

Exhibit B

City of Oakland Acquisition and Conversion to Affordable Housing (ACAH) Program

EXISTING ACAH Project Supplemental Funding Application

This application is for **existing ACAH or City acquisition rehab projects** that the City has previously funded and that now require additional City funds to address a demonstrated funding gap.

HCD and HAF will rely on previously approved ACAH materials and focus review on **what has changed**, the **need for additional funds**, updated feasibility, and the **path to project completion**.

APPLICATION INSTRUCTIONS

- This application applies only to projects with an existing City funding award.
 - Focus responses on the **reason for the supplemental request** and how it enables project completion.
 - Applicants should be concise. Bullet points and tables are strongly encouraged.
 - Information should be provided based on what is known at the time of submission; additional documentation may be provided during underwriting.
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GENERAL INFORMATION

- **Submission Date:**
 - **Project Name:**
 - **Property Address:**
 - **Council District:**
 - **Sponsor:**
 - **Borrower Legal Name:**
 - **Primary Contact / Title:**
 - **Email / Phone:**
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SECTION 1: City Award History & Current Project Status (Maximum 1 page)

Original City Award:

- Original ACAH/City loan amount
- Date of ACAH/City approval or loan closing
- Original project type (acquisition only / acquisition & rehabilitation)

Current Project Status:

- Acquisition status (closed / pending)

- Rehabilitation status (not started / in progress / completed)
- Percent of rehabilitation completed (if applicable)

Briefly describe any material changes to the project since original ACAH approval.

SECTION 2: Summary of Supplemental Funding Request (Maximum 1 page)

Brief Narrative (2–3 paragraphs maximum): Explain why additional City funding is needed, what has changed since the original City approval, and why the supplemental funds are necessary to complete the project as approved. Reasons for additional funding need may include:

- Rehabilitation cost increases
- Additional work identified during construction or inspections
- Soft cost increases (professional fees, insurance, permitting, etc.)
- Extended holding, interest, or carrying costs
- Scope changes required for health, safety, or code compliance
- Other (describe)

Attach substantiating documentation, as available:

- Updated contractor estimates or change orders
- Revised scopes of work
- Inspection reports or assessments
- Invoices or executed contracts
- Other documentation supporting cost increases

Applicants should clearly connect the documentation provided to the supplemental funding request.

SECTION 3: Updated Financial Information & Project Pro Forma (Attachment)

Applicants must submit an **updated project pro forma** reflecting the requested supplemental funding.

At a minimum, the updated pro forma must include:

- The requested funding amount, which, together with previously committed City funding, may not exceed the following per-unit ACAH funding limits:
 - Up to \$500,000 per unit for buildings with 1-9 units
 - Up to \$400,000 per unit for buildings with 10-24 units
 - Up to \$300,000 per unit for buildings with 25+ units
 - Per project loan cap of \$10 million

- Updated Sources and Uses budget, including identification of new or pending non-City funding sources
 - 20-year annual cash flow
 - Unit and affordability mix (confirming no change unless noted)
 - Updated annual operating budget
 - Senior debt assumptions and DSCR, if applicable
 - Description of any required modification of existing ACAH loan terms
 - Demonstration that current funding request closes the total funding gap and ensures project completion
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SECTION 4: Updated Project Completion Schedule (Maximum 1 page)

Provide an updated schedule showing the path to project completion, including:

- Remaining rehabilitation activities
 - Anticipated construction completion date
 - Lease-up or stabilization milestones (if applicable)
 - Expected conversion to permanent financing
 - Identify any remaining schedule risks and mitigation strategies.
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WHAT TO EXPECT AFTER SUBMISSION

1. HAF & HCD completeness and eligibility review (approximately 1 week)
2. HAF underwriting and feasibility review (approximately 2–4 weeks)
3. HAF & HCD preliminary approval and issuance of conditions (within 30 days)
4. HAF loan closing and acquisition (dependent upon acquisition timing and underwriting scope)

DOCUMENTS REQUIRED PRIOR TO LOAN CLOSING

Applicants will be required to provide additional due diligence and loan closing documentation to the HAF as they become available prior to HAF loan closing. Should the project move forward, HAF staff will provide applicants with a full due diligence checklist.

REQUIRED ATTACHMENTS CHECKLIST

- ☐ Completed Exhibit B (this application)
 - ☐ Section 1: City Award History & Current Project Status
 - ☐ Section 2: Summary of Supplemental Funding Request
 - ☐ Section 3: Updated Financial Information & Project Pro Forma
 - ☐ Section 4: Updated Project Completion Schedule
- ☐ Updated project pro forma
- ☐ Documentation substantiating funding gap
- ☐ Updated project completion schedule
- ☐ Any revised scopes of work or budgets

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and correct to the best of my knowledge and that the proposed project complies with ACAH Program requirements.

Authorized Signature: _____

Print Name: _____

Title: _____

Organization: _____

Date: _____