



# Economic Development

## EXHIBIT 5 NOFA APPLICATION

### 1. NOFA FUNDING REQUEST

- a. Identify the amount of each City funding source requested (see NOFA for funding source details and requirements):

LMIHAF	PLHA	CDBG	TOTAL

### 2. DEVELOPMENT TEAM

- a. Project Applicant

Applicant Name (Organization/ Agency) \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_ E Mail: \_\_\_\_\_

- b. Name of Development Team entity that received City's letter determining the entity passed the City's December 8,2020 RFQ criteria:

\_\_\_\_\_

- c. What is the role of the Applicant in the project (*check all that apply*)

- Ownership Entity
- Managing Partner or Managing Member
- Sponsoring Organization
- Developer
- Other (describe):

- d. Legal Status of Applicant

- General Partnership
- Joint Venture
- Limited Partnership Corporation

- Nonprofit Organization
- Other – specify \_\_\_\_\_

e. Status of Organization

- Currently Exists
- To be formed (estimated date): \_\_\_\_\_

f. Name(s) of individuals or organizations who will be Partner(s) or Principal Owner(s), and whether this entity was identified on the City's RFQ Partnering and Teaming list as a small and emerging developer, or a firm that would be considered small or emerging according to City's RFQ requirements:

Partner/Owner Company Name	On City RFQ Small & Emerging Development List or Other Small and Emerging Firm?
	___ Yes      ___ No
	___ Yes      ___ No

g. Development Team Primary Staff Contacts

Company/Name	Role in Project	Staff Name	Email address
	Primary Contact for NOFA Application		
	Project Manager		
	Director of Real Estate		
	Executive Director		
	Chief Financial Officer		
	Other		
	Other		

h. Other Team Members

Indicate which of the following development team members have been selected and identify them if different from applicant. CDBG APPLICANTS PLEASE NOTE, general contractor, contractor and sub-contractors cannot be selected before CDBG award, and must be procured through specific CDBG procurement requirements for competitive bidding.

Architect(s) \_\_\_\_\_  
Engineer(s) \_\_\_\_\_  
Attorney(s) and/or Tax Professionals \_\_\_\_\_  
Property Management Agent \_\_\_\_\_  
Financial and Other Consultant (s) \_\_\_\_\_  
General Contractor \_\_\_\_\_  
Investor \_\_\_\_\_

i. List all other participants and affiliates (people, businesses, and organizations) proposing to participate in the project.

Name	Role
_____	_____
_____	_____

**3. PROJECT DESCRIPTION**

a. Project Info

Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Assessor's Parcel No: \_\_\_\_\_

Neighborhood/Community Plan Area:  
\_\_\_\_\_

b. Project Activity (check all that apply):

- Acquisition
- Rehabilitation
- New Construction
- Mixed Income

- Mixed Use
- Other (please specify): \_\_\_\_\_

c. Project Type (check all that apply):

- Family
- Senior
- SRO Studio Apartments
- Other (describe) \_\_\_\_\_
- Supportive Housing (describe number of units and population to be served) \_\_\_\_\_

d. Number of Housing Units within CRL Income/Rents Categories

Category	Number of Units	Percentage of Units
0% to 15% AMI		
30% AMI (Extremely Low*) Income		
31% to 50% AMI (Very Low*)		
51% to 80% AMI (Low*)		
Unrestricted (mgr. or market rate)		
<b>TOTALS</b>		

\*Restrictions per CRL Income and Rents Chart - NOFA Attachment A

e. Number of Housing Units by PLHA Income/Rents

AMI	Number of Units	Percentage of Units
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
Unrestricted (mgr. or market rate)		
<b>TOTALS</b>		

f. Number of Housing Units by CDBG Income/Rents

AMI	Number of Units	Percentage of Units
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
_____ %		
Unrestricted (mgr. or market rate)		
<b>TOTALS</b>		

**4. PROJECT NARRATIVE** *(Please use additional sheets of paper as needed)*

a. Project Description: Provide a brief narrative summary of the proposed project. Please include location, project type (new versus rehab), target population and any unique project characteristics.

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b. Project Design: Provide a description of the project’s architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.

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c. Green Building Features: Describe the green building features that will be incorporated into the project.

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d. On-Site Amenities: Describe any on site amenities including any project characteristics that address the special needs of the population you intend to serve.

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e. Neighborhood Off-Site Amenities: Describe the property location neighborhood transportation options local services and amenities within 1/4 mile and 1/2 mile of the site.

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f. Property Management: Describe how the property will be managed including the number of staff, locations and management office hours

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**5. SITE INFORMATION** *(Please use additional sheets of paper as needed.)*

a. Total square footage of site \_\_\_\_\_

b. Site Control

1. Site control at the time of application is required. What is the level of site control currently

a. Held by the applicant? \_\_\_\_\_

b. Will site acquisition be a purchase or long term lease? \_\_\_\_\_

c. What is the purchase price of the land? \_\_\_\_\_

d. For proposed leaseholds indicate the amount of the annual lease payment and the basis for determining that amount:

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e. What is the current County-assessed value of the site? \_\_\_\_\_

f. Who is the current property owner and what is their address and contact information?

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c. Site Uses

1. Existing uses on the site and approximate square footage of all structures:

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2. Planned use of on-site existing structures

\_\_\_ Demolish      \_\_\_ Rehabilitate      \_\_\_ Other (describe)

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3. Provide the following information for each on-site building to be retained as part of this project: Square Footage, Date Built, No. of Stories, and Occupancy Status; No. of existing residents and their respective income levels, Relocation Plan, if applicable.

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4. Provide a brief description of the condition of any buildings to be rehabilitated and any proposed building renovation improvements:

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5. Describe unique site features (parcel shape, historic resource, etc.)

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6. Is the site located within any of the following areas? Check all that apply  
Near Transit \_\_\_\_\_ Distance from site \_\_\_\_\_)  
Within Transit Priority Area \_\_\_\_\_  
Within SD Promise Zone \_\_\_\_\_  
Within SD Opportunity Zone \_\_\_\_\_

7. Identify problem site conditions (high noise levels, ingress/egress, etc.)

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8. Is the site in a floodplain? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, type of floodplain \_\_\_\_\_ Map used \_\_\_\_\_

9. Describe adjoining land uses:

East \_\_\_\_\_  
West \_\_\_\_\_  
North \_\_\_\_\_  
South \_\_\_\_\_

d. Density and Zoning

- a. What are the site base and maximum, and the proposed project density per acre?

Base DU/Acre \_\_\_\_\_ Max DU/Acre \_\_\_\_\_ Project DU/Acre \_\_\_\_\_

- b. What is the current zoning of the project site?

\_\_\_\_\_

- c. Is the proposed project consistent with the site's existing zoning?

Yes \_\_\_\_\_ No (explain) \_\_\_\_\_

- d. Indicate any discretionary review permits required for the project (Planned Development Permits, Design Review Permits, Rezoning, etc.)

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e. CEQA Review

- a. Has any CEQA review for the project been completed?

Document/Date\_\_\_\_\_

- b. If not completed, what is the anticipated type of CEQA review documentation needed?

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f. Goals, Objectives and Community Priorities

Explain how this project meets the objectives of this NOFA and the AHMP, and community priorities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. PROJECT SCHEDULE SUMMARY**

In addition to the major milestone Schedule to be attached to this Application, provide the schedule summary with the following estimated dates:

- a. Construction Start Date: (mo/year)\_\_\_\_\_

- b. Receipt of Certificate of Occupancy: (mo/year) \_\_\_\_\_

- c. Provide the timeline for award of each funding type

Source	Application	Award

- d. Assess the chances, of the project securing required funding and steps that will be taken to make the project competitive.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Potential Development Schedule Obstacles

Are there any known issues or circumstances that may delay or create challenges for the project?\_\_\_\_\_

If yes, list issues below including an outline of steps that will be taken and time frame needed to resolve these issues.

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## **7. APPLICATION SUPPORTING MATERIALS**

In addition to submitting a complete application, the following additional supporting material must be provided with the application:

a. Cover Letter

Submit a cover letter identifying the development team, and confirming a member of the development team's submittal to the City's December 8, 2020 RFQ has received a City letter determining passing the RFQ criteria. Identify any small and emerging development team partners from the City's RFQ list of such firms. Provide a concise summary of the project including address, neighborhood, concept, type of construction, AMI levels, type and amount of City funding requested (LMIHAF, PLHA, CDBG or combination), status of permitting and entitlements, and anticipated date of unit occupancy. Identify any concerns about meeting any of the requirements in this NOFA. Include the name, phone and email address for the primary contact for the application.

b. Development Schedule

Include a detailed project schedule identifying all major milestones. The schedule must include key milestones for the development approval process including NOFA funding approval, and include such items as purchase of the property, design drawings, development entitlements, community outreach process, financing applications and awards, closings, project construction, certificate of occupancy and lease up. The proposed schedule must demonstrate the ability to perform diligently and in a timely manner and provide occupancy within 36 months of NOFA funding approval, preferably less.

c. Photos

Attach recent clearly labeled photos of the project site and surrounding area.

d. Graphic Illustrations and Elevations

Provide a graphic illustration of the proposed project, consisting of conceptual

site plans, and conceptual elevations. *Note: Do not submit detailed architectural renderings or models.* All drawings must be submitted in PDF that will print in 11 x 17-inch format.

e. Board of Directors

If the applicant is a nonprofit organization, provide a listing of the Board of Directors including the city of residence.

f. Community Benefits and Outreach Plan

Description of any stakeholder and community engagement that has occurred for the project. Include proposed community engagement during entitlement and construction. The Outreach Plan should describe how your development team intends to build support for the project and address community concerns. The Outreach Plan should include a plan to employ local, minority and women owned businesses and persons in the construction and operations of the project.

g. Community Support

Attach letters of support for the project, if available, from members of the project community and/or community groups.

h. Proforma

The application must include a preliminary financing plan with proposed sources and uses, an estimate of total project development costs and a pro forma (Exhibit 6). The proposal must address current real estate market conditions for the proposed project to establish and justify the pro forma and cash flow assumptions.

i. Owner Participation Agreement

The application must include acceptance of NOFA Exhibit 7 – Draft Owner Participation Agreement, or redlined proposed edits, as outlined in the NOFA Section 8.

j. CDBG Loan Agreement

If applying for CDBG funds, the application must include acceptance of NOFA Exhibit 8 – Draft CDBG Loan Agreement, as outlined in the NOFA Section 8.

Applicant Certification

I certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and or information herein are found to be misrepresented it shall constitute grounds for disqualification of my application. I further certify that all of the following statements are true except if I have indicated otherwise on this certification:

Check if TRUE:

- No mortgage on a project listed by me has ever been in default, assigned to the Government, or foreclosed, nor has mortgage relief by the mortgagee been given;
- I have not experienced defaults or noncompliance under any contract or Regulatory agreement nor issued IRS Form 8823 on any Low Income Housing Tax Credit (LIHTC) projects I was involved in;
- To the best of my knowledge there are no unresolved findings raised as a result of audits, management reviews or other investigations concerning me or my projects for the past ten years;
- I have not been suspended, barred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs;
- I have not failed to use state funds or LIHTC allocated to me in any state.

I have checked each deletion above, if any, and have attached a true and accurate signed statement, if applicable, to explain the facts and circumstances of any deletion which I think help to qualify me as a responsible principal for participation in this NOFA.

Applicant Signature \_\_\_\_\_  
Print Name and Title \_\_\_\_\_  
Signature Date: \_\_\_\_\_

*This application and all supporting material are regarded as public records under the California Public Records Act.*