

Sacramento County Request To Partner on No Place Like Home/Permanent Supportive Housing Developments

Issued: June 29, 2020
Submittal Deadline: September 1, 2020 at 3:00 p.m.

The State of California No Place Like Home Program (NPLH) provides \$2 billion in bond funding statewide for the development of permanent supportive housing for people who are experiencing homelessness, chronic homelessness, or at risk of becoming chronically homeless, and who are living with a serious mental illness and are in need of mental health services.

State NPLH funding is administered through two allocations: noncompetitive and competitive. Sacramento County is received over \$5 million in noncompetitive funds and is eligible to submit applications to the State for competitive funding as a Large County for specific NPLH project developments. The State Department of Housing and Community Development (HCD) is currently reviewing applications pursuant to the second competitive Notice of Funding Availability (NOFA).

Issued by Sacramento County and the Sacramento Housing and Redevelopment Agency (SHRA), this Request to Partner (RTP) seeks proposals from development sponsors for co-applications to HCD for the third NOFA of competitive funding anticipated to be released in October 2020. At its sole discretion and depending on funding availability, Sacramento County may also award NPLH funding from its remaining noncompetitive NPLH award or other available funding from sources including the Building Hope fund.

The attached Local Applicant Term Sheet lays out project requirements and the local selection process and criteria based largely on the State's selection criteria in the second round of competitive funding. Local criteria are subject to change based on the issuance of the State's third NPLH NOFA. In addition, NPLH developments must meet SHRA's Multifamily Lending and Mortgage Revenue Bond Policies.

NPLH developments must comply with the No Place Like Home statute, HCD Guidelines, NOFA, Uniform Multifamily Regulations and other State requirements (State NPLH Requirements). Applicants are strongly encouraged to become familiar with these requirements.

Pre-Proposal Meeting

Sacramento County and SHRA staff will be available to answer applicant questions during an on-line workshop on July 13th from 2pm to 3pm. Applicants are highly encouraged to attend and need to email a request for a Zoom link from Susan Veazey at SHRA, sveazey@shra.org.

Submission Requirements and Deadline

All applicants must submit a Sacramento County No Place Like Home Full Application comprised of: 1) One hard copy of the full application (see “Full Application Requirements” attachment), and 2) One USB drive of the full application.

An application fee payable to SHRA shall be as follows:

At the time a full NPLH Application is submitted, the developer must pay a fee of \$12,500 made payable to the Sacramento Housing and Redevelopment Agency.

NPLH applications are due September 1st no later than 3:00 p.m.

All applications must be submitted to:

Sacramento Housing and Redevelopment Agency
Attn: Susan Veazey - Development Finance, 4th floor
801 12th Street
Sacramento, CA 95814

Process and Responsibilities

Recommended NPLH developments will be presented to the Board of Supervisors for approval prior to submission to the Department of Housing and Community Development (HCD). Recommended developments may be subject to conditions prior to submission and/or final funding. It is anticipated that the County commitment to co-apply for State NPLH competitive funding rounds will be in effect for 18 months from the date of Board approval. Awards of NPLH *noncompetitive* funding require a County application be submitted to the State by February 15, 2021. The County commitment to projects receiving noncompetitive funds are subject to HCD guidelines.

Working closely with the County and SHRA, successful applicants will be responsible for assembling the full HCD application for SHRA and County review and approval prior to submission to HCD.

As Sacramento County is the primary applicant of State NPLH funding, questions to the HCD will be made in coordination with the County. Applicants may contact Susan Veazey or Jane Ann Zakhary to begin the process.

All questions should be submitted via e-mail to Susan Veazey at SHRA at sveazey@shra.org and Jane Ann Zakhary at Sacramento County Division of Behavioral Health Services (BHS) at ZakharyJ@saccounty.net. Questions related to local application process or submittal must be submitted no later than July 17, 2020.

Tentative Timeline

June 29, 2020	Request to Partner released
July 13, 2020	Pre-Proposal Meeting
July 17, 2020	Deadline to submit questions to SHRA and Sacramento County
September 1, 2020	Applications due to Sacramento County/SHRA
November 2020	Request To Partner Notifications sent to developers
January 2021	HCD NPLH Competitive Funding Application Deadline (tentative)

Attached

- No Place Like Home Local Applicant Term Sheet
- Sacramento County No Place Like Home Full Application Requirements
- Local Self-Scoring sheet
- Frequently Asked Questions (generated by previous NPLH RTP processes)

Resources

SHRA Multifamily Lending and Mortgage Revenue Bond Policies:

<https://www.shra.org/wp-content/uploads/2019/12/Multifamily-Policies-for-County-Adopted-9.24.19.pdf>

HCD No Place Like Home Requirements

<https://www.hcd.ca.gov/grants-funding/active-funding/nplh/docs/Round-2-No-Place-Like-Home-Program-Guidelines.pdf>

HCD Uniform Multifamily Regulations

<http://www.hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations.shtml>

Sacramento Steps Forward: Coordinated Entry System Policies & Procedures

<https://www.sacramentostepsforward.org/wp-content/uploads/2018/06/CES-Policies-and-Procedures-as-of-April-2018-4.pdf>

Sacramento County Homeless Plan

<https://www.saccounty.net/Homelessness/Documents/20181130%20Sacramento%20NPLH%20Plan%20with%20Appendices.pdf>

CSH Housing First Approach to Property Management: Frequently Asked Questions

<https://www.shra.org/wp-content/uploads/2019/03/Housing-First-Property-Management-FAQs-October-2018.pdf>

**No Place Like Home Program
Local Applicant Term Sheet
Sacramento County**

<p>Document Purpose</p>	<p>This term sheet lays out Sacramento County (County) requirements and processes for housing developments interested in applying with the County for State No Place Like Home (NPLH) funding. Reflecting State NPLH requirements and processes, the term sheet describes the local NPLH process, including threshold project requirements, selection criteria and co-application processes in Sacramento County. Selected projects will be eligible to co-apply for NPLH competitive and noncompetitive funding (as assigned by the County) and may be considered for other available funding from sources including the Building Hope fund.</p> <p>NPLH supportive housing developments of five or more NPLH units are eligible for the following financial assistance through the local process:</p> <ul style="list-style-type: none"> • Gap financing associated with eligible capital costs of NPLH units; • Operating subsidies through a NPLH Capitalized Operating Subsidy Reserve; and • Supportive services for qualifying occupants in NPLH units for 20 years through Sacramento County Behavioral Health Services (BHS) contracted service providers. <p>Funding processes for NPLH developments applying for Housing Choice Vouchers as administered by SHRA are separate and distinct; however, the County and SHRA will coordinate timing of those funding processes to the extent possible. Developments are highly encouraged to seek this source of operating assistance.</p> <p>For projects located in the unincorporated County, local capital funding processes will also be coordinated. For projects located elsewhere in the County, the County selection process will prioritize developments with local gap commitments. Developers are encouraged to work directly with other jurisdictions in Sacramento County to secure local gap funding to competitively position their application.</p> <p>The State released the NPLH Notice of Funding Availability (NOFA) for the Noncompetitive Allocation on August 15, 2018 and anticipates releasing the NOFA for the third round Competitive Allocation in October 2020. NPLH funding is a result of the enactment of the No Place Like Home Act of 2018 which was approved by voters in November 2018. It is the intent of the County to facilitate project planning through the Request to Partner process associated with the release of this term sheet.</p>
<p>Program Overview</p>	<p>NPLH provides funding and tools that allow HCD and Counties to address affordability issues associated with creating permanent supportive housing units that are specifically set aside for persons</p>

	<p>with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless. Under the program, HCD may make loans to reduce the initial cost of acquisition and/or construction or rehabilitation of housing and may set funds aside to subsidize extremely low rent levels over time. Developers are encouraged to understand State NPLH requirements, including guidelines found here. http://hcd.ca.gov/grants-funding/active-funding/docs/NPLHGuidelines082519-v1.pdf</p>
<p>Additional Local NPLH Objectives</p>	<p>In addition to the statewide goals, Sacramento County has three specific local objectives:</p> <ol style="list-style-type: none"> 1) Identify new supportive housing developments that meet local and State priorities for both noncompetitive and competitive NPLH funding. The County and developer will apply as co-applicants. 2) Through streamlined application processes and transparency, promote confidence and interest in developing NPLH housing from Sacramento’s development community. The local application process is intended to identify projects and develop a project pipeline for NPLH and other available funding streams. 3) Coordinate local funding commitments and processes to identify feasible and competitive development projects. Coordinated funding commitments include: project-based housing choice vouchers (PBV) administered by SHRA. Local capital gap financing is administered by SHRA (for the County and City of Sacramento) and directly by some of the cities. SHRA intends to coordinate local processes and priorities for capital gap financing administered on behalf of the County with NPLH funding processes.
<p>NPLH Program Target Population</p>	<p>NPLH serves adults with serious mental illness, or children with severe emotional disorders and their families and persons who require or are at risk of requiring acute psychiatric inpatient care, residential treatment, or outpatient crisis intervention because of a mental disorder with symptoms of psychosis, suicidality or violence and who are Homeless, Chronically Homeless, or At Risk of Chronic Homelessness. At Risk of Chronic Homelessness includes persons who are at high risk of long-term or intermittent homelessness, including persons with mental illness exiting institutionalized settings, transition age youth experiencing homelessness or with significant barriers to housing stability.</p> <p>Developments are asked to plan for clients from each group who may be referred to selected projects.</p> <p>County BHS determines the eligibility of individuals applying for tenancy in an NPLH unit in compliance with behavioral health eligibility requirements.</p>
<p>Tenant Selection and Housing First Practices</p>	<p>NPLH developments fill all vacancies in a timely manner for NPLH units and other units restricted to persons experiencing homelessness through two referral sources:</p>

	<ol style="list-style-type: none"> 1) For units restricted to homeless or chronically homeless households, including NPLH and non-NPLH units, referrals will be made through the Continuum of Care Coordinated Entry System operated by Sacramento Steps Forward; 2) For NPLH units restricted to households At Risk of Chronic Homelessness, referrals will be made through Sacramento County BHS. <p>The tenant selection process and ongoing tenant practices must comply with basic tenant protections established under federal, state, and local law and employ a Housing First approach.</p> <p>In general, the “Housing First” model of providing permanent supportive housing is consistent with Welfare and Institutions Code Section 8255(b) and State NPLH Guidelines. Property management processes referrals from referral sources as quickly as possible, “screening in” applicants regardless of poor credit history, eviction history, criminal justice involvement, use of alcohol or drugs, or completion or participation in services. With the singular goal of housing stability for its residents, property management and service providers align efforts to provide flexible, voluntary supportive services to assist residents maintain their housing. With the supportive services immediately available after move-in and the connections to the community-based support, residents will be engaged immediately with efforts to stabilize and maintain their permanent housing.</p>
<p>Supportive Services and Resident Services</p>	<p>NPLH developments will provide a minimum of two kinds of tenants services:</p> <ol style="list-style-type: none"> 1. Resident services available to all tenants; and 2. Supportive services. The County is responsible for supportive services for NPLH tenants. 3. If the project is serving other special needs households, including formerly homeless, a third party will be responsible for providing these supportive services. <p>All three kinds of services are described below.</p> <p>I. <u>RESIDENT SERVICES</u></p> <p>The County requires resident services and on-site community space for residents in all projects and reserves the right to approve or disapprove the resident services provider. Resident services must be described in a preliminary plan attached to the application and be appropriate for the anticipated population. The firm providing resident services must be identified with a letter of intent which indicates a specific commitment to provide the services, including the number of hours and budget. Funding for a resident services coordinator should be included in the project’s operating budget. The executed funding agreement between the resident services provider and the applicant must be submitted.</p>

The minimum requirements for resident services are as follows:

Family Developments - Required Hours per Week	50-100 units	100-200 units
Coordinator On-Site Admin*	4	6
After School Programming 2 hours/day x 4 days/week	8	8
Additional Programming	3	6
TOTAL Hours per Week	15	20

Senior Developments - Required Hours per Week	50-100 units	100-200 units
Coordinator On-Site Admin*	4	6
Senior Programming	11	14
TOTAL Hours per Week	15	20

*Note: The Coordinator On-Site Admin hours listed are the maximum hours allowable per week. Coordinator On-Site Admin hours may be used for counseling, planning, preparation, compliance reporting and other administrative activities as necessary. The Coordinator must be available on-site during this time for residents as needed.

Resident services requirements for projects of less than 50 units or more than 200 units will be determined on a project specific basis. Dependent on housing type, resident services shall be provided by an SHRA approved provider.

The Resident Services plan should cover the anticipated needs all of the project’s tenants proposed to be served by the Project, including details on how tenant outreach, engagement, and retention will be performed and how resident services are coordinated with supportive services.

II. SUPPORTIVE SERVICES FOR NPLH RESIDENTS

The County will serve as the lead supportive services provider for NPLH residents in the State application. The County prepares the NPLH Service Plan and the NPLH Memorandum of Understanding that meets all of the requirements of Section 203 of the NPLH guidelines and the application.

For successful NPLH applicants, the County commits to providing comprehensive supportive services for NPLH tenants for a minimum of 20 years. Services will be provided through a subcontracted service provider. Examples of services that will be made available by the County, depending on tenant need, are:

- Case management,
- Mental health care, and
- Substance use services

	<p>If the project is successful in receiving NPLH funding from HCD, a subcontracted provider for NPLH units will be selected from the County’s approved MHSA service providers prior to finalizing the services plan.</p> <p>The NPLH Supportive Services Plan will be prepared by the County in coordination with local applicants to allow for the developer input necessary for certain plan components.</p> <p>Participation in supportive services by NPLH tenants is voluntary and participation in services or sobriety cannot be required for access to or continued occupancy in housing. The supportive services plan will describe how services will be made available to NPLH tenants in a voluntary, flexible, and individualized manner.</p> <p>III. <u>SUPPORTIVE SERVICES FOR NON-NPLH TENANTS WITH SPECIAL NEEDS</u></p> <p>The development sponsor is responsible for developing a supportive services plan and budget for other special needs tenant populations, including formerly homeless. The development sponsor will prepare this plan, detailing these services, budget and funding sources. Supportive services should minimally include:</p> <ul style="list-style-type: none"> • Voluntary case management services; • Tenancy stabilization services; • Coordination with community services; and • Coordination with resident services. <p>Depending on the target population, supportive services for non-NPLH will correspond with supportive services for NPLH tenants. All plans and services budgeting should be included in the project application.</p>
<p>Property Management</p>	<p>Property management plan includes all of the typical management functions of operating rental developments and are reflected in a detailed management plan consistent with Section 217 of the NPLH guidelines. Given the nature of NPLH developments, services and residents, the management plan will reflect practices that:</p> <ul style="list-style-type: none"> • Utilize a low-barrier tenant selection process that accepts most tenants from coordinated entry referral sources; • Implement Housing First practices, consistent with the core components set forth in Welfare and Institutions Code Section 8255(b); • Coordinate closely with the services teams toward the shared goal of maintaining tenant housing stability; • Implement policies and practices to prevent evictions and facilitate the implementation of reasonable accommodation policies. <p>The applicant should thoughtfully reflect these processes and</p>

	<p>practices in their property management plan. NPLH applicants should consult CSH’s “A Housing First Approach to Property Management: Frequently Asked Questions.” The County will work with selected applicants prior on final management plan language to be consistent with the supportive services plan prior to submittal to the State.</p>
<p>General Rent and Occupancy Requirements</p>	<p>All NPLH units shall be restricted to no more than 30 percent Area Median Income (AMI) Rent level or below at the time of move-in as published by HCD. Total household income at the time of move-in shall not exceed the 30 percent AMI limit as published by HCD. Income determination shall be made in accordance with the requirements in 25 CCR Section 6914 and 25 CCR Section 6916. Rent and income levels shall be expressed in five percent increments as a percentage of AMI.</p> <p>HCD publishes current rent limits based on the County and the number of bedrooms per unit and income limits for each County. Consult HCD resources.</p> <p>Rental or occupancy agreements for NPHL units shall comply with 25 CCR Section 8307. Tenants shall not be required to maintain sobriety, be tested for substances, or participate in services or treatment.</p>
<p>NPLH Funding Allocations</p>	<p>Funding for supportive housing projects is available from the NPLH Noncompetitive and Competitive Allocations. The County will assign the noncompetitive allocation to selected housing developments.</p> <ul style="list-style-type: none"> • Competitive funds are made available pursuant State NOFAs. Each State NOFA specifies the amount of funding available. Sacramento County is considered a Large County for the purposes of Competitive Allocations. It is anticipated that State funding rounds will follow the second funding round which made approximately \$90.8 million available for Large Counties. • Sacramento County’s Noncompetitive Allocation is approximately \$5 million with \$2.8 million committed in the County’s first funding round.
<p>Eligible Uses of NPLH Funds</p>	<p>State NPLH funds may be used to finance capital costs of NPLH units in Rental Housing Developments, including but not limited to, costs associated with the acquisition, design, construction, rehabilitation, or preservation of NPLH units. Program funds awarded shall not exceed the financing gap based on eligible costs associated with NPLH units.</p> <p>NPLH funds may be used to capitalize operating reserves to address operating deficits associated with NPLH units through a Capitalized Operating Subsidy Reserve (“COSR”). However, because the State’s scoring in the competitive process incentivizes other sources of operating subsidy, the County does not anticipate most NPLH developments will propose COSR. Rather, the County intends to</p>

	incentivize the use of local subsidies and will coordinate the timing of these funding processes to the extent possible.												
Loan Terms	<p><u>State Loan Terms.</u> The Competitive and Noncompetitive Allocations awarded to projects of five or more units shall be provided as post-construction, permanent loans to the co-applicants underwritten and held by HCD as lender. These loans shall have an initial term of 55 years, or longer if necessary to match the period of affordability restrictions under the tax credit program, commencing on the date of recordation of the HCD NPLH regulatory agreement. Detailed loan terms are available in the State NPLH Program Guidelines.</p> <p>The County and/or SHRA will enter into agreements with the Developer to ensure performance under the State contracts.</p>												
Local Application Process	<p>Sacramento County and SHRA will solicit project applications for NPLH funding including County Services and for Project Based Vouchers (PBVs) via two processes; the timing of the processes will be coordinated to the extent possible. Specific application deadlines and review milestones will be defined in each request process but will roughly adhere to the schedule below. To the extent possible, the local NPLH application process will align with the existing local gap financing schedule administered by SHRA.</p> <table border="1" data-bbox="656 919 1412 1608"> <thead> <tr> <th data-bbox="656 919 777 957"></th> <th data-bbox="777 919 1412 957">Milestones</th> </tr> </thead> <tbody> <tr> <td data-bbox="656 957 777 1140">A</td> <td data-bbox="777 957 1412 1140"> <ul style="list-style-type: none"> • NPLH Request to Partner (RTP) Released • PBV Request for Proposals (RFP) Released • SHRA Gap Financing Pre-application Due (City of Sacramento and Unincorporated County) </td> </tr> <tr> <td data-bbox="656 1140 777 1318">B</td> <td data-bbox="777 1140 1412 1318"> <ul style="list-style-type: none"> • NPLH Applications Due • PBV Applications Due • SHRA Gap Financing Full Application Due (City of Sacramento and Unincorporated County) </td> </tr> <tr> <td data-bbox="656 1318 777 1390">C</td> <td data-bbox="777 1318 1412 1390"> <ul style="list-style-type: none"> • NPLH Project Selection • PBV Allocation </td> </tr> <tr> <td data-bbox="656 1390 777 1535">D</td> <td data-bbox="777 1390 1412 1535"> <ul style="list-style-type: none"> • Board Approval of NPLH Project • Board Approval of PBVs • Local Jurisdictional Approval of Gap Financing </td> </tr> <tr> <td data-bbox="656 1535 777 1608">E</td> <td data-bbox="777 1535 1412 1608"> <ul style="list-style-type: none"> • State NPLH Application Due (Competitive Allocations) </td> </tr> </tbody> </table> <p>The County will use a single process to select developments for co-applications for both Competitive and Noncompetitive State NPLH allocations, except as noted. Applications will be evaluated for compliance with the threshold requirements set forth in Threshold Requirements and scored according to the Application Rating Criteria.</p> <p>Projects will be reviewed in two phases beginning with a</p>		Milestones	A	<ul style="list-style-type: none"> • NPLH Request to Partner (RTP) Released • PBV Request for Proposals (RFP) Released • SHRA Gap Financing Pre-application Due (City of Sacramento and Unincorporated County) 	B	<ul style="list-style-type: none"> • NPLH Applications Due • PBV Applications Due • SHRA Gap Financing Full Application Due (City of Sacramento and Unincorporated County) 	C	<ul style="list-style-type: none"> • NPLH Project Selection • PBV Allocation 	D	<ul style="list-style-type: none"> • Board Approval of NPLH Project • Board Approval of PBVs • Local Jurisdictional Approval of Gap Financing 	E	<ul style="list-style-type: none"> • State NPLH Application Due (Competitive Allocations)
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	<p>preliminary review of threshold criteria, including an evaluation of financial feasibility. Projects successfully passing the first phase will be subject to a full review against evaluation criteria conducted by a panel of county, SHRA, and external persons.</p> <p>Awards for co-application for competitive NPLH funding will be made in order of ranking not to exceed availability of Mental Health Services Act (MSHA) services funding. Noncompetitive NPLH funding will be awarded to one or more of the highest-ranking projects in the process at the sole discretion of the County.</p> <p>Selected projects will be submitted to the Sacramento County Board of Supervisors for approval with an 18 month commitment to co-apply; PBV awards will also be submitted for Board approval. More than one development may be recommended for competitive and/or noncompetitive State application, depending on availability of MSHA services funding.</p> <p>Selected projects will work with the County to prepare the co-application to the State for competitive and/or noncompetitive funding. Following Board approval for projects selected for the State competitive applications, the County and Developer will prepare the final application for submission to HCD pursuant to the State NOFA. The timeline for submission of project-level details to HCD for noncompetitive allocations will be aligned to meet the noncompetitive application deadline of February 15, 2021.</p>
<p>Application Threshold Requirements</p>	<p>All development applications must meet threshold requirements of Section 202 of NPLH Guidelines, including:</p> <ul style="list-style-type: none"> (a) <u>Eligible Applicant</u>. The applicant must be a “development sponsor” as defined in State NPLH Guidelines. (b) <u>Eligible Use of Funds</u>. The Project’s use of the NPLH funds is eligible and comply with State NPLH Guidelines, Section 200. <p>Proposed Projects involving new construction and requiring the demolition of existing residential units are eligible only if the number of bedrooms in the new Project is at least equal to the total number of bedrooms in the demolished structures.</p> <ul style="list-style-type: none"> (c) <u>Target Population</u>. Projects must be willing to serve persons with mental health supportive service needs who are in the target population: experiencing homelessness, chronic homelessness or at-risk-of chronic homelessness. In addition, all developments must commit to the use of the two coordinated entry referral sources. <p>Projects applying with at least 30 percent NPLH units (in projects of 20 or greater units) will score most competitively at the State level, however projects with less than 30 percent NPLH units will be considered according to the scoring</p>

	<p>guidelines listed in the Application Rating Criteria below. No more than 49 percent of units (in projects of 20 or greater units [see (i)1, below]), may be designated as NPLH units. Additionally, in large projects that would result in 50 or more NPLH units, the County may request that no more than 30 percent of the units be designated as NPLH units.</p> <p>In addition, to address the needs of the target populations, the County requests that the majority of units be studio or one-bedroom.</p> <p>Applicants are invited to consult with the County early in the application process if there are questions on the appropriate percentage or bedroom sizes.</p> <p>(d) <u>Financial Feasibility.</u> The Project shall be evaluated by SHRA for financial feasibility at threshold review and throughout the funding process. Developments must meet the Underwriting standards in Section 208 of NPLH Guidelines. Reasonableness of project costs will also be evaluated.</p> <p>If the project will be submitted as a hybrid tax credit project, the County will review project financials for the NPLH financed project as well as the project as whole to be submitted for tax credits.</p> <p>(e) <u>Adequate Resident Services.</u> The resident services plan and budget will be evaluated to ensure basic resident services will be provided to all tenants.</p> <p>(f) <u>Supportive Services for Non-NPLH units.</u> The supportive services plan for non-NPLH tenants and budget will be evaluated to ensure basic services are provided to other special needs populations, including formerly homeless.</p> <p>(g) <u>Experience.</u> The Project team, consisting of Sacramento County, the Development Sponsor, the lead service provider (DBHS until otherwise determined), and the property manager, must collectively meet minimum experience requirements:</p> <ol style="list-style-type: none"> (1) Development, ownership, or operation of Permanent Supportive Housing 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. (2) The lead service provider, which will be DBHS, shall have three or more years of experience serving persons who qualify as members of the Target Population. If this experience does not include experience serving persons in Permanent Supportive Housing, it must
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	<p>include experience helping persons address barriers to housing stability or providing other support services related to housing retention.</p> <p>(3) The property manager shall have three or more years' experience serving persons who qualify as members of the Target Population.</p> <p>(h) <u>Site Control</u>. The Development Sponsor must have site control of the proposed Rental Housing Development consistent with the Uniform Multi-Family Housing Regulation (UMR), 25 CCR Section 8303 Site control must be in the name of the Sponsor or an entity controlled by the Sponsor. The ownership interest may be demonstrated by fee title, a leasehold interest, an enforceable option to purchase, a disposition and development agreement, an agreement giving the Sponsor exclusive rights to negotiate for acquisition, or a land sales contract. This includes compliance (if applicable) with UMR 25 CCR Section 8316 for a leasehold interest in the property. Site control must be established at the time of application to the County.</p> <p>(i) <u>Integration</u>. Proposed Projects must demonstrate integration of the Target Population with the general development population. In order to demonstrate compliance with this requirement, the following conditions must all be met:</p> <p>(1) To promote integration of the Target Population with other Project tenants, in Projects of greater than 20 units, no more than 49 percent of the Project's total Units may be designated as NPLH units. This does not preclude occupancy of any Project Units by persons with disabilities, or restrictions by other funding sources, including but not limited to TCAC, that result in more than 49 percent of the total Project Units being restricted to persons with disabilities;</p> <p>(2) Units must be completely integrated with other units in the Project and not separated onto separate floors or areas of the building or site;</p> <p>(3) Projects must have designated Project Services space with, at minimum, one private services area per ten NPLH units;</p> <p>(4) Applicants must certify that they will facilitate or provide regular community building activities and architectural design features that promote tenant interaction, (for example, indoor and outdoor community space within the Project, wide hallways), as feasible depending on the scope of the construction or rehabilitation activity; and</p> <p>(5) The resident service plan and property management plan submitted with the application must document policies that promote participation by tenants in community activities and impose no restrictions on</p>
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	<p>guests that are not otherwise required by other project funding sources or would not be common in other unsubsidized rental housing in the community.</p> <p>(j) <u>Article XXXIV</u>. All Projects shall comply with Article XXXIV Section 1 of the California Constitution, as clarified by Public Housing Election Implementation Law (H&S Code Section 37000 et seq.). Article XXXIV documentation for loans underwritten by HCD shall be subject to review and approval by HCD prior to the execution of HCD’s standard agreement.</p> <p>(k) <u>Environmental Conditions</u>. All Project sites must be free from severe adverse environmental conditions, such as the presence of toxic waste that is economically infeasible to remove and that cannot be mitigated.</p> <p>(l) <u>State and Local Requirements</u>. All units of the Project must be on a permanent foundation and must meet all applicable State and local requirements pertaining to rental housing, including but not limited to requirements for minimum square footage, and requirements related to maintaining the property in a safe and sanitary condition.</p> <p>(m) <u>Amenities</u>. All Project sites must be reasonably accessible to public transportation, shopping, medical services, recreation, schools, and employment in relation to the needs of the Project tenants and what is typically available in that County.</p> <p>(n) <u>Relocation</u>. If the Project will result in displacement of tenants, the Developer is responsible for providing the assistance and benefits set forth in this subsection and in applicable local, state, and federal law.</p> <p>(1) All tenants of a property who are displaced as a direct result of the development of an NPLH Project shall be entitled to relocation benefits and assistance as provided in Title 1, Division 7, Chapter 16 of the Government Code, commencing at Section 7260, and Subchapter 1 of Chapter 6 of Title 25 of the California Code of Regulations, commencing at Section 6000.</p> <p>(2) The Development Sponsor shall prepare a relocation plan conforming to the provisions of California Code of Regulations, Title 25, Section 6038. For loans underwritten by HCD, the relocation plan or other relocation documentation shall be subject to the review and approval by HCD prior to the beginning of construction.</p>
<p>Application Rating Criteria</p>	<p>Applications shall be evaluated using the following criteria. Total available points shall equal 117.</p> <p>(a) Development Team Experience – 5 points. Applications will be scored based on their development, ownership, and operation experience with supportive housing and the target population, above the minimum threshold.</p> <p>(b) Leverage of Development Funding –20 points maximum</p>

	<p>Applications will be scored based on the ratio of permanent development funding attributable to NPLH units from sources other than NPLH funding to the requested capital portion of the NPLH loan amount, not including any capitalized operating reserves, up to a maximum of 20 points.</p> <ol style="list-style-type: none"> (1) Deferred developer fees and funds deposited in a reserve to defray operating deficits will not be counted in this computation. (2) Tax-exempt bond and low-income housing tax credits will be counted toward this calculation based on an estimate of syndication proceeds provided with the application. (3) Local contributions to developments, including local gap financing commitments. Land donations will be counted, where the value is established by a current appraisal, as set forth under TCAC requirements. (4) For Projects utilizing nine percent competitive low-income housing tax credits, 0.08 points will be awarded for each percentage point of leveraged funds. For example, an application proposing other development funds equal to 100 percent of the NPLH capital portion of the loan, will receive 8 points. An application where other funds equal 250 percent of the NPLH capital portion of the loan will receive 20 points. <p>For other Projects, approximately 0.13 points will be awarded for each percentage point of leveraged funds. For example, an application proposing other development funds equal to 100 percent of the NPLH capital portion of the loan will receive 13 points, and an application where other funds equal 150 percent of the NPLH capital portion of the loan will receive 20 points.</p> <p>(c) Leverage of Rental or Operating Subsidies– 35 points maximum</p> <p>Developers are encouraged to submit proposals in response to local processes for project-based vouchers. Projects which applied for PBVs will be awarded 35 points in the local NPLH review process but final selection will be conditioned on the receipt of PBVs.</p> <p>(d) Readiness to Proceed – 50 points maximum</p> <p>Points will be awarded for each of the following categories as indicated below and as documented in the application. Any application demonstrating that a particular category is not applicable to Project readiness for the subject Project shall be awarded full points in that category.</p> <ol style="list-style-type: none"> (1) <u>Construction Financing.</u> Obtaining enforceable commitments or other enforceable reservations of
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	<p>funds for all needed construction financing, not including tax-exempt bonds and low-income housing tax credits. The assistance will be deemed committed if it has been awarded to the Project or if HCD approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed. To receive credit for funds from other HCD programs, these funds must be awarded prior to finalizing the preliminary point scoring of the NPLH application. Projects utilizing nine percent low-income housing tax credits may receive up to five points for this rating factor. All other projects may receive 10 points for this rating factor.</p> <p>(2) <u>Permanent Financing.</u> Obtaining enforceable commitments or other enforceable reservations of funds for all deferred-payment permanent financing, grants, and subsidies, not including tax-exempt bonds and low-income housing tax credits, in accordance with TCAC requirements and with the same exceptions as allowed by TCAC. The assistance will be deemed committed if it has been awarded to the Project or if HCD approves other evidence that the assistance will be reliably available. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed. To receive credit for deferred payment financing, grant funds, or subsidies from other HCD programs, these funds must be awarded prior to finalizing the preliminary point scoring of the NPLH application. Projects utilizing nine percent low-income housing tax credits may receive up to five 5 points for this rating factor. All other projects may receive 15 points for this rating factor.</p> <p>(3) <u>Environmental Approval.</u> Completion of all necessary environmental clearances, (California Environmental Quality Act and National Environmental Policy Act), and completion of a Phase I Environmental Site Assessment and Phase II environmental studies, if necessary (10 points).</p> <p>(4) <u>Discretionary Approval.</u> Obtaining all necessary and discretionary public land use approvals except building permits and other ministerial approvals and obtaining local design review approval to the extent such approval is required (15 points).</p> <p>(e) Extent Resident Services for all tenants and supportive services for non-NPLH special needs tenant populations– 7 points maximum The County will provide comprehensive supportive services,</p>
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	<p>including case management, for NPLH tenants (see Supportive Services). These points will be based on the quality of and adequacy of budgets for 1) coordinating resident services for all tenants; and 2) supportive services plan for non-NPLH tenants.</p>
<p>Application Cancellations</p>	<p>At its discretion, the County may withhold submission to the State of projects selected during the local application process.</p>
<p>Definitions</p>	<p>All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meaning of terms described in Part 3.9 of Division 5 of the Welfare and Institutions Code (commencing with Welfare and Institutions Code Section 5849.1).</p> <ul style="list-style-type: none"> (a) “Applicant” means a Developer applying for selection as the County’s co-applicant for State NPLH funding. (b) “Area Median Income” or “AMI” means the most recent applicable county median family income published by the California Tax Credit Allocation Committee (TCAC) or HCD. (c) “At-Risk of Chronic Homelessness” for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet one or more of the criteria below. All persons qualifying under this definition must be prioritized for available housing by using a standardized assessment tool that ensures that those with the greatest need for Permanent Supportive Housing and the most barriers to housing retention are prioritized for the Assisted UNPLH units available to persons At-Risk of Chronic Homelessness pursuant to the terms of the Project regulatory agreement. Qualification under this definition can be done through self-certification or in accordance with other established protocols of the Coordinated Entry System or other alternate system used to prioritize those with the greatest needs among those At-Risk of Chronic Homelessness for referral to available NPLH units. <p>Persons qualifying under this definition are persons who are at high-risk of long-term or intermittent homelessness, including:</p> <ul style="list-style-type: none"> i. Pursuant to Welfare and Institutions Code Section 5849.2, persons exiting institutionalized settings, such as jail or prison, hospitals, institutes of mental disease, nursing facilities, or long-term residential substance use disorder treatment, who were Homeless prior to admission to the institutional setting; ii. Transition-Age Youth experiencing homelessness or with significant barriers to housing stability, including, but not limited to, one or more evictions or episodes of homelessness, and a history of foster care or involvement with the juvenile justice system; and others as set forth below; iii. Persons, including Transition-Age Youth, who prior to entering into one of the facilities or types of institutional

	<p>care listed herein had a history of being Homeless as defined under this subsection (f)(3): a state hospital, hospital behavioral health unit, hospital emergency room, institute for mental disease, psychiatric health facility, mental health rehabilitation center, skilled nursing facility, developmental center, residential treatment program, residential care facility, community crisis center, board and care facility, prison, parole, jail or juvenile detention facility, or foster care. Having a history of being Homeless means, at a minimum, one or more episodes of homelessness in the 12 months prior to entering one of the facilities or types of institutional care listed herein. The CES (as defined in Section 101(n)), or other local system used to prioritize persons At-Risk of Chronic Homelessness for available Assisted UNPLH units may impose longer time periods to satisfy the requirement that persons under this paragraph must have a history of being Homeless.</p> <p>iv. The limitations in subsection (v)(1)(C) pertaining to the definition of “Homeless” shall not apply to persons At-Risk of Chronic Homelessness, meaning that as long as the requirements in subsections (f)(1) - (3) above are met:</p> <p>(A) Persons who have resided in one or more of the settings described above in subsection (f)(1) or (f)(3) for any length of time may qualify as Homeless upon exit from the facility, regardless of the amount of time spent in such facility; and</p> <p>(B) Homeless Persons who prior to entry into any of the facilities or types of institutional care listed above have resided in any kind of publicly or privately operated temporary housing, including congregate shelters, transitional, interim, or bridge housing, or hotels or motels, may qualify as At-Risk of Chronic Homelessness.</p> <p>(d) “Capitalized Operating Subsidy Reserve” or “COSR” means the reserve established by HCD pursuant to the requirements of NPLH Program Guidelines Section 209 to address Project operating deficits attributable to NPLH Assisted units.</p> <p>(e) “Chronically Homeless” for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below according to 24 Code of Federal Regulations Section 578.3, as that section read on May 1, 2016:</p> <p>a. A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who</p> <p>i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and</p> <p>ii. Has been Homeless and living as described in paragraph (1) (A) of this definition continuously for at</p>
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	<p>least 12 months, or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months, and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1). Stays in institutional care facilities for fewer than 90 days will not constitute a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;</p> <p>b. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or</p> <p>c. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been Homeless.</p> <p>(f) “Competitive Allocation” means funds made available pursuant to Welfare and Institutions Code Section 5849.8, except it does not include Alternative Process Allocations made available pursuant to Section 5849.8(b).</p> <p>(g) “Coordinated Entry System” or “CES” means a centralized or coordinated process developed pursuant to 24 CFR Section 578.7(a)(8), as that section read on May 1, 2016, designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.</p> <p>(h) “County” means Sacramento County.</p> <p>(i) “HCD” means the California Department of Housing and Community Development.</p> <p>(j) “Development Sponsor” or “Sponsor” as defined in Section 50675.2 of the Health and Safety Code and subdivision (c) of Section 50669 of the Health and Safety Code means any individual, joint venture, partnership, limited partnership, trust, corporation, cooperative, local public entity, duly constituted governing body of an Indian reservation or rancheria, or other legal entity, or any combination thereof, certified by HCD as qualified to own, manage, and rehabilitate a Rental Housing Development. A Development Sponsor may be organized for profit, limited profit or be</p>
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	<p>nonprofit, and includes a limited partnership in which the Development Sponsor or an affiliate of the Development Sponsor is a general partner.</p> <p>(k) "Fiscal Integrity" means, for any Project for any given period of time during the term of the NPLH Program Documents, that the total Operating Income for such Project for such period of time, plus funds released pursuant to the NPLH Program Documents from the Project's operating reserve account(s) during such period of time is sufficient to: (1) pay all current Operating Expenses for such Project for such period of time; (2) pay all current mandatory debt service (excluding deferred interest) coming due with respect to such Project for such period of time; (3) fully fund all reserve accounts established pursuant to the NPLH Program Documents for such Project for such period of time; and (4) pay other costs permitted by the NPLH Program Documents for such Project for such period of time. The ability to pay any or all of the permitted annual Distributions for a Project shall not be considered in determining Fiscal Integrity of a Project.</p> <p>(l) "H&S" means the California Health and Safety Code.</p> <p>(m) "HUD" means the federal Department of Housing and Urban Development.</p> <p>(n) "Homeless" for this program means adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents who meet the criteria below, according to 24 CFR Section 578.3, as that section read on May 1, 2016, which include, but are not limited to:</p> <ul style="list-style-type: none"> a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> i. An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, or ii. An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals), or iii. An individual who is exiting an institution where he or she resided for 90 days or less, and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. b. An individual or family who will imminently lose their primary nighttime residence provided that: <ul style="list-style-type: none"> i. The primary nighttime residence will be lost within 14
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	<p>days of the date of application for homeless assistance,</p> <ul style="list-style-type: none"> ii. No subsequent residence has been identified, and iii. The individual or family lacks the resources or support networks, such as family, friends, faith-based or other social networks, needed to obtain other permanent housing. <p>c. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless, but who:</p> <ul style="list-style-type: none"> i. Are defined as homeless under Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), Section 637 of the Head Start Act (42 U.S.C. 9832), Section 41403 of the Violence Against Women Act of 1994 (U.S.C. 14043e-2), Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), Section 17(b) of the Child Nutrition Act of 1966 (42 USC 1786 (b)), or Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a), ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60-day period immediately preceding the date of application for homeless assistance, iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance, and iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or <p>d. Any individual or family who:</p> <ul style="list-style-type: none"> i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence, ii. Has no other residence, and iii. Lacks the resources or support networks, such as
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	<p>family, friends, and faith-based or other social networks, to obtain other permanent housing.</p> <p>(o) "Housing First" has the same meaning as in Welfare and Institutions Code Section 8255, including all of the core components listed therein.</p> <p>(p) "NOFA" means a Notice of Funding Availability.</p> <p>(q) "NPLH" means the No Place Like Home Program administered by HCD.</p> <p>(r) "NPLH Program Documents" means the documents executed by HCD, the County, and an Applicant governing Assisted NPLH units, including but not limited to HCD's standard agreement, that includes provisions related to supportive services, regulatory agreement, deed of trust, and promissory note.</p> <p>(s) "Noncompetitive Allocation" means funds made available by HCD to a County pursuant to Welfare and Institutions Code Section 5849.9.</p> <p>(t) "Operating Expenses" has the same meaning as in 25 CCR Section 8301.</p> <p>(u) "Operating Income" has the same meaning as in 25 CCR Section 8301.</p> <p>(v) "Permanent Supportive Housing" has the same meaning as "supportive housing," as defined in Section 50675.14 of the Health and Safety Code, except that "Permanent Supportive Housing" shall include associated facilities if used to provide services to housing residents. Permanent Supportive Housing does not include "Community care facilities" as set forth in Section 1502 of the Health and Safety Code, "Mental health rehabilitation centers" as defined in Section 5675 of the Welfare and Institutions Code, or other residential treatment programs.</p> <p>(w) "Program" means the No Place Like Home Program.</p> <p>(x) "Rent" means the same as "gross rent", as defined in accordance with the Internal Revenue Code (26 USC 42(g)(2)(B)). It includes all mandatory charges, other than deposits paid by the tenant, for use and occupancy of an NPLH Assisted U unit, plus a utility allowance established in accordance with TCAC regulations, if applicable. For Units assisted under the Housing Choice Voucher (HCV) or similar rental or operating subsidy program, Rent includes only the tenant contribution portion of the contract rent.</p> <p>(y) "Rental Housing Development" or "Project" means a multifamily structure or set of structures providing Supportive Housing with common financing, ownership, and management. For developments financed under Article II, Projects must collectively contain five or more Units. "Rental Housing Development" does not include any "health facility" as defined by Section 1250 of the Health and Safety Code or any "alcoholism or drug abuse recovery or treatment facility" as defined by Section 11834.02 of the Health and Safety Code. Rental Housing Developments or Projects also do not</p>
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	<p>include “Community care facilities” as set forth in Section 1502 of the Health and Safety Code, “Mental health rehabilitation centers” as defined in Section 5675 of the Welfare and Institutions Code, or other residential treatment programs.</p> <p>(z) “Resident Services” – are supports that are coordinated and delivered through an onsite staff member. Resident services are made available to all tenants to assist them in accessing social services and activities that promote positive outcomes.</p> <p>(aa) “Serious Mental Disorder” has the same definition as in Welfare and Institutions Code Section 5600.3.</p> <p>(bb) “Seriously Emotionally Disturbed Children or Adolescents” has the same definition as in Welfare and Institutions Code Section 5600.3(a)(1).</p> <p>(cc) “SSI/SSP” means the California Department of Social Services’ Supplemental Security Income/State Supplementary Payment pursuant to Welfare and Institutions Code Section 12000 <i>et seq.</i></p> <p>(dd) “Social Services” - are programs and services provided for the benefit of the community that improve the well-being of individuals and families. Examples of social services programs are SNAP (CalFresh), TANF (Temporary Assistance for Needy Families), and Workforce Development.</p> <p>(ee) “Supportive Housing” has the same meaning as in Section 50675.14 of the Health and Safety Code, that is, housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive Housing shall include associated facilities if used to provide services to housing residents. Supportive Housing does not include “health facility” as defined by Section 1250 of the Health and Safety Code or any “alcoholism or drug abuse recovery or treatment facility” as defined by Section 11834.02 of the Health and Safety Code or “Community care facilities” as set forth in Section 1502 of the Health and Safety Code, “Mental health rehabilitation centers” as defined in Section 5675 of the Welfare and Institutions Code, or other residential treatment programs.</p> <p>(ff) “TCAC” means the California Tax Credit Allocation Committee.</p> <p>(gg) “Target Population” means members of the target populations identified in Welfare and Institutions Code Section 5600.3 (a) and (b) (adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents), who are Homeless, Chronically Homeless, or At-Risk of Chronic Homelessness. This includes persons with co-occurring mental and physical disabilities or co-occurring mental and substance use disorders.</p>
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	<p>(hh) "Transition-Age Youth" means unaccompanied youth under age 25, including youth with children.</p> <p>(ii) "UMR" means the Uniform Multifamily Regulations commencing with 25 CCR Section 8300.</p> <p>(jj) "Unit" means a residential unit that is used as a primary residence by its occupants, including individual units within Rental Housing Developments, including Shared Housing.</p>
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**SACRAMENTO COUNTY
NO PLACE LIKE HOME (NPLH)**

FULL APPLICATION REQUIREMENTS

The applicant responding to the NPLH Request to Partner (RTP) should complete and submit all of the items described below. Developers applying for tax credits are encouraged to use Tax Credit Allocation Committee (TCAC) forms whenever possible. Developers are required to submit ***one*** complete hard copy of the required items as well as an electronic version. Only ***complete*** applications meeting Application Threshold Requirements in the Local Application Term Sheet will be evaluated for funding recommendation.

A. HCD Universal Application

Please complete the most current version of HCD's Universal Application (UA) located on the HCD NPLH Website: <https://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>

HCD may update its UA prior to final submission of the NPLH application to the State for competitive funding. Applicants will be required to transfer information to any updated version, if necessary.

B. HCD NPLH Supplemental Project Application

Please complete the "Project Threshold Req" and "Loan Amount and Unit Mix" tabs of the 2019 (Round 2) Supplemental Project Application (cells only, no requirement to upload documents where indicated). The NPLH Supplemental Application is posted on HCD's NPLH Website: <https://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>

HCD may update the NPLH Supplemental Application prior to final submission to the State. Applicants will be required to transfer information from the 2019 version to the 2020 version.

C. Sacramento County Supplemental Application

The following items are required for County and SHRA review and are not also included in the HCD UA or NPLH Supplement; therefore, the local supplement is required in order for the application to be considered complete.

1. Development Team

A resume from each member of the development team should be included which demonstrates their qualifications to develop, own, and/or operate the proposed project, and should include specifically the qualifications listed below:

- Developer/general partner and co-developer/co-general partner, if applicable
 - Qualifications of key staff persons Execution of Authorization to Release Information form (attached)
 - Execution of Qualifications Disclosure form (attached)
- Architect
 - List projects within the last five years of a similar type and level of complexity
- Attorney
 - Describe experience in real estate and public financing
- Underwriter
 - Describe experience of firm and lead underwriter

- List projects within the last five years of a similar type and level of complexity
- Property management firm
 - List properties managed within the last five years by name, address, and contact information. Indicate whether the property received or receives government financial assistance, and the type (TCAC, CDLAC, HCD, etc.), and whether the property is subject to a recorded regulatory agreement
 - List properties under management that defaulted or were foreclosed upon during the management period
 - Qualifications of key staff persons
- General contractor
 - List three similar projects and experience in the proposed project's type of construction
- Other consultants
 - Description of qualifications

2. Site Information

- Site Data form (attached)
- Evidence of site control
- Preliminary title report, not more than six months old
- Evidence project is not located in a flood plain
- Evidence of land use entitlements, or status of City/County application
- Map showing project location
- Details on transportation access and proximity to public transit

3. Rehabilitation Projects Only

- Description of current buildings, including matrix of unit types
- Relocation plan

4. Project Description

- Narrative description of proposed construction
- Narrative description of project physical design including features that foster tenant engagement, service delivery, tenant safety and security, and sustainability of equipment, furnishings, and fixtures
- Complete scope of work, with budget for each item
- Site plan, including location of all buildings and parking, with Resident Services community space and office space identified
- Unit floor plans, including square footage of each unit type including details on amenities located within unit (stovetop, mini-fridge/fridge, microwave, etc.)
- Building renderings
- Evidence of compliance with sustainability standards (See Section 4.17)

5. Third Party Reports

- Appraisal (To be submitted as soon as possible, but no later than two months before projected closing date)
- Market study
- Rehabilitation assessment (Capital Needs Assessment or Physical Needs Assessment)
- Phase I environmental assessment (and Phase 2 if necessary)
- Lead-based paint assessment (for projects built prior to 1979)
- Asbestos assessment (if indicated by Phase 1 or if project built prior to 1979)
- Soils report (New construction only)
- Pest report (Rehab projects only)

- Utility allowance analysis prepared by a qualified energy analyst. (Developments anticipated to receive HOME funds refer to Section 7.3 of this Guide.)

6. Property Management

The Property Management Plan is requested in the NPLH Supplemental Application. The Property Management should be consistent with low-barrier and housing first practices and tenant selection through two referral sources only (see Term Sheet). In addition the management plan should contain the following information:

- Lease
- Security Questionnaire of Multifamily Projects (Attached)
- The role and responsibility of the Sponsor and its delegation of authority, if any, to the managing agent;
- Personnel policy and staffing arrangements, including ongoing training of staff in best practices for serving the Target Population;
- Plans and procedures for achieving early and continued occupancy;
- Procedures for determining tenant eligibility and selecting tenants in accordance with housing first principles and for certifying and annually recertifying household status, income and size;
- Plans for carrying out an effective maintenance and repair program;
- Rent collection policies and procedures;
- A program for maintaining adequate accounting records and handling necessary forms and vouchers;
- Plans for enhancing tenant-management relations;
- Communication protocols for property management, resident services, and contracted service providers;
- The management agreement, if any;
- Provisions for periodic update of the management plan;
- Appeal and grievance procedures;
- Plans for collections for tenant-caused damages and if necessary, processing evictions and terminations;
- Eviction prevention strategy and description of how service staff and property management staff will work together to prevent evictions and to facilitate the implementation of reasonable accommodation policies;
- Provisions for meeting all reporting requirements of this Program; and
- Provisions for addressing tenant exits; for example, placement in other permanent housing, referrals to other housing, as required by this Program.

7. Resident Services for all Tenants

- Mission Statement (of the Responsible Entity)
- Preliminary program description (provide narrative for the applicable categories)
 - Service Coordination (Case Management)
 - After-School Program
 - Education
 - Enrichment
 - Transportation (Senior projects)
- Organizational charts (Responsible Entity and Resident Service Provider)
- Portfolio of current projects
- List of additional resident service providers who may be utilized
- Preliminary Resident Services Plan including After-School Program Schedule and role of Resident Services Coordinator(s)
- Staffing levels and qualifications

- Resident needs assessment questionnaire
- Strategies for Tenant Engagement (Formal and Informal)
- Usage of Tenant Satisfaction Surveys and Assessments
- Strategies for providing culturally and linguistically competent services
- Strategies for enhancing communication and relationship between property management and service providers
- Extent of transportation services made available in addition to public transit

For projects serving special needs households, including households experiencing homelessness, in addition to the NPLH households, the application should include a supportive services plan as described in the Term Sheet. The plan should detail the case management and tenancy stabilization services to be provided, services to connect tenants to community and broader services, coordination protocols with property management and NPLH supportive services, staffing configuration, budget and source of funding.

8. Project Financing

- Narrative description of financing arrangements
- Evidence of commitment, or commitment status of proposed financing
- For acquisition/rehabilitation projects using acquisition tax credits, evidence of satisfaction of TCAC's ten-year hold requirements
- Evidence of tenant-based or project-based assistance, such as rent or operating subsidies, if applicable

The following forms must be submitted with the application:

Authorization to Release Information

- A. I hereby authorize the Sacramento Housing and Redevelopment Agency (SHRA) to make written inquiry relating to any information necessary to determine my eligibility for financing assistance.
- B. Any information obtained by Sacramento Housing and Redevelopment Agency will be used solely for the purpose of assisting me in obtaining financing offered by SHRA.
- C. I understand that the information provided will be kept strictly confidential and that this authorization will be in effect for 12 months from the following date.

Date:

Signature of Applicant

Name of Applicant (Printed)

Social Security Number or TIN

Date of Birth

Residence Address:

Previous Residence Address:

Street

Street

City, State Zip

City, State Zip

Name of Business or Corporation

Business Address:

Street

City State Zip

Qualifications Disclosure

Please respond to each question. If a question does not apply to the discipline of the firm, insert "na". The firm may be requested to submit documentation to verify or explain its responses to these questions during the proposal review process. This form must be signed by an officer or principal of each firm that is part of the proposer's team.

The term "Affiliate" means a parent or subsidiary corporation and an organization (such as a partnership, limited liability company, or professional corporation) that is currently, or in the past five years has been, related to the Firm by means of either (a) financial support; (b) the same or substantially similar: general, managing or limited partners, members, investors, or shareholders; or (c) by other means of control. The term "Officer" means a member of the Firm's or an Affiliate's governing board. The term "Principal" encompasses all persons and entities with at least 10% ownership interest in the Firm or an Affiliate.

Operating and Financial Capacity – Current Status:	Yes	No
1. DOES THE FIRM POSSESS VALID AND CURRENT BUSINESS AND PROFESSIONAL LICENSES REQUIRED TO DEVELOP AND OPERATE THE PROJECT PROPOSED?		
2. DOES THE FIRM POSSESS A GENERAL LIABILITY INSURANCE POLICY WITH A MINIMUM POLICY LIMIT OF AT LEAST \$5 MILLION PER OCCURANCE AND WORKERS COMPENSATION INSURANCE COVERAGE AS REQUIRED BY CALIFORNIA LAW?		
3. CAN THE FIRM OBTAIN PERFORMANCE AND PAYMENT BONDS FROM AN ADMITTED SURETY EQUAL TO THE ESTIMATED PROJECT CONSTRUCTION COST?		
4. DOES THE FIRM HAVE RETAINED EARNINGS OR DOES ONE OF ITS PRINCIPALS HAVE A NET WORTH EQUAL TO AT LEAST 10% OF THE ESTIMATED TOTAL PROJECT COST?		
Background Information – Within the Last 10 Years:	Yes	No
LITIGATION		
5. HAS THE FIRM, AFFILIATE, OR ANY OFFICER OR PRINCIPAL BEEN INVESTIGATED, ARRESTED, CONVICTED, FOUND LIABLE, ENTERED INTO A SETTLEMENT AGREEMENT, OR PAID A PENALTY FOR FRAUD, PERJURY, FORGERY, THEFT, EMBEZZLEMENT, FALSE CLAIMS, MATERIAL MISREPRESENTATION, OR ANY SIMILAR CRIME OR CIVIL ACTION?		
6. IS THE FIRM OR AFFILIATE CURRENTLY A PARTY TO ANY CIVIL ACTION, THE OUTCOME OF WHICH COULD MATERIALLY AND ADVERSELY AFFECT ITS FINANCIAL CONDITION?		
PENALTIES AND CITATIONS		
7. HAS THE FIRM OR AFFILIATE BEEN DEBARRED, SUSPENDED, OR OTHERWISE BEEN DEEMED INELIGIBLE TO BID ON CONTRACTS BY ANY LOCAL, STATE OR FEDERAL AGENCY?		
8. HAS THE CONTRACTORS LICENSE BOARD ISSUED A FINAL DECISION OR ORDER AGAINST THE FIRM OR AFFILIATE RELATED TO A CITATION OR DISCIPLINARY ACTION?		
9. HAS THE DEPT OF INDUSTRIAL RELATIONS (DIR) FOUND THAT THE FIRM OR AFFILIATE VIOLATED ANY PROVISION OF THE LABOR CODE, A DIR REGULATION, OR A WAGE AND HOUR ORDER, OR ENTERED INTO A SETTLEMENT AGREEMENT RELATED TO SUCH VIOLATIONS?		
10. HAS CAL OSHA CITED AND ASSESSED PENALTIES AGAINST THE FIRM OR AFFILIATE FOR ANY SERIOUS, WILFUL OR REPEAT VIOLATIONS OF HEALTH AND SAFETY STANDARDS?		
11. HAS THE FIRM OR AFFILIATE BEEN ISSUED A CODE ENFORCEMENT CITATION RELATED TO ANY BUILDING OWNED OR OPERATED BY THE FIRM OR AFFILIATE FOR VIOLATION OF HEALTH AND SAFETY REGULATIONS OR BUILDING CODES?		

FINANCIAL		
12. HAS THE FIRM OR AFFILIATE FILED FOR, OR BEEN THE SUBJECT OF THE INVOLUNTARY INITIATION OF, BANKRUPTCY, REORGANIZATION, INSOLVENCY, DISSOLUTION OR RECEIVERSHIP PROTECTION?		
13. HAS THE FIRM OR AFFILIATE DEFAULTED ON ANY LOAN OR HAS ANY PROPERTY OWNED BY THE FIRM OR AFFILIATE BEEN FORECLOSED AGAINST?		
14. HAS A SURETY COMPLETED A CONTRACT OR MADE PAYMENT ON BEHALF OF THE FIRM OR AFFILIATE DUE ITS DEFAULT OF A CONTRACTUAL OBLIGATION?		

FIRM AND AFFILIATE INFORMATION

Please provide the following information:

1. Firm Organization status:

- CA Corporation _____ Corporation Professional Corporation
- General Partnership Limited Partnership Limited Liability Company
- Sole Proprietor

2. How many years has the Firm been in business? _____ Years

3. Firm Contractor’s License No. (if applicable): _____

4. Is the Firm a subsidiary, parent, holding company or Affiliate (as defined above) of another firm?

_____ Yes _____ No

If Yes, please list below the names and relationship of each Affiliate firm:

5. Has the ownership of any of the Principals in the Firm changed by more than 25% during the last three years? _____ Yes _____ No

If Yes, please provide a brief explanation below or in an attachment:

6. Does the Firm or an Affiliate currently own any property in Sacramento County, other than its business office location(s) or the personal residences of Officers or Principals of the Firm or Affiliate? _____ Yes _____ No

If Yes, please list the addresses below or in an attachment:

I hereby certify that the foregoing responses are true and correct:

Signature

Date

Name and Title

Phone Number

Firm Name

Address

Site Data

Project Address: _____

APN's: _____

Zoning: _____

Site Acreage: _____

Number of Buildings: _____

Square Footage of Buildings: _____

Number of Parking Spaces: _____

Amenities (current): _____

Amenities (proposed): _____

SURROUNDING LAND USES:

North: _____

South: _____

East: _____

West: _____

INDICATE THE LOCATION OF THE FOLLOWING TO THE SITE:

	Name	Distance from site	Street Location
Public Transportation:			
Elementary School:			
Intermediate School:			
High School:			
Park:			
Day Care:			
Medical Services:			
Grocery Store:			

NO PLACE LIKE HOME LOCAL SCORING SHEET

Project Name: _____

Developer Name: _____

Signed: _____

Points Awarded	<p>Applications shall be evaluated using the following criteria. Total available points equal 117.</p> <p>(a) Development Team Experience – 5 points maximum. Applications will be scored based on their development, ownership, and operation experience with supportive housing and the target population, above the minimum threshold.</p> <p>(b) Leverage of Development Funding –20 points maximum Ratio of Total Development Cost funded by non-NPLH sources to the Total Development Cost funded by NPLH expressed as a percentage. For 9% projects multiply by .08; for all other projects, multiply by .13. (See attached calculation)</p> <p>Exclude: operating reserves and deferred developer fee Include: tax credit and bond proceeds, value of donated land</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Leverage of Development Funding</th> </tr> </thead> <tbody> <tr> <td>1. Total residential Development Cost</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>2. Subtract: Deferred Developer Fee</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>3. Subtract: Land Donation where value is not established by current appraisal</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>4. Subtotal: Eligible Residential Development Costs (1 – 2 – 3)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>5. Percentage of Total Residential Development Cost attributed to NPLH Units (# of NPLH Units/Total Units)</td> <td style="text-align: right;">%</td> </tr> <tr> <td>6. Funding Attributable to NPLH Assisted Units (4 x 5)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>7. Less: NPLH Maximum Competitive Capital Loan Amount</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>8. Other Development Funds (Non-HCD) Attributable to NPLH Assisted Units (6 – 7)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>9. Other Development Funds as a percentage of NPLH Competitive capital funds (8 / 7 x 100) rounded to nearest whole percentage</td> <td style="text-align: right;">%</td> </tr> <tr> <td>10. Is this project applying for or receiving 9% Tax Credits? Yes/No</td> <td></td> </tr> <tr> <td>9% Tax Credits: Multiply item 9 with 0.08 4% Tax Credits: Multiply item 9 with 0.13 (Maximum of 20 points)</td> <td></td> </tr> </tbody> </table> <p>(c) Leverage of Rental or Operating Subsidies– 35 points maximum Projects that have applied for PBVs from SHRA will be awarded 35 points in the local NPLH review process.</p> <p>(d) Readiness to Proceed – 50 points maximum For any sections that are not applicable, award full points in that category.</p>	Leverage of Development Funding		1. Total residential Development Cost	\$	2. Subtract: Deferred Developer Fee	\$	3. Subtract: Land Donation where value is not established by current appraisal	\$	4. Subtotal: Eligible Residential Development Costs (1 – 2 – 3)	\$	5. Percentage of Total Residential Development Cost attributed to NPLH Units (# of NPLH Units/Total Units)	%	6. Funding Attributable to NPLH Assisted Units (4 x 5)	\$	7. Less: NPLH Maximum Competitive Capital Loan Amount	\$	8. Other Development Funds (Non-HCD) Attributable to NPLH Assisted Units (6 – 7)	\$	9. Other Development Funds as a percentage of NPLH Competitive capital funds (8 / 7 x 100) rounded to nearest whole percentage	%	10. Is this project applying for or receiving 9% Tax Credits? Yes/No		9% Tax Credits: Multiply item 9 with 0.08 4% Tax Credits: Multiply item 9 with 0.13 (Maximum of 20 points)	
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	<p>(1) <u>Enforceable Commitment: Construction Financing.</u> Projects utilizing 9% credits may receive 5 points; All other projects may receive 10 points for this rating factor;</p>
	<p>(2) <u>Enforceable Commitment: Permanent Financing.</u> Projects utilizing 9% credits may receive 5 points; All other projects may receive 15 points for this rating factor.</p>
	<p>(3) <u>Environmental Approval.</u> Completion of all necessary environmental clearances, (California Environmental Quality Act and National Environmental Policy Act), and completion of a Phase I Environmental Site Assessment and Phase II environmental studies, if necessary (10 points).</p>
	<p>(4) <u>Discretionary Approval.</u> Obtaining all necessary and discretionary public land use approvals except building permits to the extent such approval is required (15 points).</p>
	<p>(e) Extent of On-Site and Off-Site Supportive Services – 7 points maximum Developers must submit a Resident Services Plan and must define their plan to:</p>
	<p>(1) Case management services provided onsite (5 points); and</p>
	<p>(2) Resident involvement, such as strategies to engage tenants in community building and services planning and operations, and tenant satisfaction surveys to inform and improve services provision, building operations, and property management (2 points).</p>
<u>TOTAL</u>	

Security Questionnaire of Multifamily Projects

Project Nam: _____

Completed By: _____

Managed By: _____

Date: _____

Project Total Number of Units: _____

Project: New Existing

Surveillance Cameras

Yes/Planning No/Not Planning

Number/Location(s):	#	Type(s) of Camera(s):	#
Entrance Gate(s)	<input type="text"/>	Fixed Position	<input type="text"/>
Parking Area(s)	<input type="text"/>	Manually Variable	<input type="text"/>
Common Area(s)	<input type="text"/>	Automatically Pans	<input type="text"/>
Community Rooms/Space(s)	<input type="text"/>		
Rental Office	<input type="text"/>		
Street(s)	<input type="text"/>		
Total Number:		Type(s) of Use(s):	#
		Continuous Recorded	<input type="text"/>
		Staff Monitored	<input type="text"/>

Initial Cost: \$ _____

Comments: _____

Annual Maintenance Cost: \$ _____

Security Company Patrols

Yes/Planning No/Not Planning

Company Name: _____ **Contact:** _____
Office Phone: _____ **Cell:** _____
Website: _____ **Email:** _____

Time Shift Begins:	<input type="text"/>	Time Shift Ends:	<input type="text"/>
Day Split Shift Begins:	<input type="text"/>	Day Split Shift Ends:	<input type="text"/>
Night Split Shift Begins:	<input type="text"/>	Night Split Shift Ends:	<input type="text"/>

On-Call 24/7, including all holidays: Yes/Planning No/Not Planning

Reporting Method & Frequency:

Computerized Reports Handwritten Reports

Other Method (Describe): _____

Foot Patrol:

Armed Guards _____ Always on-site during the shift:
 # Unarmed Guards _____ Yes/Planning No/Not Planning
 # of Guards per Patrol _____
 # of Days per Week (Please check all that apply) Mon Tues Wed Thurs Fri Sat Sun
 # of Minutes per Sweep _____
 Weekday Sweep Times Random Yes NO Scheduled: _____
 Weekend Sweep Times Random Yes NO Scheduled: _____

Vehicle Patrol:

Armed Guards _____ Always on-site during the shift:
 # Unarmed Guards _____ Yes/Planning No/Not Planning
 # of Guards per Patrol _____
 # of Days per Week (Please check all that apply) Mon Tues Wed Thurs Fri Sat Sun
 # of Minutes per Sweep _____
 Weekday Sweep Times Random Yes NO Scheduled: _____
 Weekend Sweep Times Random Yes NO Scheduled: _____

Total Annual Patrol Cost: \$ _____

Years Utilized at Project: _____ Not Applicable (Go to Perimeter Controls)

Experience to Date Rank: Good: Fair: Poor:
From Great (10) to Very Poor (1): 8 - 10 5 - 7 1 - 4

Security Company Information to attach to this Questionnaire

(1)Company Overview, (2)Organizational Chart, and (3)Portfolio of Existing Projects in the County of Sacramento

Perimeter Control(s)

Yes/Planning No/Not Planning

Perimeter Fencing

Completely Fenced Yes: No:

Partially Fenced Yes: No:

Not Fenced Yes: No:

Type of Fencing

Age of Fencing

Height of Fencing

Initial Cost: \$ _____

Annual Maintenance Cost: \$ _____

Entrance Gate(s)

of Entrance Driveway: _____

that are Gated: _____

Hours Closed/day: _____

Opening Mechanism _____ (e.g., keypad, card, etc.)

of Pedestrian Entrances: _____

that are Gated: _____

Hours Closed/day: _____

Opening Mechanism _____ (e.g., keypad, card, etc.)

Initial Cost \$: _____

Annual Maintenance Cost \$: _____

Frequently Asked Questions

(Generated by 2018 RTP)

1. Is housing that serves families whose head of household is NPLH eligible in line with the county's vision?
Answer: The NPLH criterion does not value one type of eligible household over another. However, the market study for the development will need to demonstrate sufficient demand for the proposed units and target population. Based on County experience, we would anticipate developments that propose to include family units should also include individual units, given the higher demand for individual units. Studios will be considered acceptable.
2. For the points – we are building a hybrid (4% and 9% credits) deal. Certain categories give different amounts of points based on type of credits uses. How do we navigate this considering we are using both?
Answer: If the developer is considering the project as one project with two funding sources, then the application would be for the project as a whole. If the development is considered two projects with two funding sources, there would be two applications.
3. Is the Application Rating Criteria point system only for the Competitive Applications?
Answer: It will be used for both the competitive and noncompetitive applications.
4. Do you require financial commitments for all soft debt sources identified at this stage in the application process? This question is for both competitive and noncompetitive applications.
Answer: Yes, to receive maximum points.
5. We will not have CEQA or NEPA clearance by May 17. Will this penalize us in any way?
Answer: No.
6. Is there a limit on how old the Phase I can be?
Answer: Please refer to SHRA's MF Lending and MRB Policies.
7. Who is the County of Sacramento competing against?
Answer: The County of Sacramento will be competing against other large counties with a population of 750,000+ (with the exception of the County of Los Angeles and counties with five percent or more of the State's homeless population who may be designated by HCD to administer their own NPLH allocation).
8. Which entitlements are needed in order to submit an application?
Answer: Entitlements are not required as part of the NPLH RTP allocation, however, entitlements are considered, along with other considerations, within the scoring factor "readiness to proceed".
9. Is the NPLH program tailored to small projects that are quick to build and therefore require less gap financing?
Answer: No.
10. Can a developer use Section 8 rents in the proforma?
Answer: Yes.
11. Will the County be providing services to the entire project?
Answer: No, the County will only be responsible for providing supportive services to the

NPLH residents. The developer will be responsible for partnering with another service provider for resident services for the entire project and supportive services, as needed, for the non-NPLH residents requiring supportive services.

In addition, HCD has compiled a list of frequently asked questions on their website:
<http://www.hcd.ca.gov/grants-funding/active-funding/nplh/docs/NPLH-FAQs.pdf>