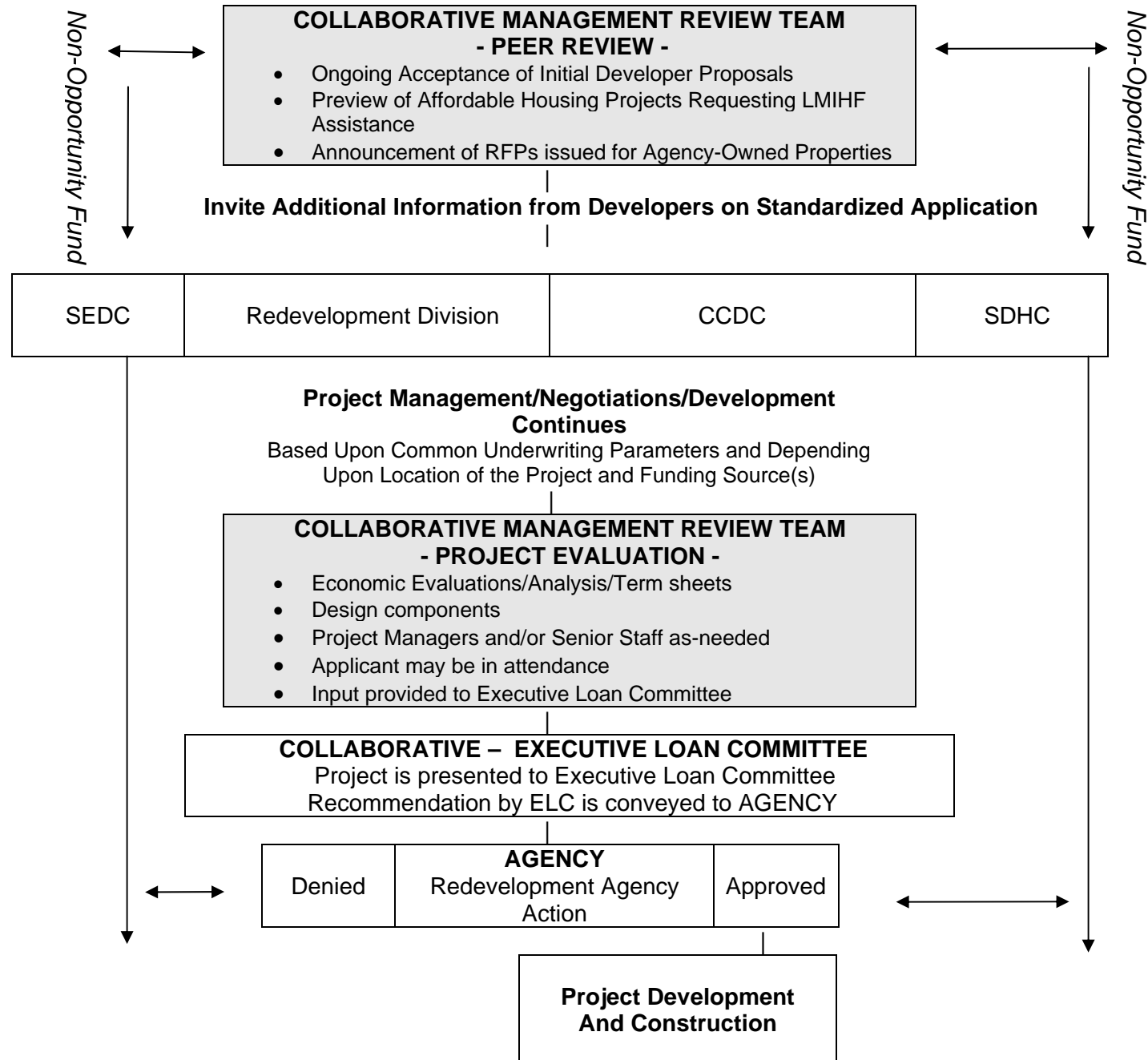


**AFFORDABLE HOUSING COLLABORATIVE  
OPPORTUNITY FUND PEER REVIEW PROCESS**



1. Using initial peer review forms completed as a result of staff communication with developers, each of the four collaborative organizations will present all proposed/potential affordable housing developments to the internal Collaborative Management Team for a Peer Review. This Peer Review is envisioned as a “first look” communication mechanism for the collaborative.

If the Developer is seeking a subsidy from the **Affordable Housing Opportunity Fund** (formerly, the NOFA Program), the project development team will proceed to submit an application to Agency staff. The Agency staff will log-in the application and forward it to the entity managing the project area in which the project will be developed. That entity will conduct all analysis and project review, and if the project is viable, will present the project to the internal Collaborative Management Team and Executive Loan Committee (ELC) for a funding recommendation.

If the Developer is not seeking a subsidy from the Affordable Housing Opportunity Fund (but rather a subsidy from CCDC/SEDC/RedDiv/San Diego Housing Commission directly), the project would be evaluated based upon the processes of the respective entity. It is the goal of the Collaborative to utilize a standardized application for all affordable housing developments – whether they are Agency-assisted, Housing Commission-assisted, or Opportunity Fund-assisted.

2. It is anticipated that the internal Collaborative Management Team will schedule monthly meetings, or more frequently as-needed, to conduct both the Peer Review of new/potential developments as well as to evaluate Opportunity Fund projects for recommendation to the Executive Loan Committee (ELC) prior to submission to the Agency for approval. Management staff may also wish to give brief updates on non-Opportunity Fund projects in development.

3. The Executive Loan Committee will continue to be a publicly-noticed meeting. Minutes and agendas will continue to be prepared for the ELC. The Collaborative Management Team will be an internal meeting, less formal than in the past – with varying representative(s) from each of the four Collaborative agencies depending upon the project to be review. There will be no formal minutes and noticing of meetings. The draft staff report for the ELC will be presented to the CMT for review and comment. Concerns of the CMT will be included in the ELC report along with staff responses. Developers/Applicants may or may not be present at the Collaborative Management Team meetings.