## **Homekey Program**

## **Sample of Online Application Questions**



## State of California

## **Governor Gavin Newsom**

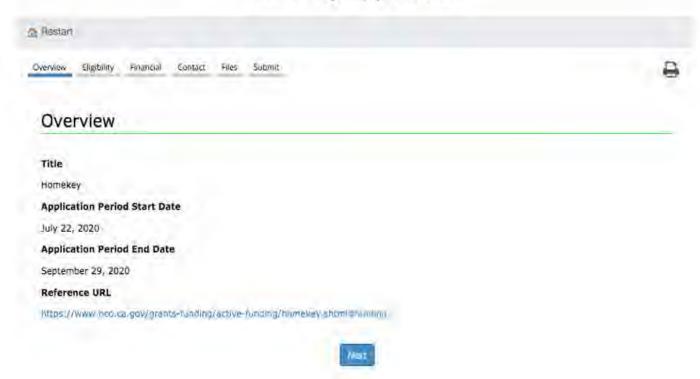
Lourdes M. Castro Ramirez, Secretary
Business, Consumer Services and Housing Agency

# Gustavo Velasquez, Director Department of Housing and Community Development

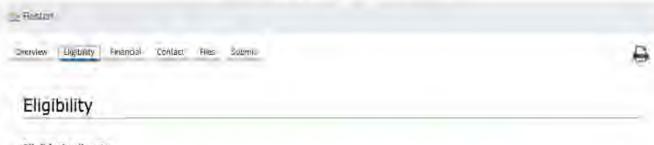
2020 West El Camino Avenue, Sacramento, CA 95833 Telephone: (916) 263-2771 Website: https://www.hcd.ca.gov/grants-funding/active-funding/homekey.shtml

Homekey Program Email: Homekey@hcd.ca.gov

July 24, 2020







### **Eligible Applicants**

Cities, counties, or any other "local public entity" as that term is defined by Health and Safety Code section 50079; or cities, counties, or any other "local public entity," as that term is defined by Health and Safety Code section 50079, in partnership with nonprofit or for-profit corporations.

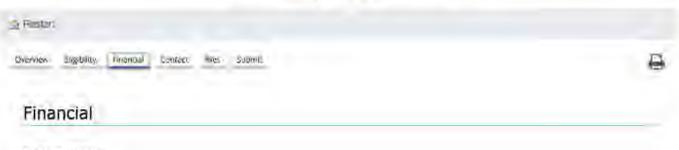
### **Eligibility Notes**

Cities, counties, or other local public entities, including housing authorities or federally recognized tribal governments within California, may apply independently as a Development Sponsor. Alternatively, a local public entity may apply jointly with a for-profit or nonprofit corporation.









### Funds Available

\$550M/\$50M

#### Maximum Award Amount

Up to \$200K per door capital/Up to \$24K per door operating subsidy

### Required Match

The first \$100K per door of capital requires no match; the next \$50K per door of capital requires a 1.1 match; the final \$50K per door of capital requires 2.1 match. Up to 24 months of operating subsidies are available from the \$50M. Applicants who receive 24 months of operating subsidies must provide an additional 36 months of operating subsidies as match. Applicants who receive no operating subsidy award must contribute 60 months of operating subsidies as match.

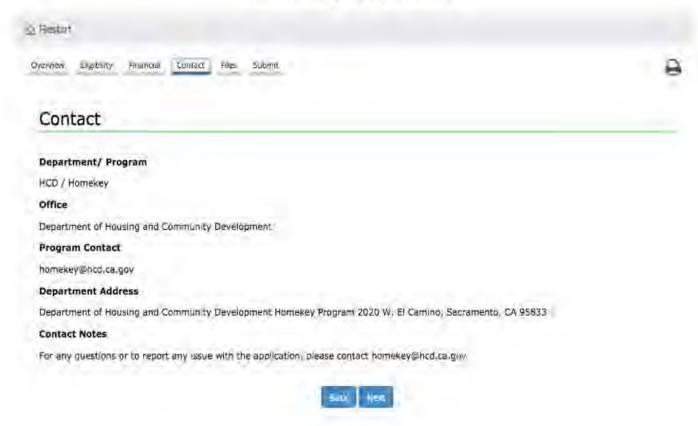
#### **Financial Notes**

Capital funds must be expended in full by Dec. 30, 2020; 24 month operating subsidy funds must be expended by June 30, 2022.

The Department will disburse funds to cover Homekey-critical costs that are or have been incurred during the period of March 1, 2020 through December 30, 2020. To receive payment for expenditures that have been incurred since March 1, 2020, or that will be incurred prior to Standard Agreement approval, Grantees must provide the Department with the information and documentation specified under Additional Information.

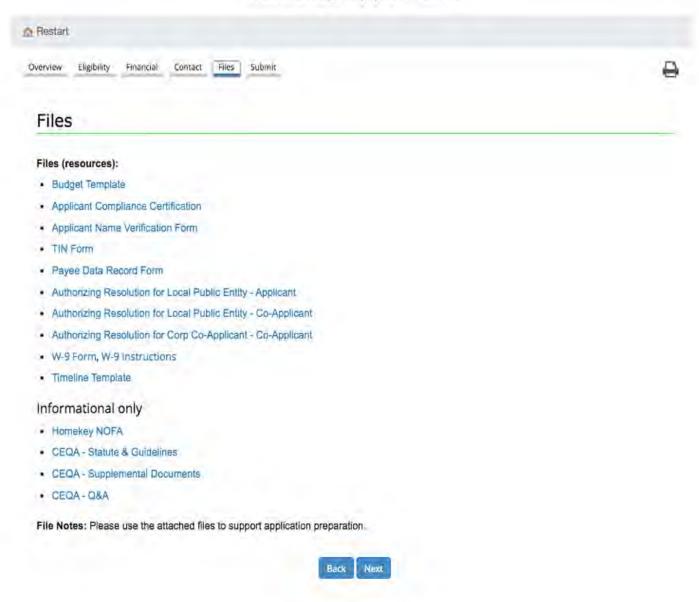












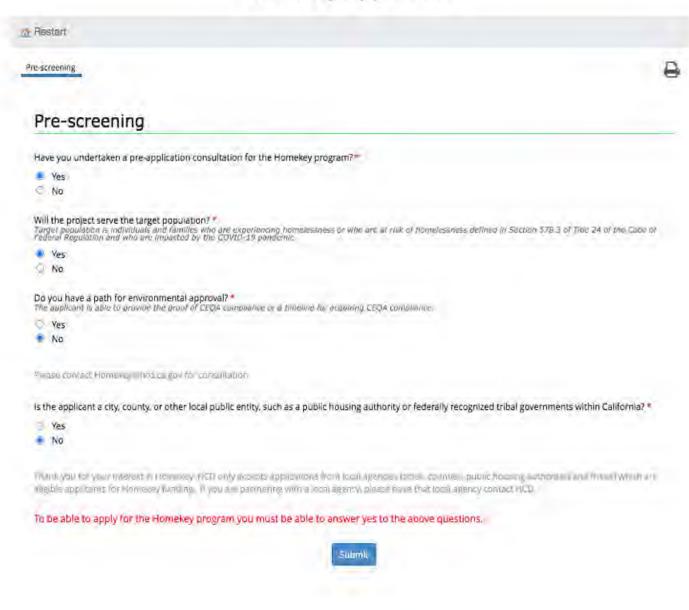






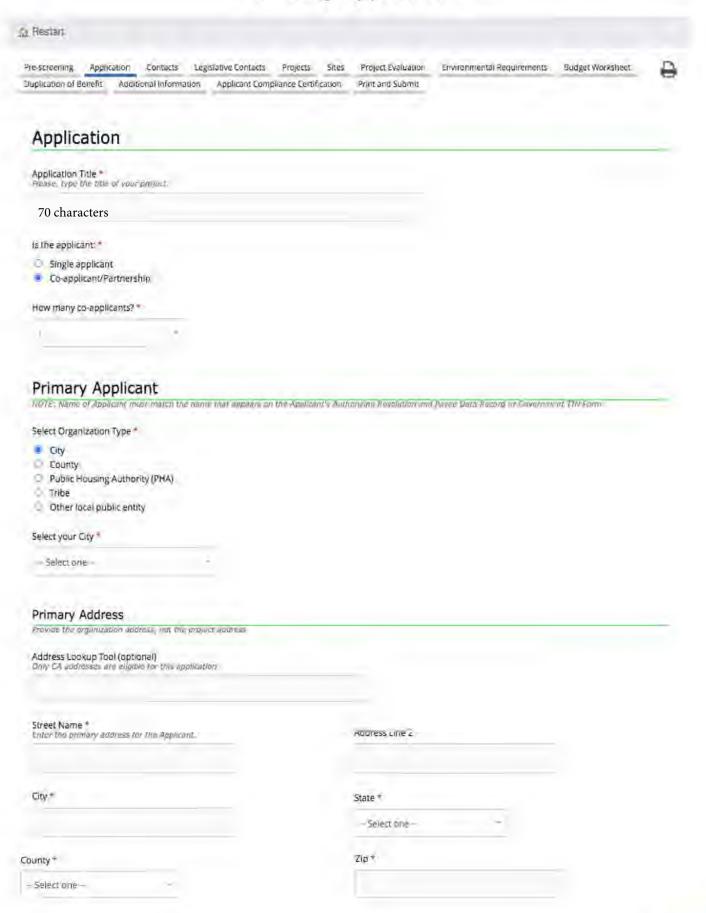














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Public Housing Authority     Tribe		
Other local public entity		
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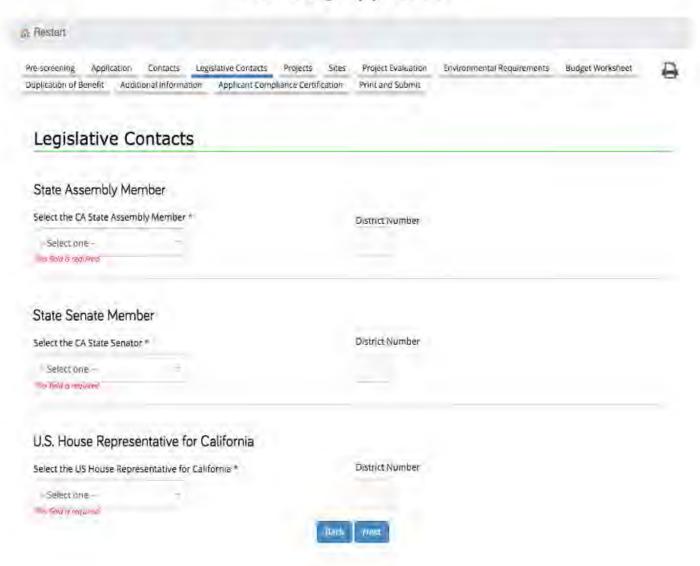
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Primary Contact			
First Name *	Last Name **		
Title *			
Email Address *	Phone Number *		
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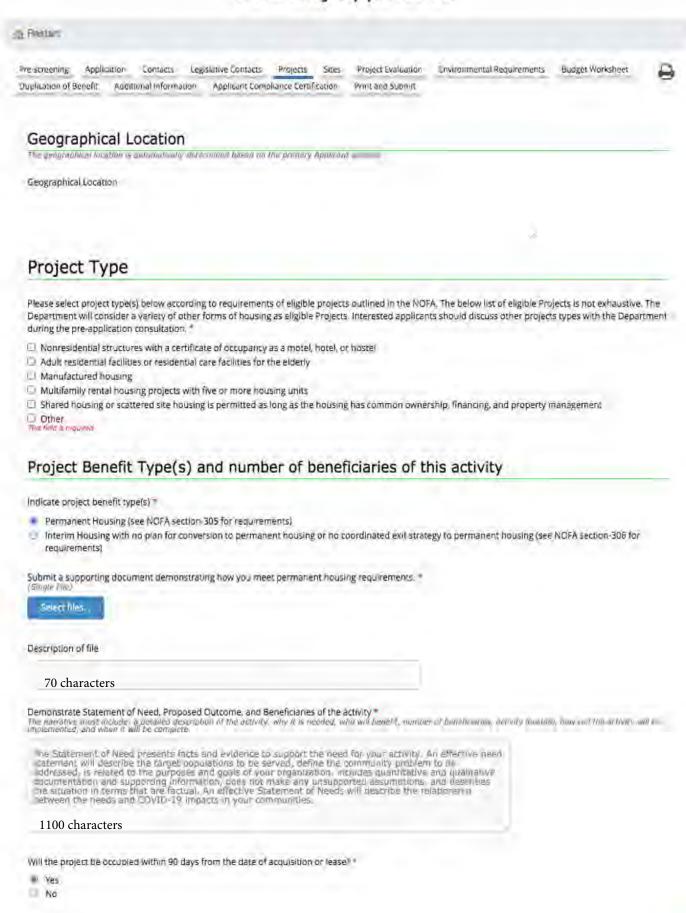
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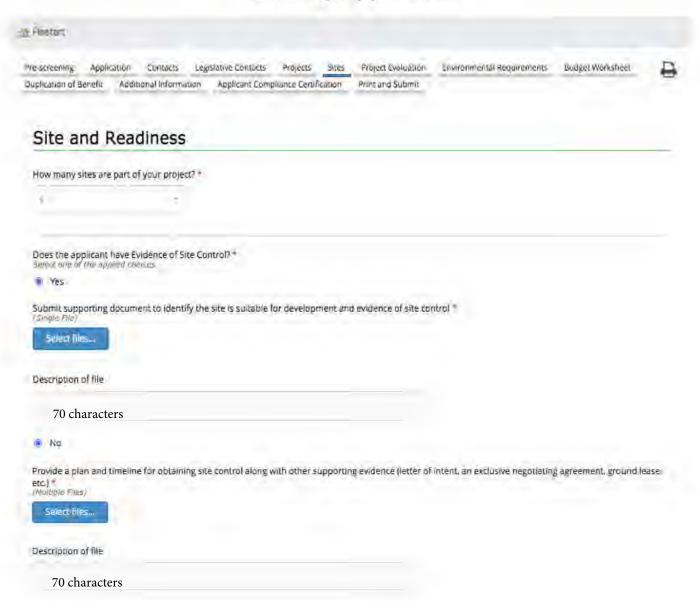








Scrow Company Name		Escrow Number
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itreet		Address Line 2
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	Select one	







## Sites Address(es) Site Address 1 Used for \* 1 - Permanent housing or will result in permanent housing as indicated on the application 1 - Interim housing and expected to be developed into permanent housing and exits to permanent housing. 2 - Interim housing and not expected to be developed into permanent housing or lead to permanent housing via coordinated exit strategy. Address Lookup Tool (optional) Toly CA midrosces by a plate for this many. A si-Address \* Address Line 2 City." State\* - 3EPCI OTT -Zip= Select all applicable activities Acquisition or rehabilitation of motels, hotels, or hostels Acquisition of other sites and assets, including purchase of apartments or homes, adult residential facilities, residential care facilities for the elderly. manufactured housing, and other buildings with existing residential uses that could be converted to permanent or interim housing Conversion of units from nonresidential to residential in a structure with a certificate of occupancy as a motel, hotel, or hostel Master leasing of properties The purchase of affordability covenants and restrictions for units Relocation costs for individuals who are being displaced as a result of rehabilitation of existing units Capitalized operating subsidies for units purchased, converted, or altered with funds provided pursuant to Health and Safety-Code section 50675.1.1. Projects seeking 24 month operating subsidies for units purchased, converted, or altered will be awarded with funds from the \$50 million state General Fund allocation. The \$550 million in Homekey derived from the CRF is not permitted to be used for this purpose. If needed, please add a brief note below

### 1100 characters

Add activity description here including the scope of work, tasks, and project deliverables. +

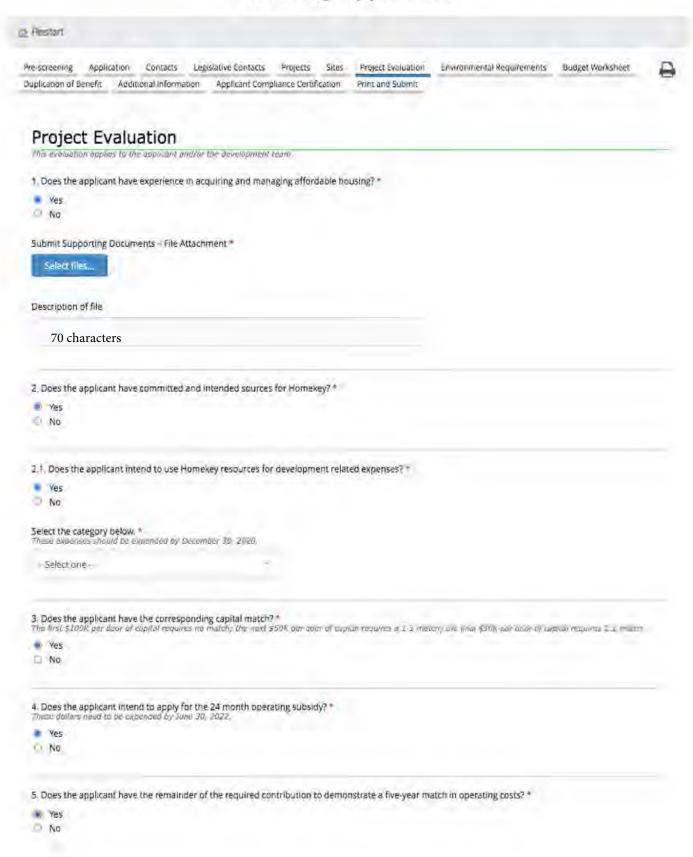
The Activity Description is a narrative that needs to include how this activity is related to DBVIR-19 impacts. The narrative should indicate your knowledge of the steps and actions necessary to complete your activity, not along the score of work, tasks, and deliverables. Narrative should wise indicate all actions taken as four madder to through actions necessary for constant.

1100 characters













## 6. Ability to expend funds by December 30, 2020. (Up to 50 points)

A -Identification of a 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.),
The applicant has submitted (Up to 20 points) Plan and timeline for obtaining site control
B - A proposed development vision that identifies the financial and for regulatory mechanisms to be used to maintain the origoing affordability of the Project
Does the applicant have a proposed development vision identifying the financial and regulatory mechanisms to be used to maintain the ongoing affordability in the project? (Up to 20 points)
Yes No
Execution of Proposed Development Vision
Less than 12 months
Greater than 12 and less than 36 months
Greater than 36 months
Upload the Descriptive Proposed Development Vision (Diploe File)
Select files
Description of File
70 characters
C - An overview of the plan and timeline for any required entitlements, permits, environmental clearances.
Does the applicant have an overview of the timeline and plan for any required entitlements, permits, environmental clearances? (Up to 10 points) h
<ul> <li>Yes</li> </ul>
NO NO
Submit the Project Timeline Template - File Attachment (Single Gir)
Artest (Inc
Description of File
70 characters



7. Demonstration of the development team's experience and capacity to acquire and operate the Project. (Up to 40 points)
Demonstration of the development's team experience to acquire and/or rehabilitate and operate the Project.
A. Provide a description of the development team's experience to acquire and/or rehabilitate and operate the Project. (Up to 10 points)
◆ Yes
No.
File Attachment * Youllings Pleas
Description of File
70 characters
B. Does the applicant have a plan/flowchart for its development team's connection or partner relationship with another entity? (Up to 10 goints)
• Yes
No No
Submit documents demonstrating the organizational chart of how the development team is connected and a description of how the team will work together, e.g., MOU, etc. *    Mountain Files
Description of File
70 characters
Development, ownership, or operation of a project similar in scope and size to the proposed Project.
C. Does the applicant have experience with development, ownership, or operation of a Project similar in scope and size to the proposed Project, or 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. (Up to 10 points) **
· Yes
O No
Submit Evidence « File Attachment " ["miglis File]
Select files
Description of File
70 characters





D. Do you have documents supporting the extent to which the Project can demonstrate the range of on-site and off-site supportive services that will be provided to the Target Population, e.g., mental health services, substance use disorder services, primary health, employment, and other tenancy support services? (Up to 10 points)
• Yes
Submit Documents - File Attachment :  To demonstrating has the propert with previous sourcers or places on the up afterstation often proper to other the second of the source are the second of all second on the second of all second on the second of all second on the second of the se
Description of File
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8. A demonstration of how the Project will address racial equity, other systemic inequities, state and federal accessibility requirements, and serve members of the Target Population. (Up to 25 points)
A - Eligible Applicant shall provide non-discrimination statement per Section 311, which references the Fair Employment and Housing Act. The Fair Employment and Housing Act is supported by accompanying regulations, 2 CCR Section 12005 et seq, covering tenant screening and affirmative marketing requirements. Eligible applicant will also include a description of now the Project will address racial equity and inequities for the Target Population, including any local disproportionate impact of CDVID-13 and homelessness by race and other protected classes. The description should include supporting evidence of the strategies' effectiveness if available.
Can the applicant demonstrate how the proposed project will address racial equity, including any local disproportionate impact of COVID-19 and homelessne by race and other protected classes? (Up to 15 points) *
• Yes • No
Eligible Applicant shall provide non-discrimination statement per Section 311, which references the Fair Employment and Housing Act
Submit Supporting Document - File Attachment *
Description of File
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B - The extent to which the Project exceeds the state and federal accessibility requirements set forth Section 311, specifically providing a minimum of 10 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, and a minimum of 4 percent of units with features accessible to persons with hearing or vision disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC Chapter 11B provisions.
Does the project exceed the state and federally accessibility requirements set forth Section 3117 (Up to 5 points) *
Mes No
Submit Supporting Document - Fire Attachment
Select Oles
Description of File
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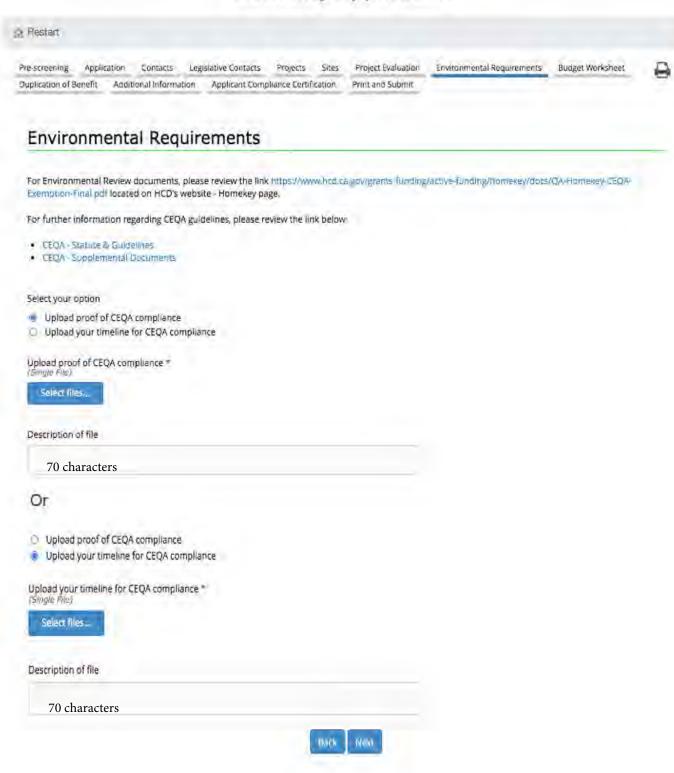
E-The Applicant or Development learn has three or more years of experience serving persons of the Target Population.
Does the applicant or Development team have three or more years of experience serving persons of the target population? (Up to 5 points)
● Yes No
Submit Supporting Document – File Attachment * (Alingle File)
Select (Nes
Description of File
70 characters
9. The extent to which the Eligible Applicant can demonstrate the Project's community impact and site selectio (Up to 45 points.)
A The extent to which the Eligible Applicant can demonstrate the Project's Impact on the community as demonstrated by a reduction of at least 5 percent the local 2019 Point in Time Equat.
Earn the applicant demonstrate the Project's impact on the community via a reduction of at least 5 percent of the local 2019 Point in Time Count? (Up to 10 points).
• Yes · No
Submit Supporting Document — File Attachment + Prose, clearly highlight/mark the renestrant of the solumited unsumming on / supple )  Select files
Description of File
70 characters
B > The proposed Project is a Tier One Project and requires no rehabilitation, or the rehabilitation and the occupancy can be completed within 30 days after acquisition.
Is Project a Tier One Project and requires no rehabilitation, or the rehabilitation and occupancy can be completed within 30 days after acquisition? (Up to 1 points).*
Yes.
□ The Project is expected to acquire and maintain 100 or more units for the Target Population.
In Project expected to acquire and maintain 100 or more units for the Target Population? (Up to 5 points)
■ Yes
□ No
Provide Number of Units



will receive one (1) extra point for every additional 5% per door contributed to the Project. For example, for an acquisition that costs \$100,000 per door, the applicant will receive 1 extra point for every \$5,000 per door in match contributed. Will the applicant contribute more than a minimum match outlined in Table 5 in the NOFA? (Up to 10 points) \* W Yes No: How Much? This amount should be reflected to your hope. E - Site Selection (Up to 10 points) is Project Site located within 1/3 mile of public transit, such as a bus rapid transit station, light rail station, commuter rail station. Ferry terminal, bus station of public bus stop? (Up to 4 points) \* Yes O No Submit Supporting Document - File Attachment + CSmale File. Select fles... Description of File 70 characters Is Project Site located in proximity (within 1/2 mile for urban area and 1 mile for rural area) to essential services, such as grocery store, health facility, pharmally, and library? (Up to 6 points) \* Yes No Submit Supporting Document - File Attachment \* Single File) Seli or Nes Description of File 70 characters **IMD** 

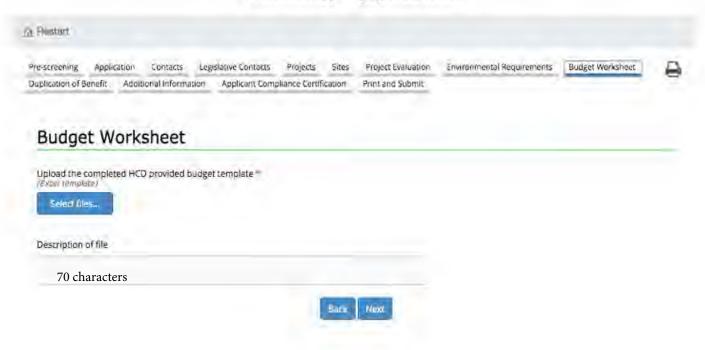
D - For any project below \$350,000 per door, if the Eligible Applicant contributes more than a minimum match outlined in Table 5 in the NOFA, the application

















## Duplication of Benefit

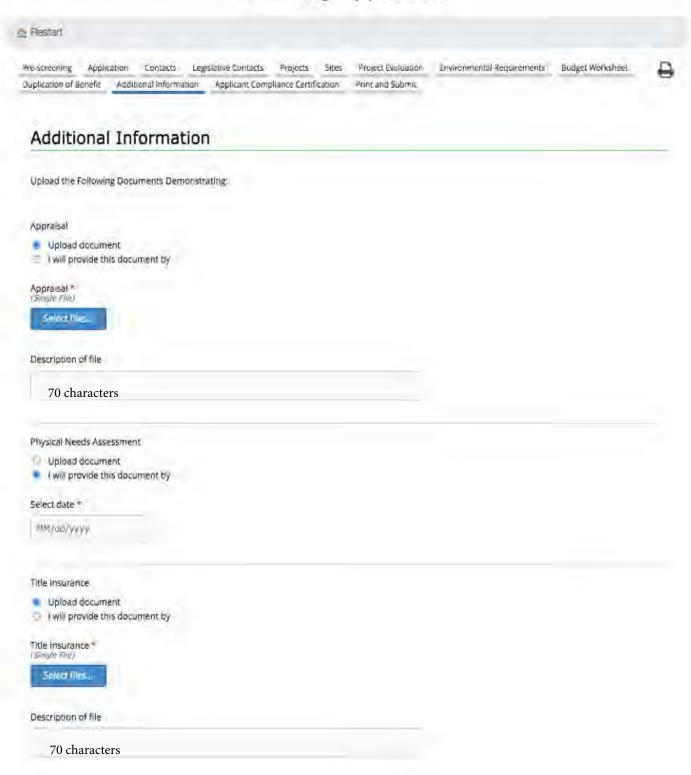
A Duplication of Benefit (DOS) occurs when a program beneficiary receives assistance from multiple funding sources totaling an amount that exceeds the neutron a particular funding need. The duplication is the amount of assistance provided in excess of the need. It is the Department's responsibility to ensure that each Homekey activity provides assistance only to the extent that the recipient's project's funding need(s) has not been met by another funding source. Section 312 of the Robert T, Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) prohibits federal opencies from providing assistance to any "person, business concern, or other entity" for any loss for which the entity has already received financial assistance from another source (See: 42 USC § 3155(a)). The Federal Register Notice, published on November 16, 2011 (Docket No. FR-5582 N-01), requires adequate policies and procedures in place to prevent a DOB and provide for the recapture of funds, if necessary. Once selected, applicant will be required to report on Duplication of Benefit metrics such as types of funding sources received, amounts received, expected persons served and actual persons served. Please check here to confirm you have read the above and agree to monitor applicant for DOB.





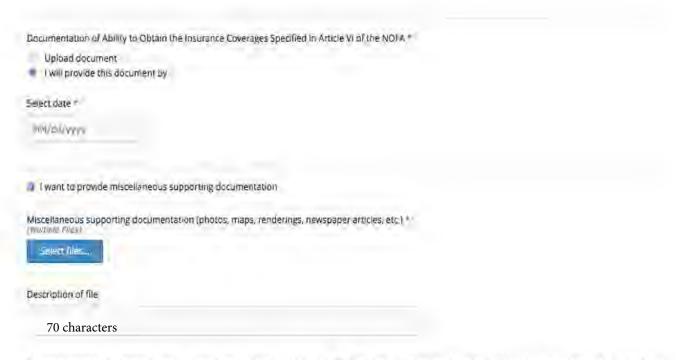










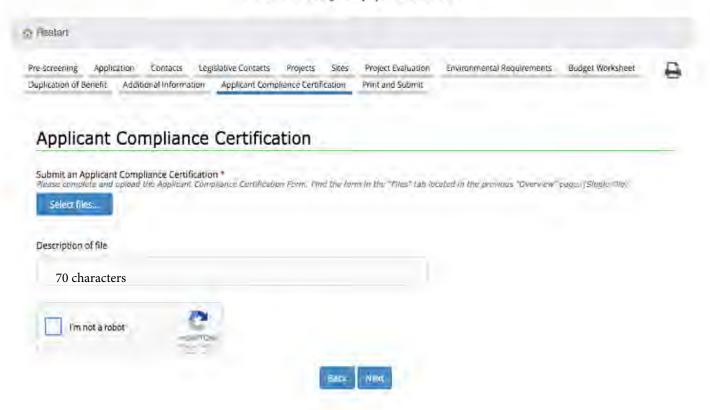


To receive payment for expenditures that have been incurred since March 1, 2020, or that will be incurred prior to Standard Agreement approval, the Applicant must provide the following information and documentation:

- 1. A line-item description of the work performed, materials supplied, and/or costs incurred:
- 2. The total amount incurred and outstanding for each line item;
- 3. Copies of outstanding invoices for (or other documentary evidence of) each line-item expenditure),
- 4. An explanation of why each line item is Homekey-critical, and
- 5. A certification, signed by the Applicant(s), that each line item has not already been funded by another funding source

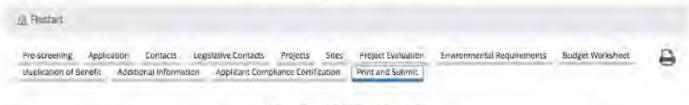












### You must print your application.

If you do not print your application you cannot update your application. Failure to print, means that a new application has to be submitted.

You can print your application by clicking the PRINTER icon located on the top right comer of this window. Once the new tab opens you can use the PRINT function of your prowser.





