site and fund expenditure before all program deadlines and demonstrates evidence of strong organizational and financial capacity to develop the project?											
File Name:	Development Plan	Provide a development plan						Uploaded to HCD?			
ix. Applicant agrees that Assisted Units and other units of the Project must meet all applicable state and local requirements pertaining to rental housing, manufactured housing, including but not limited to requirements for minimum square footage, and requirements related to maintaining the Project in a safe and sanitary condition?											
x. Applicant acknowledges all Applicants must be in good standing with the State of California and all agencies and departments thereof? By way of example and not limitation, all Applicants must be qualified to do business in the State of California and must be in good standing with the California Secretary of State and the California Franchise Tax Board. Applicants that are delinquent in meeting material requirements of previous HCD awards may fail threshold review.											
xi. Applicant acknowledges that HCD will require Eligible Applicants to submit a complete application with all required documents? HCD reserves the right to request clarification of unclear or ambiguous statements made in an application and other supporting documents.											
xii. Applicant acknowledges the requirement to submit a concise, sufficiently detailed Relocation Assistance Narrative? The Narrative must show the Applicant's consideration of (I) applicable relocation assistance laws and requirements; and (II) all persons, businesses, or farm operations that may or will be displaced as a result of the Applicant's Homekey-funded activities. This Relocation Assistance Narrative does not take the place of the relocation plan, or the Certification Regarding Non-Application of Relocation Benefits and Indemnification Agreement, that the Grantee shall submit as a condition of funding.											
File Name:	Relocation Narrative	Relocation Assistance Narrative for relocation or no relocation						Uploaded to HCD?			
§301 Permanent Housing Requirements											
i. Applicant has funding commitments or other reasonable assurance to cover operations and service costs with specific funding sources (government/philanthropic/private) for the proposed Project for 5 years and a budget which covers operations and services costs through year 15 from the recordation of the use restriction?											
ii. Is the Applicant acquiring, rehabilitating, and operating a Permanent Housing project? If Yes, the Applicant or Co-Applicant must demonstrate the following minimum experience requirements below:											
a. Development, ownership, or operation experience (a1. or a2. must be Yes to pass Threshold)						Passes threshold?		No			
a1. Has Applicant developed, owned, or operated a project similar in scope and size to the Project? If Yes, provide details below:											
Project name and address				Who provides the experience		Experience type	Housing type	Population served		Latest date developed, owned, or operated	
a							Affordable Rental				
a2. If a1 above is Yes, skip. Applicant has operated at least two affordable rental housing projects in the last ten years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the Target Population (enter Project information below)?										No	
Project name and address				Who provides the experience		Experience type	Housing type	Qualifying unit population served		Latest date developed, owned, or operated	
							Affordable Rental				
							Affordable Rental				
b. Experience helping persons address barriers to housing stability & providing support services			Property manager service years		0.00	Supportive Service Provider service years		0.00	Pass threshold (three or more years of experience)?		
									No		
Has a property manager been selected?		If Yes, enter property manager name and complete experience chart below:				If No, Applicant certifies that this requirement will be reflected in future solicitation or memorandum of understanding?					
Project name and address				Experience provider		Housing type	Population Served		# of months serving		
				Property Manager		Affordable Rental					
				Property Manager		Affordable Rental					
				Property Manager		Affordable Rental					

Threshold			10/2/21
Applicant acknowledges that the Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code §8255, in its property management and tenant selection practices? Projects shall accept tenants regardless of sobriety, participation in services or treatment, history of incarceration, credit history, or history of eviction in accordance with practices permitted pursuant to Housing First practices, including local Coordinated Entry System prioritization protocols, or other federal or state Project funding sources..			
§502 Tenant Selection			
Applicant acknowledges that referrals to Homekey Assisted Units shall be made through the local Coordinated Entry System (CES) for persons who are experiencing Homelessness? For persons At Risk of Homelessness, CES or another comparable prioritization system based on greatest need shall be used. All referral protocols for Homekey Assisted Units must be developed in collaboration with the local CoC and implemented consistent with the requirements set forth in the NOFA. CoC collaboration in Project and supportive service design is also strongly encouraged to help target and serve greatest need populations.			
§503 Participation in Statewide HDIS/HMIS			
Applicant acknowledges Homekey Grantees must support CoC participation in the statewide Homeless Data Integration System (HDIS), and, in accordance with state and federal law (including all applicable privacy law), disclose relevant data to the local Homeless Management Information System (HMIS)?			
§504 Relocation			
Applicant acknowledges Homekey Grantees must comply with all applicable federal, state, and local relocation law. Grantees must have a relocation plan prior to proceeding with any phase of a project or other activity that will result in the displacement of persons, businesses, or farm operations?			
File Name:	Relocation Plan	Relocation Assistance Narrative for relocation or no relocation	Uploaded to HCD?
§505 Accessibility and Non-Discrimination			
Applicants acknowledges all developments shall adhere to the accessibility requirements set forth in California Building Code Chapter 11A and 11B and the Americans with Disabilities Act, Title II?			
File Name:	Access & Non-Discrimination	Provide a non-discrimination policy	Uploaded to HCD?
§506 Prevailing Wage			
Applicant acknowledges use of Homekey funds is subject to California's prevailing wage law (Lab. Code, § 1720 et seq.). Applicant is urged to seek professional legal advice about the law's requirements. Prior to disbursing the Homekey funds, HCD will require a certification of compliance with California's prevailing wage law, as well as all applicable federal prevailing wage law. The certification must verify that prevailing wages have been or will be paid, and that labor records will be maintained and made available to any enforcement agency upon request. The certification must be signed by the general contractor(s) and the Grantee.			
File Name:	Prevailing Wage	Provide a prevailing wage certification	Uploaded to HCD?
§507 Environmental Clearances			
Applicant acknowledges HCD encourages Eligible Applicants to fully engage with HCD's technical assistance and to consider the CEQA exemption set forth at HSC §50675.1.4 and the provision for land use consistency and conformity set forth at HSC §50675.1.3, subdivision (i)? Applicants should consult with their counsel for legal advice in construing application of the foregoing exemptions to their Project. It is entirely within an Applicant's discretion to determine whether to use the statutory CEQA exemption, whether the exemption applies to the Applicant's proposed activity, or whether some other mechanism applies and could be used to satisfy obligations under CEQA.			

Certification & Legal Disclosure

10/2/21

On behalf of the entity identified in the signature block below, I certify that:

1. The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct.
2. I possess the legal authority to submit this application on behalf of the entity identified in the signature block.
3. The following is a complete disclosure of all identities of interest - of all persons or entities, including affiliates, that will provide goods or services to the Project either (a) in one or more capacity or (b) that qualify as a "Related Party" to any person or entity that will provide goods or services to the Project. "Related Party" is defined in Section 10302 of the California Code of Regulations (CTCAC Regulations):

--

4. As of the date of application, the Project, or the real property on which the Project is proposed (Property) is not party to or the subject of any claim or action at the State or Federal appellate level.

5. I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.
In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.

Printed Name	Title of Signatory	Signature	Date

Legal Disclosure

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.
In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.
Explain all positive responses on a separate sheet and include with this questionnaire in the application.

Exceptions:
Public entity applicants without an ownership interest in the proposed project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

Civil Matters

- | | |
|---|--|
| 1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in <i>past ten years</i> ? | |
| 2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application? | |
| 3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application? | |
| 4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency? | |
| 5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment? | |

Criminal Matters

- | | |
|--|--|
| 6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant? | |
| 7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business? | |
| 8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime? | |
| 9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business? | |
| 10. Within the past ten years, has the applicant been convicted of any felony? | |
| 11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business? | |
| 12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime? | |

Provide a letter of explanation if you responded "Yes" to any of the questions above.

File Name:	Cert & Legal Explanation	Letter of explanation for any "Yes" answers or red shaded items above.	Uploaded to HCD?
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Printed Name	Title of Signatory	Signature	Date

§300(iii) Supportive Services Plan (SSP)

10/2/21

Homekey applications must include an initial plan for providing supportive services based on the anticipated needs of the Target Population and any proposed sub-populations to be served by the Project. The checklist below shall serve as a guide to ensure your SSP is complete.

Part I.	Tenant Selection
	Section 1: Tenant Selection Criteria
	Section 2: Referrals
	Section 3: Housing First Certification §501
Part II.	Supportive Services Detail
	Section 1: Supportive Services Provider Information
	Section 2: Supportive Services Chart
	Section 3: Supportive Services Coordination
Part III.	Staffing
	Section 1a: Staffing Description
	Section 1b: Staffing Chart
	Section 2: Staffing Ratios
Part IV.	Supportive Services Budget
Part V.	Property Management Plans and Tenant Selection
	Section 1: Property Management Plans and Tenant Selection
Part VI.	Measurable Outcomes and Plan for Evaluation
	Section 1: Measurable Outcomes
	Section 2: Plan for Evaluation

Part I. Tenant Selection

§502 asks for a detailed description of the Tenant Selection process. Using the titled sections below, the narrative should be as specific as possible, delineating the roles of property management and the support service provider and how these functions will be coordinated. Your description should clearly and conclusively document processes to ensure compliance with the Homekey Round 2 NOFA for Tenant Selection and Housing First Practices.

Section 1: Tenant Selection Criteria

Target Population and Eligibility Criteria

a. Do you use Housing First Practices?

b. Describe the criteria that will be used to ensure that tenants are eligible to occupy the Homekey Assisted Units.

c. Description of the Target Population to be served, and identification of any additional subpopulation target or occupancy preference for the Project. (all sub-population targeting must be approved by HCD prior to standard agreement issuance and must be consistent with federal and state fair housing requirements).

e. Describe any additional eligibility criteria other than those indicated above, i.e., information needed to determine if the tenant can comply with lease terms. **NOTE:** Selection criteria designed to assess anything other than the ability to comply with lease terms generally run afoul of fair housing laws designed to protect equal access to housing for people with disabilities. [See Between the Lines. A Question and Answer Guide on Legal Issues in Supportive Housing Chapter 4.](#)

f. Identify all disclosures that will be provided to applicants/tenants. Example: Megan's Law disclosures.

Section 2: Referrals

The following addresses the required use of the Coordinated Entry System (CES) for all referrals into Homekey Assisted Units or an alternate comparable prioritization system for those At Risk of Homelessness based on greatest need. Note that use of standard waiting lists is prohibited, in that both of these systems must prioritize referrals based on highest acuity needs, rather than first-come first served.

a. Describe how the local CES will be used to fill Homekey Assisted Units based on the use of a standardized assessment tool which prioritizes those with the highest need and the most barriers to housing retention. Include the CES agency's name, primary staff person's name, and contact information. If the local CES is not yet operational, describe when it'll be established and the plan to use it.

b. If using a separate comparable prioritization system than CES to refer persons At Risk of Homelessness describe that system. All referral protocols for Homekey Assisted Units must be developed in collaboration with the local CoC and implemented consistent with the requirements set forth in the Homekey NOFA.

Section 3: Housing First Certification §501

The Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code §8255, in its property management and tenant selection practices. Complete the checklist below to certify compliance with Housing First.

Tenant Screening

§300(iii) Supportive Services Plan (SSP)

10/2/21

1. If the project cannot serve someone, it works through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.
2. The project does everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."
3. Access to the project is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or any other unnecessary condition not imposed by the terms of the funding itself.
4. People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy. Building and units include physical features that accommodate disabilities.

Housing-Based Voluntary Services

1. If serving youth experiencing homelessness, services use a positive youth development model and culturally competent services to engage with tenants.
2. Services are informed by a harm-reduction philosophy that recognizes that substance use/ addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding substance use and are offered education regarding safer practices and how to avoid risky behaviors.
3. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
4. Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants. Housing and service goals and plans are highly tenant driven.
5. Supportive services emphasize engagement and problem-solving over therapeutic goals.

Housing Permanency

1. Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
2. Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
3. Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.
4. Program Requires Housing Providers to Provide Tenants with Leases and Reflects Tenants' Rights & Responsibilities Of Tenancy Under CA Law (including eviction protections).

Part II. Supportive Services Detail

Section 1: Supportive Services Provider Information

If already identified, list the supportive service provider (s) for the Target Population and any proposed sub-populations to be served by the Project. If more than one Provider will be offering services, describe how services will be coordinated.

Provider Name	Populations the Provider will serve	Services Provider will offer

Describe any known conflicts and/or the mitigation strategy for when Homekey funding or other program requirements conflict with Housing First practices, as applicable.

If your tenants include minor children and/or adult dependents of Homekey Tenants, describe any additional criteria that will be used to ensure applicants are eligible to occupy the Homekey Assisted Units.

Section 2: Supportive Services Chart

Required Services: List and describe all services as required in §300 to be offered to tenants of the Homekey Assisted Units.

Resident Service	Service Description	Frequency	Hours	Service Provider	Off-site Service Location
List each service separately	Describe service, including the degree to which services are provided.	Frequency of services provided	Provide the hours of availability	Provider's Name	If service is on-site, leave blank. Enter distance, in miles, to off-site service and list resident commuting options. Reasonable access is access that does not require walking more than one-half mile.
Case management					
Behavioral health services					
Physical health services					

Assistance obtaining benefits and essential documentation					
Education and employment services					
Other services, such as housing retention skills, legal assistance, family connection services, etc.					
Other Residential Services (specify)					
Other Residential Services (specify)					

Section 3: Supportive Services Coordination

1. Describe the accessibility of community services to which you propose linkages, whether they are on-site or in close proximity to the Project, and the frequency, travel time and cost to the tenant for transportation required to access the services to include both public transportation and private transportation services (e.g. van owned by the provider). If available, provide documentation, in the form of Memorandum of Understanding, Memorandum of Agreement, letters of support or contracts demonstrating who will be responsible for ensuring access to services and how accessibility will be accomplished.

2. Describe how the supportive services will be provided in a manner that is culturally and linguistically competent for persons of different races, ethnicities, sexual orientations, gender identities, and gender expressions. This includes explaining how services will be provided to Homekey tenants who do not speak English, or have other communication barriers, including sensory disabilities, and how communication among the services providers, the property manager and these tenants will be facilitated. Additionally, describe how services will accommodate trauma-based, barriers to services. If available, provide documentation, in the form of Memorandum of Understanding, Memorandum of Agreement, letters of support or contracts demonstrating who will be responsible for ensuring access to services and how accessibility will be accomplished.

Part III. Staffing

Section 1a: Staffing Description

Describe the overall staffing pattern, including the roles and responsibilities for each position listed in the Staffing Chart below. List the target populations served through each position.

Section 1b: Staffing Chart

List all staff positions that will provide services to the tenants of the Homekey Assisted Units. Include any staff positions of partnering organizations who have committed time to the Project. Include the services coordination staff. For each position, list the position title, minimum requirements, the full-time equivalent (FTE), the organization under which the position resides, and the location of the position (on-site or off-site). Do not include staff which serve non-Homekey Units. If a staff position serves both tenants in Homekey and non-Homekey units, include only that portion (i.e., % FTE) of the staff position dedicated to Homekey Assisted Units. Attach a copy of each positions duty statement, if these documents are available.

NOTE: Indicate which staff position will be responsible for Homeless Management Information System data entry and CoC coordination.

Title	Minimum requirements	Total FTE:	0	Employing Organization	Location
List each staff position	List min. required staff preparation include (education & experience).	Indicate FTE staff positions for Homekey units (half-time is 0.5)	List which organization will employ each staff position	Select "On-Site" or "Off-Site"	

The Property Management Plan and tenant selection policies submitted with the Homekey application will be evaluated for the following consistent with state Housing First requirements. These documents must identify, describe, and utilize Housing First and low-barrier tenant selection processes that prioritize those with the highest needs for available housing. The descriptions of the use of Housing First and tenant selection in this SSP must be consistent with the Property Management Plan and the tenant selection policies. The Property Management Plan and tenant selection policies should address the following and be consistent with state Housing First requirements, as well as and other Homekey program requirements:

1. Applicant eligibility and screening standards
2. Confidentiality
3. Substance abuse policy
4. Communication between property manager and supportive services staff
5. Eviction policies and eviction prevention procedures
6. Process for assisting tenants to apply for different forms of cash and non-cash benefits to aid the household in retaining their housing, if needed
7. How applicants and residents will be assisted in making reasonable accommodation requests, in coordination with the services provider and persuasive to outside entities, such as Housing Authorities, to ensure that persons with disabilities have access to and can maintain housing
8. Policies and practices to facilitate Voluntary Moving On strategies
9. Appeal and Grievance Procedures

Part VI. Measurable Outcomes and Plan for Evaluation

Specific target populations will likely have varying outcomes and evaluation strategies. List outcomes and evaluations plans specific to each target population.

Section 1: Measurable Outcomes

Outcomes are what you expect to happen for the people served by your Project. Outcomes are sometimes called results. Outcome objectives are time-specific measurable goals that identify how you know if you are achieving your desired results. Outcome objectives are sometimes called outcome benchmarks or indicators. Categorize the outcomes for your Project into the following three categories:

Category	Outcomes	Outcome Objectives
Residential Stability: Tenants maintain permanent housing (see examples in cell comments to the right)		
Increased Skills and/or Income: Tenants gain job-related skills, participate in job-related training and/or education, gain stipend part-time or full-time supported employment, gain access to mainstream service/income support Programs for which they are eligible (see examples in cell comments to the right)		
Greater Self- Determination: Tenants gain daily living skills and ability to plan and advocate for themselves to maximize independence and self-sufficiency (see examples in cell comments to the right)		
Other (specify)		

Section 2: Plan for Evaluation

Describe your evaluation plan, including how you intend to collect, track and analyze data on the effectiveness of your Project, including the outcomes Projected above. Indicate who will analyze the data and perform your Program evaluation. (e.g., staff, consultant, etc.).

Sources of Funds										10/2/21	
Funding Committed by Application Due Date?		Source Name	Source Type	Lien No.	Funding Amount	Interest Rate		Repayment Terms		Required Debt Service Amount	
						Type	Rate	Type	Due in (yrs)		
1	Yes	Homekey Program Award from 'Overview' worksheet cell AI23	\$0	State-HCD							
2											
3											
4											
5											
6											
7											
8											
9											
10											
					\$0					\$0	
File Name:		EFC1, EFC2, EFCI3, etc.	Documentation for the executed funding commitments (see below)					Uploaded to HCD?			
<p>"Article VII((xii) "Enforceable Funding Commitment" means a letter or other document, in form and substance satisfactory to the Department, which evidences an enforceable commitment of funds or a reservation of funds by a Project funding source, and which contains the following: a. The name of the Applicant or Grantee; b. The Project name; c. The Project site address, assessor's parcel number, or legal description; and d. The amount, interest rate (if any), and terms of the funding source. The Enforceable Funding Commitment may be conditioned on certain standard underwriting criteria, such as appraisals, but may not be generally conditional. Examples of unacceptable general conditions include phrases such as "subject to senior management approval," or a statement that omits the word "commitment," but instead indicates the lender's "willingness to process an application" or indicates that financing is subject to loan committee approval of the Project. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed.</p>											
<p>Applicant comments: Include a description of balloon payments and unusual or extraordinary circumstances.</p>											

10/2/21	Sources/Uses of Funds											
USES OF FUNDS	Homekey Award	0	0	0	0	0	0	0	0	0	0	Total Sources/Costs
Project Development Costs												
LAND COST/ACQUISITION												
Land Cost or Value												\$0
Demolition												\$0
Legal												\$0
Land Lease Rent Prepayment												\$0
Total Land Cost or Value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Existing Improvements Cost or Value												\$0
Off-Site Improvements												\$0
Total Acquisition Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Land Cost / Acquisition Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Predevelopment Interest/Holding Cost												\$0
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)												\$0
Excess Purchase Price Over Appraisal												\$0
REHABILITATION												
Site Work												\$0
Structures												\$0
General Requirements												\$0
Contractor Overhead												\$0
Contractor Profit												\$0
Prevailing Wages												\$0
General Liability Insurance												\$0
Urban Greening												\$0
Other Rehabilitation: (Specify)												\$0
Other Rehabilitation: (Specify)												\$0
Other Rehabilitation: (Specify)												\$0
Total Rehabilitation Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Relocation Expenses												\$0
NEW CONSTRUCTION												
Site Work												\$0
Structures												\$0
General Requirements												\$0
Contractor Overhead												\$0
Contractor Profit												\$0
Prevailing Wages												\$0
General Liability Insurance												\$0
Urban Greening												\$0
Other New Construction: (Specify)												\$0
Other New Construction: (Specify)												\$0
Other New Construction: (Specify)												\$0
Other New Construction: (Specify)												\$0
Other New Construction: (Specify)												\$0
Other New Construction: (Specify)												\$0
Total New Construction Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ARCHITECTURAL FEES												
Design												\$0
Supervision												\$0
Total Architectural Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Survey & Engineering												\$0
CONSTRUCTION INTEREST & FEES												
Construction Loan Interest												\$0
Origination Fee												\$0
Credit Enhancement/Application Fee												\$0
Bond Premium												\$0
Cost of Issuance												\$0
Title & Recording												\$0
Taxes												\$0
Insurance												\$0
Employment Reporting												\$0
Other Construction Int. & Fees: (Specify)												\$0
Other Construction Int. & Fees: (Specify)												\$0
Other Construction Int. & Fees: (Specify)												\$0
Other Construction Int. & Fees: (Specify)												\$0
Total Construction Interest & Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERMANENT FINANCING												
Loan Origination Fee												\$0
Credit Enhancement/Application Fee												\$0
Title & Recording												\$0
Taxes												\$0
Insurance												\$0
Other Perm. Financing Costs: (Specify)												\$0
Other Perm. Financing Costs: (Specify)												\$0
Other Perm. Financing Costs: (Specify)												\$0
Other Perm. Financing Costs: (Specify)												\$0
Total Permanent Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotals Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEGAL FEES												
Legal Paid by Applicant												\$0
Other Attorney Costs: (Specify)												\$0
Other Attorney Costs: (Specify)												\$0
Other Attorney Costs: (Specify)												\$0
Total Attorney Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES												

10/2/21	Sources/Uses of Funds											
USES OF FUNDS	Homekey Award	0	0	0	0	0	0	0	0	0	0	Total Sources/Costs
Project Development Costs												
Operating Reserve												\$0
Replacement Reserve												\$0
Transition Reserve												\$0
Rent Reserve												\$0
Other Reserve Costs: (Specify)												\$0
Other Reserve Costs: (Specify)												\$0
Other Reserve Costs: (Specify)												\$0
Total Reserve Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTINGENCY COSTS												
Construction Hard Cost Contingency												\$0
Soft Cost Contingency												\$0
Total Contingency Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER PROJECT COSTS												
TCAC App/Allocation/Monitoring Fees												\$0
Environmental Audit												\$0
Local Development Impact Fees												\$0
Permit Processing Fees												\$0
Capital Fees												\$0
Marketing												\$0
Furnishings												\$0
Market Study												\$0
Accounting/Reimbursable												\$0
Appraisal Costs												\$0
Other Costs: (Specify)												\$0
Other Costs: (Specify)												\$0
Other Costs: (Specify)												\$0
Other Costs: (Specify)												\$0
Other Costs: (Specify)												\$0
Other Costs: (Specify)												\$0
Total Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL PROJECT COST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEVELOPER COSTS												
Developer Overhead/Profit												\$0
Consultant/Processing Agent												\$0
Project Administration												\$0
Broker Fees Paid to a Related Party												\$0
Construction Oversight by Developer												\$0
Other Developer Costs: (Specify)												\$0
Total Developer Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

10/2/21		Year 1 Annual Income and Expenses		
Employee Information				Comments
	Employee Job Title	Salary/Wages	Value of Free Rent	
	On-Site Manager(s)	\$0	\$0	
	On-Site Assistant Manager(s)	\$0	\$0	
	Supportive Services Staff Supervisor(s)	\$0		
	Supportive Services Coordinator, On-Site	\$0		
	Other Supportive Services Staff (inc. Case Manager)	\$0		
	On-Site Maintenance Employee(s)	\$0	\$0	
	On-Site Leasing Agent/Administrative Employee(s)	\$0	\$0	
	On-Site Security Employee(s)	\$0	\$0	
		\$0	\$0	
		\$0	\$0	
Total Salaries and Value of Free Rent Units		\$0	\$0	
6711	Payroll Taxes	\$0		Show free rent as an expense?
6722	Workers Compensation	\$0		
6723	Employee Benefits	\$0	Yes	
Employee(s) Payroll Taxes, Workers Comp. & Benefits		\$0		
Total Employee(s) Expenses		\$0		
Employee Units				
Income Limit	Job Title(s) of Employee(s) Living On-Site	Unit Type (No. of bdrms.)	Square Footage	
		0	0	
		0	0	
		0	0	
Total Square Footage			0	
Year 1 Annual Operating Budget				
Acct. No.	Revenue - Income	Residential	Commercial	Comments
5120/5140	Rent Revenue - Gross Potential		\$0	
	Restricted Unit Rents	\$0		
	Unrestricted Unit Rents	\$0		
5121	Tenant Assistance Payments			
	Subsidy Program #1 Name	\$0		
	Subsidy Program #2 Name	\$0		
	Operating Subsidy: (specify)	\$0		
	Operating Subsidy: (specify)	\$0	\$0	
5910	Laundry and Vending Revenue	\$0		
5170	Garage and Parking Spaces	\$0	\$0	
5990	Interim Housing Revenue	\$0	\$0	
Gross Potential Income (GPI)		\$0	\$0	
	Vacancy Rate: Restricted Units	5.0%		
	Vacancy Rate: Unrestricted Units	5.0%		
	Vacancy Rate: Tenant Assistance Payments	5.0%		
	Vacancy Rate: Operating Subsidy: (specify)	5.0%		
	Vacancy Rate: Laundry & Vending & Other Income	5.0%		
	Vacancy Rate: Commercial Income		50.0%	
5220/5240	Vacancy Loss(es)	\$0	\$0	
Effective Gross Income (EGI)		\$0	\$0	
Acct. No.	Expenses	Residential	Commercial	Comments
Administrative Expenses: 6200/6300				
6203	Conventions and Meetings	\$0	\$0	
6210	Advertising and Marketing	\$0	\$0	
6250	Other Renting Expenses	\$0	\$0	
6310	Office/Administrative Salaries -- from above	\$0	\$0	
6311	Office Expenses	\$0	\$0	
6312	Office or Model Apartment Rent	\$0	\$0	
6320	Management Fee	\$0	\$0	
6330	Site/Resident Manager(s) Salaries -- from above	\$0	\$0	
6331	Administrative Free Rent Unit -- from above	\$0	\$0	
6340	Legal Expense -- Project	\$0	\$0	
6350	Audit Expense	\$0	\$0	
6351	Bookkeeping Fees/Accounting Services	\$0	\$0	
6390	Miscellaneous Administrative Expenses	\$0	\$0	
6263T	Total Administrative Expenses	\$0	\$0	

10/2/21		Year 1 Annual Income and Expenses		
Acct. No.	Expenses	Residential	Commercial	Comments
Utilities Expenses: 6400				
6450	Electricity	\$0	\$0	
6451	Water	\$0	\$0	
6452	Gas	\$0	\$0	
6453	Sewer	\$0	\$0	
	Other Utilities: (specify)	\$0	\$0	
6400T	Total Utilities Expenses	\$0	\$0	
Operating and Maintenance Expenses: 6500				Comments
6510	Payroll -- from above	\$0	\$0	
6515	Supplies	\$0	\$0	
6520	Contracts	\$0	\$0	
6521	Operating & Maintenance Free Rent Unit -- from above	\$0	\$0	
6525	Garbage and Trash Removal	\$0	\$0	
6530	Security Contract	\$0	\$0	
6531	Security Free Rent Unit -- from above	\$0	\$0	
6546	Heating/Cooling Repairs and Maintenance	\$0	\$0	
6548	Snow Removal	\$0	\$0	
6570	Vehicle & Maintenance Equipment Operation/Reports	\$0	\$0	
6590	Miscellaneous Operating and Maintenance Expenses	\$0	\$0	
6500T	Total Operating & Maintenance Expenses	\$0	\$0	
Taxes and Insurance: 6700				Comments
6710	Real Estate Taxes	\$0	\$0	
6711	Payroll Taxes (Project's Share) -- from above	\$0	\$0	
6720	Property and Liability Insurance (Hazard)	\$0	\$0	
6729	Other Insurance (e.g. Earthquake)	\$0	\$0	
6721	Fidelity Bond Insurance	\$0	\$0	
6722	Worker's Compensation -- from above	\$0	\$0	
6723	Health Insurance/Other Employee Benefits--from above	\$0	\$0	
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$0	\$0	
6700T	Total Taxes and Insurance	\$0	\$0	
Supportive Services Costs: 6900				Comments
6990	Staff Supervisor(s) Salaries - from above	\$0	\$0	
6990	Services Coordinator Salaries, On-Site - from above	\$0	\$0	
6990	Other Supportive Services Staff Salaries - from above	\$0	\$0	
6990	Supportive Services Admin Overhead	\$0	\$0	
6990	Other Supportive Services Costs: (specify)	\$0	\$0	
6990	Other Supportive Services Costs: (specify)	\$0	\$0	
6990	Other Supportive Services Costs: (specify)	\$0	\$0	
6990	Other Supportive Services Costs: (specify)	\$0	\$0	
6990	Other Supportive Services Costs: (specify)	\$0	\$0	
6900T	Total Supportive Services Costs	\$0	\$0	
Total Operating Expenses		\$0	\$0	Comments
Funded Reserves: 7200		Residential	Commercial	
7210	Required Replacement Reserve Deposits	\$0	\$0	
7220	Other Reserves: (specify)	\$0	\$0	
7230	Other Reserves: (specify)	\$0	\$0	
7240	Other Reserves: (specify)	\$0	\$0	
	Total Reserves	\$0	\$0	
Ground Lease		Residential	Commercial	
	Ground Lease	\$0	\$0	
	Total Ground Lease	\$0	\$0	
Net Operating Income		\$0	\$0	
Financial Expenses: 6800				Comments
6820	1st Mortgage Debt Service	\$0	\$0	
6830	2nd Mortgage Debt Service	\$0	\$0	
6840	3rd Mortgage Debt Service	\$0	\$0	
6890	Misc. Financial Expenses: (specify)	\$0	\$0	
6890	Misc. Financial Expenses: (specify)	\$0	\$0	
6890	Misc. Financial Expenses: (specify)	\$0	\$0	
6890	Misc. Financial Expenses: (specify)	\$0	\$0	
6800T	Total Financial Expenses	\$0	\$0	
Cash Flow		\$0	\$0	
7190	Asset Management/Similar Fees	\$0	\$0	

Cash Flow Analysis

10/2/21

Income from Restricted Units will be based on Proposed Rents?

		Proposed Rents					Proposed Rents					Proposed Rents				
	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Income From Housing Units																
Restricted Unit Rents	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unrestricted Unit Rents	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments																
Subsidy Program #1 Name	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subsidy Program #2 Name	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidy: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidy: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Potential Income - Housing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Income																
Laundry & Vending	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Potential Income - Other		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Potential Income - Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacancy Assumptions																
Restricted Units	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unrestricted Units	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidy: (specify)	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Vacancy Loss		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Effective Gross Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Expenses & Reserve Deposits																
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Real Estate Taxes	2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supportive Services Costs	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Reserves	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ground Lease	2.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Expenses	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses & Reserves		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Operating Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service																
1st Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge Loan (repaid from Investor equity)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2nd Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)	3.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Required Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow after all debt service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service Coverage Ratio (DSCR)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Use of Cash Flow After Debt Service - HCD Projects																
Asset Mgmt./ Similar Fees		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Max Asset Mgmt./Similar Fees	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Target NOI to get to 1.1 DSCR		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subsidy needed to get to 1.1 DSCR		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Homekey Operating Subsidy amount		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Operating Income (NOI)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow after all debt service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Homekey Subsidy Draw*		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow after Homekey subsidy		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Operating Income after HK subsidy		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DSCR with Homekey subsidy		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*HK Subsidy balance after draws		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Exhibit C: City Workbook (6 pages)

EXHIBIT C: City of Oakland Workbook
CITY OF OAKLAND HOMEKEY SELF-SCORE SHEET

				PROJECT NAME	
				Team #	
#	Categories and Maximum Point Scores	Evaluation Criteria	POINTS	Team Name	
TOTAL POINTS AVAILABLE			207	0	
1	Ability to expend funds timely and demonstration of operating leverage (Up to 40 points)	a. Identification of the site suitable for development and evidence of site control, or a plan and timeline for obtaining site control along with other supporting evidence (e.g., letter of intent, an exclusive negotiating agreement, ground lease, etc.). NOTE: Sections 300-303 of this NOFA further outline site control requirements related to specific project type. (Up to 20 points) - Fee title/leasehold (20 points) - Option agreement/sales contract (20 points) - Exclusive negotiating agreement (15 points) - Letter of intent (15 points)	20		
		b. Documented commitment of non-Homekey rental or operating subsidies that will be used to maintain the ongoing affordability of the project. (Up to 20 points) Project-Based or Grantee-Based Enforceable Funding Commitments for operating assistance, or rental subsidies (including, but not limited to project-based vouchers, VASH vouchers, tenant-based vouchers, or locally funded rental assistance): (1 point for each 5 percentage increment of Assisted Units with committed funding, up to a maximum of 20 points) Contingencies in commitment documents based upon the receipt of Round 2 Homekey funding will not disqualify a source from being counted as committed. However, the Department must approve evidence that funding will reliably be available.	20		
Sub-Total (ability to expend funds and operating leverage)			40	0	
2	Experience (Up to 55 points) PLEASE FILL OUT TEAM EXPERIENCE TAB TO SUPPORT SELF-SCORE	a. Demonstration of Applicant or member(s) of development team's experience in development, ownership, or operation of a project(s) similar in scope and size to the proposed Project. NOTE: Sections 300-303 of this NOFA further outline threshold experience requirements related to specific project type. (Up to 25 points) - Development, ownership, or operation of one project similar in scope and size to the proposed Project; or development, ownership, or operation of at least two affordable rental housing or interim projects in the last ten years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the Target Population. (10 points) - 5 additional points awarded for each additional project (development, ownership, or operation of affordable rental housing or interim projects in the last ten years serving at least one member of the Target Population) (up to 15 additional points)	25		
		b. Demonstration of service provider's experience helping persons address barriers to housing stability and providing other support services, not necessarily within a housing project. Service provider may be Applicant, or a member of the development team described in Applicant's response to point category 2.c., below. Service provider experience must be with the specific population(s) housed within the Homekey units to count toward points in this section (e.g., families, singles, Homeless Youth, Chronically Homeless) (Up to 15 points) - 1 point awarded for each year of service experience, up to a maximum of 15 points. - NOTE: Sections 300-303 of this NOFA further outline threshold experience requirements related to specific project type.	15		
		c. Commitment letter(s) or MOU(s) documenting how the complete development and management team (which may include Applicant, developer, property manager, lead service provider, etc.) are connected and will work together on the Project. Applicants are encouraged to complete due diligence checklists to ensure all members of the team are aware of roles and responsibilities (Up to 15 points)	15		
Sub-Total (Experience)			55	0	
3	Racial Equity and Community Engagement (Up to 20 points) PLEASE FILL OUT SYSTEMS OUTCOMES TAB TO SUPPORT SELF-SCORE	a. Racial Disparities Analysis (Up to 10 points) Using the Racial Demographic Data Worksheet (in application), provide the Continuum of Care Outcomes by Race and Ethnicity and the following analysis. NOTE: Section 300 of this NOFA further outlines this threshold requirement. Using the data from the worksheet, provide a narrative analysis of the racial and ethnic disparities in systems outcomes. What are the root causes or factors leading to these racial inequities? For service providers with prior experience, provide an analysis of prior program outcomes.	10		
		b. Detail how the Applicant will address racial and ethnic disparities in program outcomes at each stage of the project design and development. Community Engagement (Up to 10 points) Detail how the Applicant has engaged or will engage with the target community, including people currently experiencing homelessness and people with lived experience of homelessness, to inform the design of the project. Provide documentation of this engagement, including but not limited to meeting notes, community planning documents, MOU of partnership with community organization, etc.	10		
Sub-Total (Racial Equity and Community Engagement)			20	0	
4	Community Impact and Site Selection (Up to 92 points)	a. The Project serves specific sub-populations (20 points) - 25% or more of Assisted Units are reserved for those experiencing Chronic Homelessness (20 points); OR - 50% or more of Assisted Units are reserved for those experiencing Homelessness (20 points); OR - 25% or more of Assisted Units are reserved for Homeless Youth or Youth at Risk of Homelessness (20 points);	20		
		b. Assisted Units include units for large family housing types (10 points) - At least twenty-five percent (25%) of the Assisted Units in the project shall be three-bedroom or larger units, AND - At least an additional twenty-five percent (25%) of the Assisted Units in the project shall be two-bedroom or larger units, consistent with TCAC Regulations (4 CCR § 10325(g)(1)(A-I)), (10 points)	10		
		c. Commitment to 55 year deed restriction to serve Target Population, waiving any potential accommodation by the Department to increase income limits as described in Section 303. (Up to 20 points) - At least 25% of Assisted Units restricted (5 points) - At least 50% of Assisted Units restricted (10 points) - At least 75% of Assisted Units restricted (15 points) - 100% of Assisted Units restricted (20 points)	20		
		d. The extent to which the Project (with 20 or more units) commits to being accessible to persons with disabilities (Up to 10 points) - Exceeds the state and federal accessibility requirements set forth Section 505, specifically providing a minimum of 15 percent of units with features accessible to persons with mobility disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC provisions; (5 points) - A minimum of 10 percent of units with features accessible to persons with hearing or vision disabilities, as defined in 24 CFR Part 8.22 and the parallel ADAAG 2010 and CBC Chapter 11B provisions. (5 points)	10		
		e. The proposed project requires no Rehabilitation or construction, or the Rehabilitation/construction and full occupancy can be completed within eight (8) months of award. Those receiving points in this category are also able to utilize the bonus award as outlined in Section 207. (10 points)	10		
		f. For any project where the Applicant's capital match exceeds the minimum match required per Assisted Unit, one (1) point will be assigned for every \$10,000 over the minimum match required (Up to 10 points); OR For any project where the average total cost per Assisted Unit is below the minimum baseline per door, one (1) point will be assigned for every \$10,000 under the baseline amount. (Up to 10 points)	10		
		g. Site Selection (Up to 12 points) The project site is located within 1/2 mile of a bus rapid transit station, light rail station, commuter rail station, ferry terminal, bus station, or public bus stop OR the project includes an alternative transportation service for residents (e.g., van or dial-a-ride service), if costs of obtaining and maintaining the van and its service are included in the budget and the operating schedule is either on demand by tenants or a regular schedule is provided (4 points) The Project site is in proximity to essential services: i. Grocery store – within 1/2 mile of a full-scale grocery store/supermarket where staples, fresh meat, and fresh produce are sold. (1 mile for projects in rural areas) (2 points); NOTE: If applying for TCAC, it is advisable that the grocery store be at least 25,000 gross interior square feet. ii. Health facility – within 1/2 mile (1 mile for projects in rural areas) of a qualifying medical clinic with a physician, physician's assistant, or nurse practitioner on-site for a minimum of 40 hours each week, or hospital (not merely a private doctor's office). A qualifying medical clinic must accept Medi-Cal payments, or Medicare payments, or Health Care for the Homeless, or have an equally comprehensive subsidy program for low-income patients; (1 point) iii. Library – within 1/2 mile of a book-lending public library (1 mile for projects in rural areas); (1 point) iv. Pharmacy – within 1/2 mile of a pharmacy (1 mile for projects in rural areas). May be included in a grocery store or health facility (2 points) v. For projects with units serving Homeless Youth: within one mile of at least two of the following: community colleges, universities, trade schools, apprenticeship programs, employment programs, childcare centers for parenting youth, and/or community centers for youth (e.g., LGBTQ+ centers, drop-in youth centers) (2 points)	12		
Sub-Total (Community Impact & Site Selection)			92	0	
5	Negative Points (Up to -20 points)	a. For any project resulting in the permanent displacement of residents (not businesses or farm operations), as outlined below: - - The project permanently displaces existing residents in 5% of total units. (-5 points) - Applicants lose one point (up to an additional 15 points) for each additional percentage point of households displaced out of total units.	-20		
Sub-Total (Negative Points)			-20	0	

6	City of Oakland Points (Up to 60 points)	a.	Project is feasible with little to no City capital subsidy or operating subsidy, and/or has secured alternative sources of operating subsidy besides Homekey, HHAP, or Section 8	20	
		b.	Purchase contract or exclusive purchase option contract already executed with appropriate financing and due diligence contingencies	20	
		c.	Project restricts rents to below 30% AMI rent levels, or down to 30% of income rather than requiring a minimum rent (up to 10 points depending on depth of rent affordability)	10	
		d.	Project can realistically reach full occupancy well within eight months of the date of award and secure Homekey operating bonus	10	
		Sub-Total (City Points)			60

2. Experience - max 55 points						
a. Development, ownership, or operation experience - max 25 points						
a1. Does Applicant have the following experience: Development, ownership, or operation of one project similar in scope and size to the proposed project (describe below) - 10 points						
Project name and address	Who provides the experience	Experience type	Housing type	Population served	Latest date developed,	
a2. If a1 above is Yes, 10 points already earned. Does Applicant have the following experience? Development, ownership, or operation of at least two affordable rental housing or interim projects in the last ten years, with at least one of those projects containing at least one unit						
No						
Project name and address	Who provides the experience	Experience type	Housing type	Qualifying unit population served	Latest date developed,	
a3. 5 additional points awarded for each additional project (development, ownership, or operation of affordable rental housing or interim projects in the last ten years serving at least one member of the Target Population) - max 15 points						
b. Experience helping persons address barriers to housing stability and providing other support services; 1 point awarded for each year of service experience - max 15 points						
Project Name and address	Who provides the experience	Experience Provider	Housing type	Population Served	Years	# of months serving
					0.0	
Explanation:						

Exhibit D: Homekey and City Insurance Requirements (3 pages)

Homekey Insurance Requirements

As outlined in the [HCD Homekey NOFA](#) and City of Oakland Schedule Q

Department of Housing and Community Development – Homekey NOFA

City of Oakland Department of Housing and Community Development

i. Commercial General Liability

Applicants shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Applicant's limit of liability. **The policy must name the “State of California and the Department of Housing and Community Development” AND the “City of Oakland”, as well as the respective appointees, officers, agents, and employees of each, as additional insureds, but only with respect to work performed under the contract.**

If available in the open market at a reasonable cost, the policy shall also include an endorsement for physical abuse and child/sexual molestation coverage. Coverage shall include actual or threatened physical abuse, mental injury, sexual molestation, negligent hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Applicant is responsible. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Applicant's limit of liability. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

If available in the open market at a reasonable cost, the policy shall also include an endorsement for assault and battery.

ii. Automobile Liability

Applicant shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. **The policy must name the “State of California and the Department of Housing and Community Development” AND the “City of Oakland”, as well as the respective appointees, officers, agents, and employees of each, as additional insureds, but only with respect to work performed under the contract.**

If Applicant will not have or use any commercially owned vehicles during the term of the Standard Agreement, by signing the Standard Agreement, the Applicant certifies that the Applicant and any appointees, employees, subcontractors, or servants possess valid automobile coverage in accordance with California Vehicle Code sections 16450 to 16457, inclusive. The Department reserves the right to request proof at any time.

iii. Workers’ Compensation and Employer’s Liability

Applicant shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the contract. In addition, employer's liability limits of \$1,000,000 are required. By signing the Standard Agreement, Applicant acknowledges compliance with these regulations. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California and the Department of Housing and Community Development must be attached to the certificate.**

iv. Builder's Risk/Installation Floater

If there is installation or construction of property/materials on or within the facility at any time during the term of the Standard Agreement, the Applicant shall maintain in force, at its own expense, Builders Risk/Installation Floater covering the labor, materials, and equipment to be used for completion of the Work performed under this contract against all risks of direct physical loss, excluding earthquake and flood, for an amount not less than the full amount of the property and/or materials being installed and/or constructed on or within the facility. The Applicant agrees as a provision of the contract to waive all rights of recovery against the state.

v. Property Insurance

The Applicant shall maintain fire, lightning and extended coverage insurance on the facility which shall be in a form of a commercial property policy, in an amount equal to one hundred percent (100%) of the then current replacement cost of the facility, excluding the replacement cost of the unimproved real property constituting the site. The extended coverage endorsement shall, as nearly as practicable, include but not be limited to loss or damage by an explosion, windstorm, riot, aircraft, vehicle damage, smoke, vandalism, and malicious mischief and such other hazards as are normally covered by such endorsement.

vi. Self-Insured

If a state, regional, or local public entity is the sole Applicant, and if that entity is self-insured in whole or in part as to any of the above-described types and levels of coverage, then that entity shall provide the Department with a written acknowledgment of this fact before execution of the Standard Agreement. If, at any time after the execution of the Standard Agreement, the state, regional, or local public entity abandons its self-insured status, that entity shall immediately notify the Department of this fact and shall comply with all of the terms and conditions of this Section pertaining to insurance requirements. The Department may accept evidence of self-insurance from other Eligible Applicants in its sole and absolute discretion.

(The Below Requirements are from the City of Oakland Schedule Q)

vii. Pollution Liability

I. For Contractors engaged in: environmental remediation, emergency response, hazmat cleanup or pickup, liquid waste remediation, tank and pump cleaning, repair or installation, fire or water restoration or fuel storage dispensing, the

Contractor must maintain Contractor's Pollution Liability Insurance of at least \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.

II. For Contractors engaged in transporting waste, then transportation (1st and 3rd Party) must be included with the pollution liability.

III. Regardless of the coverage limits in I. through II. above, contractor's coverage must be compliant with the Motor Carrier Act of 1980, California Vehicle Code Sections **34630-34634** and California Health and Safety Code Section 25169

viii. **Professional Liability/Errors and Omissions** insurance as appropriate for design/build operations with limits not less than \$2,000,000 each claim and \$2,000,000 aggregate. If the professional liability/errors and omissions insurance is written on a claims made form:

I. The retroactive date must be shown and must be before the date of the contract or the beginning of work.

II. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract work.

III. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the contract effective date, the contractor must purchase extended period coverage for a minimum of three (3) years after completion of work.

Exhibit E: Qualified Teams Eligible to Apply to This RFP (1 page)

Qualified Homekey Development Sponsor Teams

App #	Developer/Owner	Property Manager	Services Provider
7	Danco Communities/ Operation Dignity, Inc.	Danco Property Management	Operation Dignity, Inc.
8	Bay Area Community Services Housing Corporation (BACS HC)/ Memar Properties, Inc.	Bay Area Community Services Housing Corporation (BACS HC)	Bay Area Community Services (BACS)
9	Kingdom Builders Transitional Housing Program	Bay Area Community Benefit Organizations	Kingdom Builders Transitional Housing Program
13	East Bay Asian Local Development Corporation (EBALDC)	EBALDC	EBALDC
14	Bonita House, Inc.	Bonita House, Inc.	Bonita House, Inc.
16	Satellite Affordable Housing Associates (SAHA)	SAHA	SAHA
17	Resources for Community Development (RCD)	The John Stewart Company (JSCo)	RCD
19 37 40	The Unity Council (3 submittals for each category, combined)	The Unity Council (Casitas of Hayward)	The Unity Council`
21	MidPen Housing Corporation	MidPen Property Management Company	MidPen Resident Services
24	Affirmed Housing Group	Solari Enterprises, Inc.	LifeLong Medical Care
25	DignityMoves	Five Keys Schools and Programs	Five Keys Schools and Programs
26	Housing Consortium of the East Bay	Housing Consortium of the East Bay	Housing Consortium of the East Bay
27	LifeMoves	LifeMoves	LifeMoves
28 31 32 33	Shangri-La Industries, LLC (4 submittals to include more than 3 properties, combined)	Step Up on Second Street, Inc.	Step Up on Second Street, Inc.
29	Abode Communities	Abode Communities	LifeLong Medical Care
30	LAKE MERRITT LODGE	Khazen CRE Group DBA KAMCO Housing	HCEB

34	Holliday Development/ EBALDC/Allied Housing	EBALDC	Abode Services
35	Bay Area Community Services Housing Corporation (BACS HC)	Bay Area Community Services Housing Corporation (BACS HC)	Bay Area Community Services (BACS)
38	Lao Family Community Development, Inc. (LFCD)	Five Keys Schools and Programs	Lao Family Community Development, Inc. (LFCD)
39	Youth Employment Partnership, Inc. (YEP)	Bay Area Community Services (BACS)	Youth Employment Partnership, Inc. (YEP)
41	Allied Housing, Inc.	Housing for Independent People, Inc.	Abode Services
43	Oakland Community Land Trust (OakCLT)	Kalco Properties	A Diamond in the Ruff, Inc.
47	Related	Related Management Company	LifeSTEPS
48	Related/ EBALDC	Related Management Company	EBALDC
53	First Community Housing	JSCo	WeHOPE
54	Unity Care Group - Vallejo	Unity Care Group - Vallejo	Unity Care Group - Vallejo
56	Interfaith Council of Alameda County	Interfaith Council of Alameda County	Interfaith Council of Alameda County
57	Allen Temple	HumanGood	Allen Temple Development Corporation
59	Arcspace/ USF Architecture & Community Design Team/ BDE Architecture	Bay Area Community Land Trust	iDev Data (fiscal sponsor) and Landless Peoples Alliance