

# Acquisition and Conversion to Affordable Housing (ACAH) NOFA Bidders' Meeting

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City of Oakland, Housing & Community Development Department

January 4, 2023

(This meeting will be recorded)

# Agenda

- City Staff
- Overview of NOFA
- Important Dates and Deadlines
- Notable Changes
- Correction – Emerging Developer Definition
- Application Overview & Information Request Deadlines
- Workplace & Employment Standards
- 1214 30<sup>th</sup> Street – Duplex Opportunity (CLT/LEHC Subprogram Only)
- City Data Services Online Application Training

# City Staff

- **Housing & Community Development**
  - Meghan Horl, Housing Development Coordinator IV & ACAH Program Manager
  - Amy Hiestand, Housing and Community Development Consultant
  - Gregory Earnest, Breakthrough Grant Fellow
- **Planning & Zoning**
  - Ed Manasse, Deputy Director, Planning Bureau
  - Sandra Smith, Administrative Manager, Planning Bureau
  - Heather Klein, Zoning Area Supervisor, Planning & Building Bureau (NEPA Resource)
- **Workplace & Employment Standards**
  - Shelley Darensburg, Contract Compliance Supervisor

# ACAH NOFA Overview

- Two ACAH NOFAs
  - Permanent Affordability Program for Community Land Trusts/Limited Equity Housing Cooperatives (CLT/LEHC) Subprogram
  - All Developer Subprogram
- Eligible Projects
  - Existing Projects Returning for Additional Funds
    - (2 project max, 3 project max if partnering with an emerging developer)
  - New Projects
    - (2 project max, 3 project max if partnering with an emerging developer)
  - Funding Priority Given to Existing Projects
- Amount of Funds Available
  - Minimum of \$12.26 million, up to maximum of \$22.26 million
  - Minimum of \$4.9m (40%) – CLTs/LEHC Subprogram
  - Minimum of \$7.3m (60%) – All Developer Subprogram
  - Possible Neighborhood Stabilization Program (NSP) Funds (\$295,900)

# Important Dates and Deadlines

*Application Due Date*

*February 17, 2023 at 4:00 pm*

CDS Online Application is “live”

January 4, 2023

Q&A #2 Deadline

January 11, 2023

Submit 3R Report Application (New Projects Only)

January 16, 2023

Q&A # 3 Deadline

January 27, 2023

Contact Planning/Bldg for Mtgs (New Projects Only)

February 1, 2023

Q&A Deadline #4

February 10, 2023

Application Review/Scoring

February/March

Funding Award Announcements

~End of March/April

(Submit Q&A questions to Meg Horl, [mhorl@oaklandca.gov](mailto:mhorl@oaklandca.gov))

# Select Notable Changes

## Program Terms

- Increases to per unit subsidies and maximum loan amounts
- Modification to minimum developer experience requirement (minimum of 1 acquisition and/or 1 rehabilitation)
- Ability to meet minimum developer experience requirement with consultant or joint venture
- Changes to developer fee

## Scoring Changes

- New criteria for existing projects seeking additional funds (prioritizes projects with most serious rehab needs)
- Greater points for Emerging Developer applicants
- Updated scoring for projects located in *the Urban Displacement Project's California Estimated Displacement Risk Model*.

## Term Sheets (Exhibits B)

# Correction – Emerging Developer Definition

Correct Emerging Developer Definition (to be updated on website):

- Applicant is considered an “emerging developer” by meeting the following criteria: applicant has less than five (5) years of experience as a developer and/or five (5) or fewer acquisition, rehabilitation or new construction projects completed in the last 10 years.

Incorrect Emerging Developer Definition (currently on website):

- Applicant is considered an “emerging developer” by meeting the following criteria: applicant has less than five (5) years of experience as a developer and/or five (5) or fewer acquisition, rehabilitation or new construction projects.

# Application Overview

- Online Application only via City Data Services
  - Website: [www.citydataservices.net](http://www.citydataservices.net)
  - Email/Phone: [citydataservices@yahoo.com](mailto:citydataservices@yahoo.com) / 650-533-5933
  - Paper applications not accepted
- Application Organization & Requirements
  - All Developer Subprogram – NOFA Exhibit C
  - CLT/LEHC Subprogram – NOFA Exhibit D
  - Carefully review NOFA & NOFA Exhibit C/D for all required documentation
  - Late and substantially incomplete applications will be rejected
- Existing Projects vs New Projects
  - Please note different application submittals for existing projects vs new projects

# Application – Info Request Deadlines

## 1. Request 3-R Report (New Projects Only\*)

- Applicants are required to submit an “Application for Report of Building Record” (the “3-R Report”) by January 15, 2023
- 3-R Report applications must be submitted online and application fee required
  - <https://www.oaklandca.gov/topics/records-requests>
- 3-R Report, in conjunction with rehabilitation proposal, used for CEQA review
- Questions? Contact the Building Bureau, Records Division
  - 510-238-3606 or [oakplancounter@oaklandca.gov](mailto:oakplancounter@oaklandca.gov)

\*Also applies to existing projects if application contains significant changes to scope of work from first application.

# Application – Info Request Deadlines

## 2. Evidence of Meeting with Planning Bureau (New Projects Only\*)

- Applicants must meet with Planning Bureau Staff prior to application deadline
- Proof of meeting required in application
- Contact Sandra Smith, Administrative Manager of Planning Bureau, to schedule:
  - Email to [oakplancounter@oaklandca.gov](mailto:oakplancounter@oaklandca.gov)
  - Include “ACAH NOFA Applicant” in email subject
  - Request meeting by February 1, 2023

\*Also applies to existing projects if application contains significant changes to scope of work from first application.

# Application – Info Request Deadlines

## 3. Evidence of Meeting with Building Bureau (New Projects Only\*)

- Applicants must meet with Building Bureau Staff prior to application deadline
- Proof of meeting required in application
- Contact staff via [oakplancounter@oaklandca.gov](mailto:oakplancounter@oaklandca.gov)
  - Include “ACAH NOFA Applicant” in email subject
  - Request meeting by February 1, 2023

\*Applies to existing projects if significant changes to scope of work from first application.

# Workplace & Employment Standards

- All Projects must comply with Employment and Contracting programs & requirements
- Specific Employment and Contracting Program requirements are listed in NOFA:
  - CLT/LEHC Subprogram NOFA: Section IX.E
  - All Developer Subprogram NOFA: Section VIII.E
- Applicants are encouraged to meet with Dept. of Workplace & Employment Standards prior to application submittal to review requirements
  - Shelley Darensburg ([sdarensburg@oaklandca.gov](mailto:sdarensburg@oaklandca.gov))

# 1214 30<sup>th</sup> Street - Duplex Opportunity

- Acquisition & Rehabilitation Opportunity (CLT/LEHC Subprogram only, NOFA Exhibit C)
  - Accepting applications to acquire and substantially rehabilitate a City-owned vacant duplex
  - Acquired in 2009 through forfeiture pilot program with Alameda County
  - Acquisition Cost - \$99 and Rehabilitation Budget - up to \$800,000
    - Neighborhood Stabilization Program (NSP) funds may be awarded, ~\$295,000.
    - NSP funds will trigger NEPA environmental review. (See Section VII for complete NSP Requirements)
  - Documents available on NOFA website:
    - Termite, survey, preliminary title and site information reports
    - Preliminary architectural plans (prepared by City staff)
    - Structural plans for proposed architectural plans
    - Appraisal (forthcoming)

# Questions?

1. Raise virtual hand
2. Submit question in the chat
3. Submit questions via email to Meg Horl at [mhorl@oaklandca.gov](mailto:mhorl@oaklandca.gov)

# City Data Services Training

Steve Crouse

City Data Services

630-533-5933

[citydataservices@yahoo.com](mailto:citydataservices@yahoo.com)