CITY OF LONG BEACH
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
NOTICE OF FUNDING AVAILABILITY (NOFA)
VETERAN/SUPPORTIVE HOUSING

LONG BEACH
DEVELOPMENT SERVICES

DUE DATE: 4:00 P.M. ON SEPTEMBER 30, 2020

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NOFA OVERVIEW AND GENERAL INFORMATION

Opportunity

The City of Long Beach Department of Development Services (City) announces the availability of $4 million in HOME Investment Partnerships Program (HOME) funds to be awarded to qualified housing development companies. Eligible activities under the NOFA are limited to the development of affordable rental units in the City of Long Beach (New Construction) serving veterans or veterans with special needs such as supportive housing, homeless, or households at risk of being homeless. A proposed project must contain a minimum of 75 units (not all units are required to be HOME assisted).

As appropriate, financial assistance to selected projects will be made in the form of residual receipts loans. The rates and terms of the loans shall be subject to negotiation on a project-by-project basis. All loans will be secured by a lien on the property. Applicants who previously received a funding commitment from the City, are not eligible to apply.

The deadline for submitting proposals in response to the NOFA is 4:00 P.M. on September 30, 2020. Proposals will be reviewed for compliance with the HOME Program regulations and the terms of this NOFA. Projects that are determined to comply with both the HOME Program Regulations and the NOFA will be evaluated according to the established NOFA Evaluation Criteria.

The project(s) determined to be the most competitive will be presented to the Long Beach Housing Development Company (LBCIC) for confirmation and loan approval. The City reserves the right to request additional information and/or to reject any or all proposals.

The amount of financial assistance allocated to eligible projects under this NOFA will be limited to $4 million. No additional funds will be committed to this project(s). These funds must be expended over a two-to four-year period.

Questions related to this HOME NOFA must be submitted by email to silvia.medina@longbeach.gov by 5:00 P.M. on September 18, 2020.

NOFA OVERVIEW AND GENERAL INFORMATION

HUD Regulations

The availability and use of these funds are subject to the HOME Program regulations imposed by the United States Department of Housing and Urban Development (HUD). A sample of pertinent HUD regulations is presented in Attachment 1.

Specific implementing requirements imposed by the HOME Final Rule can be summarized as follows:

1. If an owner chooses to adopt and follow a written tenant selection policy that limits eligibility or gives a preference to a particular segment of the population, as permitted in the written agreement, the limitation or preference must not violate the nondiscrimination requirements imposed by HUD. The owner must state whether or not a preference will be used for tenant selection prior to closing (LBCIC Preference Policy will apply – see Attachment 2)

2. Awardees must use the HUD Utility Schedule Model for utility allowances. The utility allowances will be calculated by the City on an annual basis, and provided to the awardees with a deadline for implementation.

3. Housing must be occupied by eligible tenants within six months following completion of construction.

4. If one of the following events occurs, the HOME funds must be repaid:

    a. For any housing unit that has not been rented to eligible households within 18 months following the completion of construction; or

    b. If the project is not completed within four years of the date funds were committed.

Applicants should carefully review the HOME Program Regulations prior to submitting a HOME Program Proposal. Please direct questions regarding this NOFA to Silvia Medina at silvia.medina@longbeach.gov.

PROPOSAL SUBMISSIONS PROCESS

The City has developed a comprehensive process to evaluate responses to this HOME NOFA against specific evaluation criteria. The principal steps in the submission and evaluation process are:

1. Applicants must submit: one (1) original printed version of the proposal and required exhibits. In addition, please submit three (3) printed copies and one (1) PDF format copy on a flash drive of the proposal and required exhibits. Proposals must include sufficient information to allow the comprehensive review and analysis of the proposed project.

2. The City will evaluate HOME Program proposals in accordance with the established Evaluation Criteria.

3. Applicants will be ranked in accordance with the score received using the Evaluation Criteria.

4. Applicants will be notified of the results of the evaluation no later than October 16, 2020.

5. The top scoring application(s) will be presented to the LBCIC for confirmation and loan approval.

6. Completed HOME Program Proposals should be mailed or delivered to:

   Silvia Medina
   Real Estate Project Coordinator
   City of Long Beach
   411 W. Ocean Blvd., 3rd floor
   Long Beach, California 90802

THRESHOLD REQUIREMENTS

HOME Program funds will be used to fund selected rental projects (new construction). As such, all activities must comply with the HOME regulations, which are found in 24 CFR Part 92.

Eligible Costs

The following cost items are eligible for the use of HOME funds:

1. Acquisition of existing apartment units;
2. Rehabilitation of existing apartment units;
3. Acquisition of land for development as long as construction begins within 12 months;
4. Demolition of existing improvements as long as construction of the proposed project commences within 12 months;
5. New construction of apartment units
6. Temporary and permanent relocation of existing tenants;
7. Capitalization of project reserves; and
8. Project-related soft costs.

Maximum Subsidy Per Unit

The maximum amount of HOME Program funds that can be used in a project are shown below:

Unit Type	Maximum Subsidy Per Unit
Studios	$149,867
One Bedroom	$171,802
Two Bedrooms	$208,913
Three Bedrooms	$270,266
Four Bedrooms	$296,666

THRESHOLD REQUIREMENTS

Minimum Covenant Period

The minimum length of the required affordability period depends on the amount of the HOME investment in the property and the nature of the activity. The minimum covenant periods are presented in the following table:

Funding / Activity	Affordability Period
Less than $15,000	5 Years
$15,000 to $40,000	10 Years
Greater than $40,000	15 Years
New Construction of Rental Housing	20 Years
Refinancing of Rental Housing	15 Years

HOME Rents

The gross HOME Program rents for 2020 are presented in the following table. These gross rents must be reduced by the HUD imposed utility allowances for any interior utility costs that must be paid by the tenants. The applicable utility allowances are presented in Attachment 3.

Unit Type	High HOME Rent	Low HOME Rent
Studios	$1,261	$986
One Bedroom	$1,353	$1,056
Two Bedrooms	$1,626	$1,267
Three Bedrooms	$1,870	$1,464
Four Bedrooms	$2,066	$1,633

Site Control

All proposals for funding must have site control in the form of current ownership; an option to purchase; a purchase and sale agreement; or a letter of intent. Proposals with current ownership will be prioritized.

EVALUATION CRITERIA

Proposed HOME projects will be reviewed and scored on a competitive basis relative to the six evaluation criteria identified below. The maximum possible score is 100 points. Proposed projects must receive a minimum score of 70 points to be considered eligible for funding. A score above the minimum score does not guarantee funding.

1.	EXPERIENCE AND QUALIFICATIONS (maximum 20 points)	
	Applicant has successfully completed a project similar in size and scope and within two years of project's closing.	20
2.	PROJECT BUDGET (maximum 20 points)	
	Project budget is complete and anticipated development costs are reasonable.	20
3.	SOURCES & USES OF FUNDS (maximum 20 points)	
	All sources and uses of funds are clearly indicated and sufficient evidence of funding availability and/or commitments are included.	20
4.	AFFORDABILITY (maximum 10 points)	
	All units assisted with HOME funds will be affordable to households earning less than 50% of the Los Angeles County median income (Median).	10
5.	PROJECT READINESS (maximum 10 points)	
	Applicant has site control, and the project is anticipated to receive entitlements by March 31, 2021	10
6.	POPULATION SERVED (maximum 10 points)	
	Project is targeted to veterans and/or veterans experiencing homelessness or at risk of being homeless.	10
7.	AMENITIES & COMMUNITY SPACE (maximum 10 points)	
	The project has adequate open space and community serving areas such as a computer room, social services office space, bike storage, and community room with kitchen.	10

SUBMITTAL REQUIREMENTS

Transmittal Letter

The proposal must include a transmittal letter, limited to two pages, on official letterhead that provides a narrative description of the proposed project. The letter must also provide contact information for the person with authority to negotiate on behalf of the development team. The Applicant must certify that the proposal response and exhibits are true and correct. An unsigned and/or undated submission will not be considered.

Application

An application is provided in Attachment 4 to this HOME NOFA. The application is provided in a Word format. The Applicant may either complete the attached form, or the form can be recreated and submitted in PDF form. Instructions for filling out the Application follow:

Applicant Information

If the Applicant is not acting as the developer, please provide all of the requested information for the developer as well as for the Applicant. If the developer involves multiple entities, please provide all the requested information for each entity, and identify the entity that will serve as the “lead” organization.

Development Team

Identify the entities anticipated to be involved in implementing the project. If known, identify the lenders, attorneys, accountants, architects, engineers, general contractor, subcontractors, and consultants.

Site Control and Demonstration of Value

Include evidence of site control, and provide a real estate appraisal or current tax documentation that substantiates the value of the property.

Tenant Relocation

If the project is occupied at the time of proposal submission, include a Tenant Relocation Plan. The developer is responsible for providing tenant relocation assistance should the proposed project require or result in the temporary or permanent displacement of current tenants. The Plan must include, at a minimum, the following:

SUBMITTAL REQUIREMENTS

1. Total number of households in the project and number to be permanently or temporarily displaced.

2. A list and description of all households to be temporarily or permanently displaced (include current address, name, household size, and ages of the household members).

3. Circumstances under which the displacement is necessary.

4. Description of assistance to be provided and a schedule for assistance.

5. Source(s) of funds to be used for relocation assistance.

6. Procedures/methods by which those being displaced will be advised of their rights and available assistance.

Assistance Request

Identify the amount of HOME Program assistance being requested. Describe the proposed repayment structure for the HOME loan including an identification of the interest rate and the manner in which the HOME loan will be repaid. Identify any other financing sources to which the HOME loan and/or the income and affordability covenants are proposed to be subordinated.

Other Funding Sources

Identify the other funding sources proposed to be used to pay for the project costs. Identify any funding sources that have already been committed to the project, funds for which applications have been submitted, and funds for which applications are anticipated to be submitted. Applicants should maximize the use of available state and county funding to reduce the subsidy needs from the city. The total funding sources, including the proposed HOME loan, must equal the estimated development costs for the proposed project.

Development Timing

If the development timing is anticipated to vary across several properties to be involved in the project, provide a development timing schedule for each property.

SUBMITTAL REQUIREMENTS

Location Map / Conceptual Site Plan

One of the goals of the City's Assessment of Fair Housing is to expand affordable housing opportunities citywide, including high-opportunity areas. Provide a map illustrating the location of the proposed development site. Indicate if the proposed development is located within a high-opportunity area, which is shown in Attachment 5 as the non-CDBG areas. Provide a conceptual site plan for a new construction project. Proposed project should include adequate open space and community serving areas.

Project Pro Forma Analysis

A pro forma template is provided in an Excel format in Attachment 6. The Applicant may either complete the attached template, or the pro forma tables can be recreated and submitted in PDF form. The pro forma analysis includes the following tables:

1. Estimated Development Costs
2. Estimated Annual Net Operating Income
3. Sources of Funds Statement

Applicants should not include project base vouchers in the pro forma unless there is a standing commitment between applicant and the Long Beach Housing Authority.

Marketing Plan

Describe your process and timing for marketing the units, including the following information:

1. If your organization maintains a waiting list of individuals interested in renting a unit from your organization, indicate how many persons or families are on the waiting list and how many of those persons or families are prequalified.
2. Provide a summary description of the market rate units in the area and the difference between the prevailing market rents and the established affordable rents.
3. Indicate who will be responsible for marketing the homes. If you plan to engage a Realtor to market the units, provide a history of the relationship, indicating how many units the Realtor has marketed on behalf of the Applicant over what time period.

SUBMITTAL REQUIREMENTS

Neighborhood and Local Government Support

Include letters of support from local organizations and governmental entities within the area of the proposed project. The City cannot provide a letter of support.

Experience and References

Provide descriptions of at least three projects and no more than five projects that are directly analogous to the project being proposed in the response to this HOME NOFA. Of particular importance is the developer's experience with projects subject to HOME Program regulations. If this is the Applicant's first project of this type, please provide a detailed description of the experience of the other members of the development team with similar projects.

The following information should be provided for each project:

1. Site location;
2. A narrative description of the project's characteristics;
3. Number of units in the project;
4. The total project costs;
5. The income and affordability restrictions that were imposed on the project;
6. Identification of any public financial assistance that was provided to the project;
7. The role the Applicant played in the project; and
8. Contact information for a representative of the jurisdiction in which the project is located.

Financial Statements / Capacity

Provide audited financial statements for the development team for the past two years. If audited financial statements are not available, please submit evidence of the development team's financial capacity to develop the proposed project.

City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

Visit us at longbeach.gov/lbds

LongBeachBuilds

This information is available in alternative format by request at 562.570.3807.

For an electronic version of this document. visit our website at longbeach.gov/lbds.

CITY OF LONG BEACH

Development Services
Housing and Neighborhood Services Bureau
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.6949

ATTACHMENT 1
HUD REGULATIONS

The availability and use of the NOFA funds is subject to the "HOME Final Rule", which is presented in 24 CFR Part 92. Where the 2017 Uniform Multifamily Rules are in conflict with the HOME Final Rule, the HOME regulations shall govern. This Attachment describes a sample of pertinent HUD regulations. The Code of Federal Regulations (CFR) and Executive Orders citations may be found at:

CFR	govinfo.gov/app/collection/cfr
Executive Orders	archives.gov/federal-register/index.html

24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act

The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.

24 CFR Part 107 and 108

The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.

Age Discrimination Act of 1975, 42 U.S.C. 6101

The regulations that prohibit discrimination on the basis of age.

24 CFR Part 7 and 41 CFR Part 60

The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.

24 CFR Part 49

The regulations on eligibility restrictions for certain resident aliens.

24 CFR Part 58

The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

The policies for displacement, relocation assistance and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR Part 24 and Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

29 CFR Parts 3 and 5

The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.

24 CFR 135

Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very-low income local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low and moderate income persons residing within the City of Long Beach, and contracts or work in connection with the project is awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Long Beach.

24 CFR 24

The regulations that prohibit the use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.

Executive Order 13170

The regulations on increasing opportunities and access for Disadvantaged Businesses.

24 CFR Part 84 and OMB Circular A-110

Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Nonprofit Organizations. These regulations include Conflict of Interest provisions under 24 CFR 84.42 and 570 as it applies to procurement.

Copeland "Anti-Kickback" Act, 18 U.S.C. 874 and 40 U.S.C. 276c

The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.

24 CFR Part 87 and Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352

The regulations for restrictions on lobbying and required certifications.

Residential Lead-Based Paint Hazard Reduction Act of 1992

The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead-based paint hazards.

Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41

The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988

The regulations for proposed projects and properties located in a floodplain.

36 CFR Part 800

The regulations outlining the procedures for the protection of historic and cultural properties.

OMB Circular A-122

The regulations that identify cost principals for nonprofit organizations.

OMB Circular A-133

The regulations concerning the requirement for annual audits.

CITY OF LONG BEACH

Development Services
Housing and Neighborhood Services Bureau
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.6949

ATTACHMENT 2
LBCIC PREFERENCE POLICY

THE LONG BEACH COMMUNITY INVESTMENT COMPANY

LOCAL HOUSING PREFERENCE POLICY AND PRIORITY SYSTEM GUIDELINES
Adopted March 17, 2010

To the extent permissible under applicable state and federal law, people who live and/or work in the City of Long Beach shall have priority over other persons to rent or purchase affordable housing units which are assisted or supported by the City of Long Beach or the LBHDC. The Local Preference and Priority System Guidelines presented herewith shall apply to all developers, owners and their agents, successors and assigns proposing affordable housing assisted or supported by the City/LBCIC in whole or part. The policy shall apply to newly assisted projects (projects for which a Management Plan, and Marketing Plan have not been approved by the LBCIC as required by an LBCIC Development Agreement or Loan Agreement). The policy applies to all housing programs except the LBCIC Second Mortgage Assistance Program (SMAP), which mandates that participants either live or work in Long Beach. The SMAP program has a goal of providing home ownership opportunities to Long Beach residents, and is funded with local housing funds.

1. PREFERENCES

The City of Long Beach and the LBCIC shall utilize the following priority order whenever ownership or rental housing units are made available to applicants who are income eligible households:

a. First priority is given to eligible households that have been involuntarily displaced from the City of Long Beach or its agencies due to activities or actions of the City or other public agencies, including homeless individuals / families referred by the City's Multi Service Center for the Homeless;

b. Second priority is given to eligible households that reside within the City of Long Beach;

c. Third priority is given to eligible households that work, or are enrolled and are active participants in an educational or job training program within the City of Long Beach.

2. INVOLUNTARY DISPLACEMENT

a. To qualify as an applicant who has been involuntarily displaced from the City of Long Beach, the applicant must have been involuntary displaced at any time and not found permanent replacement housing. The applicant responsible for renting or purchasing the affordable housing unit must demonstrate that, at the time of application one of the following criteria has been met including the submission of the appropriate documentation to the developer/owner as cited below:

i. Disaster or Government Action. Written verification or notice by the displacing unit or agency of government (i.e., code enforcement, discretionary approval or permit, or government acquisition or demolition, etc.) or by a service agency such as the Red Cross.

ii. Homelessness. Written verification from the City's Multi Service Center for the Homeless certifying that the applicant lacks a fixed, regular, and adequate nighttime residence.

3. RESIDENCY

a. Definition of residency. To qualify as an applicant who is a resident of the City of Long Beach, the applicant responsible for renting or purchasing the affordable housing unit must have their principal place of residence within the City of Long Beach as of the date of application.

b. Evidence of residency. The developer/owner shall require the applicant to submit a driver's license, voter registration, utility bill, or other evidence as proof of residency in Long Beach.

4. EMPLOYMENT

a. Definition of employment. To qualify as an applicant who is employed within the City of Long Beach, the applicant responsible for renting or purchasing the affordable housing unit must demonstrate that at least one of the signators of the tenant lease or purchase agreement for the applicant's household must be employed within the City of Long Beach, notified that they are hired to work in Long Beach, or are actively enrolled in an educational or job training program in Long Beach as of the date of application. A student will not qualify for this preference if they are living with their parents at the time of application or selection.

b. Evidence of employment. The developer/owner shall require applicants to submit pay stubs, W-2 forms, tax returns, employer certification, job offer letter, adequate evidence from an educational or job training facility of active enrollment in an educational or job training program, or other evidence as proof of employment at a business location or educational / job training facility within the City of Long Beach.

5. MARKETING AND SELECTION PLAN

The developer/owner and/or its agent shall affirmatively market the affordable housing units to ensure that all applicants, regardless of eligibility for the preference, are aware of the housing opportunity.

a. Marketing Plan. Prior to the developer/owner's publication of the availability of affordable units, developer/owner shall prepare a Marketing Plan and Selection Plan for approval by the President of the LBCIC or his designee (President) for both attracting and selecting qualified applicants. Upon approval by the President, the developer/owner shall be responsible for implementing the marketing plan. The marketing plan shall include the initial sales prices or rents of each unit, and the preference and priority system. The plan shall initially target advertising and marketing efforts within a one-mile radius of the project site for a minimum 30-day period, and then within the City of Long Beach. City/LBCIC may assist the developer/owner in the marketing of the affordable units to qualified applicants under any program that City/LBCIC may offer and may provide names of prospective qualified applicants to developer/owner.

b. Notification to City. Whenever an affordable unit becomes available, the developer shall immediately notify the President in writing.

c. Publication requirement. Whenever an affordable housing unit becomes available during the first year after the receipt of a City certificate of occupancy, the developer/owner shall publish notices of the availability of the units in newspapers circulated widely in the City of Long Beach, including newspapers that reach minority communities, and the notices shall be published in English, Spanish, and Khmer. At least one notice shall be published in a Spanish language newspaper of general circulation. The notice should briefly explain what affordable housing is, state the applicable income requirements, indicate where applications are available, state when the application period opens and closes, and provide a telephone number for questions. Applications may require the name, address, and telephone number of the applicant; the number of persons to occupy the household; and any other information relevant to determine whether the applicant is eligible for local preferences and to occupy unit. The developer/owner shall submit proof of publication to the President.

d. Selection Plan. Prior to the developer/owner's acceptance of the first application for an affordable housing unit and no later than six months before issuance of a certificate of occupancy, the developer/owner shall prepare a Selection Plan for approval by the President which shall set forth the process for selection of qualified applicants. The Selection Plan shall contain, but is not limited to, the following information:

    i. Unit Description. A brief description of the affordable unit(s) including the unit-mix, location, structure, size and whether the unit(s) is for ownership or rental.

    ii. Income Criteria. The eligible income range for rent or purchase of affordable units.

iii. Priority System. The preference and priority system to be utilized by the developer/owner shall be based primarily on an applicant's residence and employment location, with higher priority allocated to persons who live and/or work within the City of Long Beach.

iv. Application Submission. Description of the application requirements. The conditions by which interested parties must submit a completed application to the developer/owner, including form of application, the stipulated date and time for application, number of applications to be submitted, disqualifications, etc.

v. Selection Criteria. Explanation of the developer's selection criteria and process based on the review of information submitted on the applications. Identification of corrective actions if a review of an application results in a determination that the City preferences assigned to the applicant was inaccurate.

6. DETERMINATION OF ELIGIBILITY

a. Verification of Preference. As part of the review process, applicants will be contacted directly to provide verification of their residence and employment history and evidence supporting any of the preferences identified. For persons who are retired at the time of application, the applicant's work history immediately prior to retirement can be considered.

b. Verification of Income. The developer/owner of affordable housing units, which are offered for rent, sale, or lease, shall require the applicant to provide proof that he/she meets the occupancy and income criteria set forth by the applicable City or LBHDC program(s).

7. PRIORITY RANKING; SELECTION OF QUALIFIED APPLICANT

a. Priority System. The priority order for categories are as follows:

i. Applicant where at least one of the signators of the tenant lease or purchase agreement had been involuntarily displaced from the City of Long Beach and had not found permanent replacement housing at the time of application, but had previously lived within the City of Long Beach, including homeless individuals / families referred by the City’s Multi Service Center for the Homeless.

ii. Applicant where at least one of the signators of the tenant lease or purchase agreement is a Long Beach resident at the time of application.

iii Applicant where at least one of the signators of the tenant lease or purchase agreement is employed within the City of Long Beach at the time of application.

iv. All other applicants.

b. Priority List. Applicants for affordable housing units shall be maintained on a priority list. Applicants shall be listed in order of total preferences. Applicants equal in preferences shall be prioritized by date and time of receipt of their applications. All applicants must meet income eligibility requirements as established for the applicable affordable housing units.

The priority list shall be utilized to select applicant for the sale or rent of available affordable housing units for one year after receipt of a City certificate of occupancy for the designated unit. For rental affordable units, developer/owner shall annually update the priority list in accord with the priority order.

c. Applicant Selection. The developer/owner of affordable housing units is required to fill vacant units by selecting Income-Eligible applicants themselves as long as the developer/owner complies with the local preferences and priority ranking system and publication requirements set forth herein. The following selection processes are permissible:

- Selection from the Priority List in rank order, or

- Lottery of equally eligible candidates on a priority list when there are more equally eligible candidates than available units.

d. Unit Sale or Rental. The actual sale or rental of a unit will be based on the ability of the qualified applicant(s) to meet applicable eligibility guidelines and/or obtain financing within a time frame established by the developer/owner.

8. COMPLIANCE MONITORING

a. Compliance Report. The developer/owner shall provide a written compliance report to the President upon selection of the qualified applicants. The report shall include, but is not limited to, the following information:

i. Summary of Selection Process including the Marketing and Selection Plan; and

ii. Name, Address, Telephone and Preference Category and ranking of Selected Applicants.

b. Certification of Compliance. The developer/owner of affordable units shall certify the local preferences awarded to applicants were consistent with these

guidelines. A certification form approved by the City/LBCIC shall be completed and submitted with the Compliance Report.

c. Record Retention. The developer/owner shall retain records of the evidence and documents utilized to select applicant(s) for the sale or rent of available affordable and/or workforce housing units in accordance with these guidelines for two years after the date of occupancy by the first applicant.

d. Compliance Monitoring. City/LBCIC shall monitor the developer/owner's compliance with these guidelines, which may include an on-site monitoring visit to review the developer/owner's records, interviews with selected applicant(s), and/or other methods deemed appropriate.

9. PENALTIES FOR NON-COMPLIANCE

a. Notice of Non-compliance. Except as otherwise provided herein, if it is determined that a violation of these guidelines has occurred, the President shall issue a notice of non-compliance and require the developer, owner or tenant (as applicable) to cure the violation within 30 days, unless a different period is provided at the President's discretion.

b. Monetary Penalty. Any party who sells or rents an affordable housing unit in violation of these guidelines shall be required to forfeit all monetary amounts so obtained. Recovered funds shall be deposited into the LBCIC's Housing Trust Fund.

c. Litigation. The City/LBCIC may institute any appropriate legal actions or proceedings necessary to ensure compliance with these guidelines, including but not limited to: (1) actions to revoke, deny, suspend or refuse to issue any permit, including a building permit, certificate of occupancy, or discretionary approval; and (2) actions for injunctive relief or damages.

d. Legal Costs. In any action to enforce these guidelines, the City/LBCIC shall be entitled to recover its reasonable attorney's fees and costs.

DISPARATE IMPACT

As a matter of legal due diligence, City/LBCIC staff conducted a preliminary demographic analysis (including race/ethnicity, gender, and disability, etc.) of waiting lists for recently completed affordable housing projects in Long Beach to see if the racial, ethnic, gender, etc. breakdown of Long Beach residents on the lists are significantly different from the breakdown of non-residents. The results of that analysis showed no disparate impacts to any protected class if a residency preference is applied. First, an average of 67% of households on the waiting lists and about 62% of households selected for units are already Long Beach residents. Thus the impact of instituting a residency preference would be relatively limited, since the majority of

households selected for new units are already Long Beach residents. Second, the composition of Long Beach residents on the lists compared to the non-residents is actually more diverse. Third, when the demographic composition of Long Beach residents is compared to Los Angeles County residents, Long Beach is more diverse. Therefore, based on data from recent projects and the US Census, there is no evidence that imposing a Long Beach resident and worker local housing preference policy would have a significant disparate impact on any class protected by the US Constitution or federal fair housing laws.

Staff also compared the demographics presented in the 2009 homeless count completed by the Long Beach Health Department to the demographics contained in the US Census information for Long Beach and the County of Los Angles. Staff found that the homeless Hispanic and Asian populations in Long Beach were less than the general population of both the City and the County. In addition, staff found that the percentage of homeless men is greater than the percent of men in the City and County. However, staff feels that the homeless population is one with the greatest need for housing assistance, and the likelihood of causing a discriminatory impact on groups protected by fair housing laws for providing a preference for homeless persons is not significant.

CITY OF LONG BEACH

Development Services
Housing and Neighborhood Services Bureau
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.6949

ATTACHMENT 3
UTILITY ALLOWANCES

2020 Utility Allowances Table - STANDARD, MIXED FUELS						
Effective: 01/01/2020 until further notice						
Utility or Service		**0-BR**	**1-BR**	**2-BR**	**3-BR**	**4-BR**
Heating	Natural Gas	$11	$13	$14	$15	$16
	Bottle Gas					
	Electric	$9	$10	$12	$14	$16
	Electric (heat pump)	$7	$9	$10	$11	$13
Cooking	Natural Gas	$3	$3	$5	$6	$9
	Bottle Gas					
	Electric	$5	$6	$9	$12	$15
Other Electric		$15	$19	$28	$38	$50
Air Conditioning		$6	$7	$10	$12	$15
Water Heating	Natural Gas	$6	$7	$11	$14	$17
	Bottle Gas					
	Electric	$12	$14	$18	$22	$26
Water		$20	$20	$25	$34	$43
Sewer		$9	$9	$9	$10	$11
Trash Collection		$27	$27	$27	$27	$27
Range/Microwave		$11	$11	$11	$11	$11
Refrigerator		$12	$12	$12	$12	$12
Other	Mo. Elec. Fee	$0	$0	$0	$0	$0
	Mo. Gas Fee	$5	$5	$5	$5	$5
ACTUAL UA by BDR SIZE:						

Please visit http://www.longbeach.gov/haclb/ for the complete Utility Allowance Schedules.

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ATTACHMENT 4
HOME NOFA APPLICATION

CITY OF LONG BEACH
HOME PROGRAM NOFA APPLICATION

APPLICANT INFORMATION		
Development Team Name:		Application Date:
Contact Person:		Phone:
Address:		
City:	State:	Zip Code:
Development Team Structure: Partnership _____ Corporation _____ LLC _____ Other (Specify) _____		
Developer:	Architect:	
Contractor:	Management Company:	

SITE INFORMATION		
Site Location:		
Site Address:		
City: Long Beach	State: CA	Zip Code:
Description of Existing Conditions:		
Environmental Issues:		
Site Size:	# of Existing Units:	Site Control: Yes _____ No _____
Form of Site Control: Current Owner _____ Purchase Agreement _____ Option _____ Other (Specify) _____		
Purchase Price:	Appraised Value:	Appraisal Date:
Tenant Relocation:	Temporary: Yes _____ No _____	Permanent: Yes _____ No _____

PROJECT DESCRIPTION		
Project Type: Acquisition & Rehabilitation _____ New Construction _____		
Product Type: Family _____ Seniors _____ Special Needs _____ Veterans _____ Other _____		
Labor Requirements: Davis Bacon _____ State Prevailing Wage _____ None _____		
Construction Type (if new construction):		
Amenities:		
# of Total Units:	# of HOME Units:	Sq. Ft. of Gross Building Area:
Parking Type:	# of Parking Spaces:	Sq. Ft. of Net Building Area:

CITY OF LONG BEACH
HOME PROGRAM NOFA APPLICATION

PROJECT DESCRIPTION						
Unit Mix:	Studio Units	1-Bdrm Units	2-Bdrm Units	3-Bdrm Units	4-Bdrm Units	Total
# of Units						
Unit Sizes						
Affordability:	Studio Units	1-Bdrm Units	2-Bdrm Units	3-Bdrm Units	4-Bdrm Units	Total
Low HOME						
High HOME						
Market Rate						
Total						

ASSISTANCE REQUEST		
Amount of HOME Funds Requested:		
Proposed Loan Terms Description:		
Loan Term: _____ Years	Interest Rate: _____%	Interest Type: Simple _____ Compounded _____
Subordination Required: Yes _____ No _____		
Method of Repayment:		

OTHER FUNDING SOURCES			
Source Name	Amount	Repayment Terms	Application / Award Dates

DEVELOPMENT TIMING	
	Proposed Date Month & Year
City Loan Approval	
All Funding Sources Awarded	
Commencement of Construction	
Construction Completed	
Lease-up Period	
Stabilization / Permanent Loan Closing	

CITY OF LONG BEACH
HOME PROGRAM NOFA APPLICATION

PROPOSAL EXHIBITS				
	Yes	No	Not Applicable	Comments
Transmittal Letter	☐	☐	☐	
Application	☐	☐	☐	
Evidence of Site Control	☐	☐	☐	
Temporary Relocation Plan	☐	☐	☐	
Permanent Relocation Plan	☐	☐	☐	
Location Map / Conceptual Plans	☐	☐	☐	
Pro Forma Analysis	☐	☐	☐	
Marketing Plan	☐	☐	☐	
Support Letters	☐	☐	☐	
Experience and References	☐	☐	☐	
Financial Statements	☐	☐	☐	

City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

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LongBeachBuilds

This information is available in alternative format by request at 562.570.3807.

For an electronic version of this document. visit our website at longbeach.gov/lbds.

CITY OF LONG BEACH

Development Services
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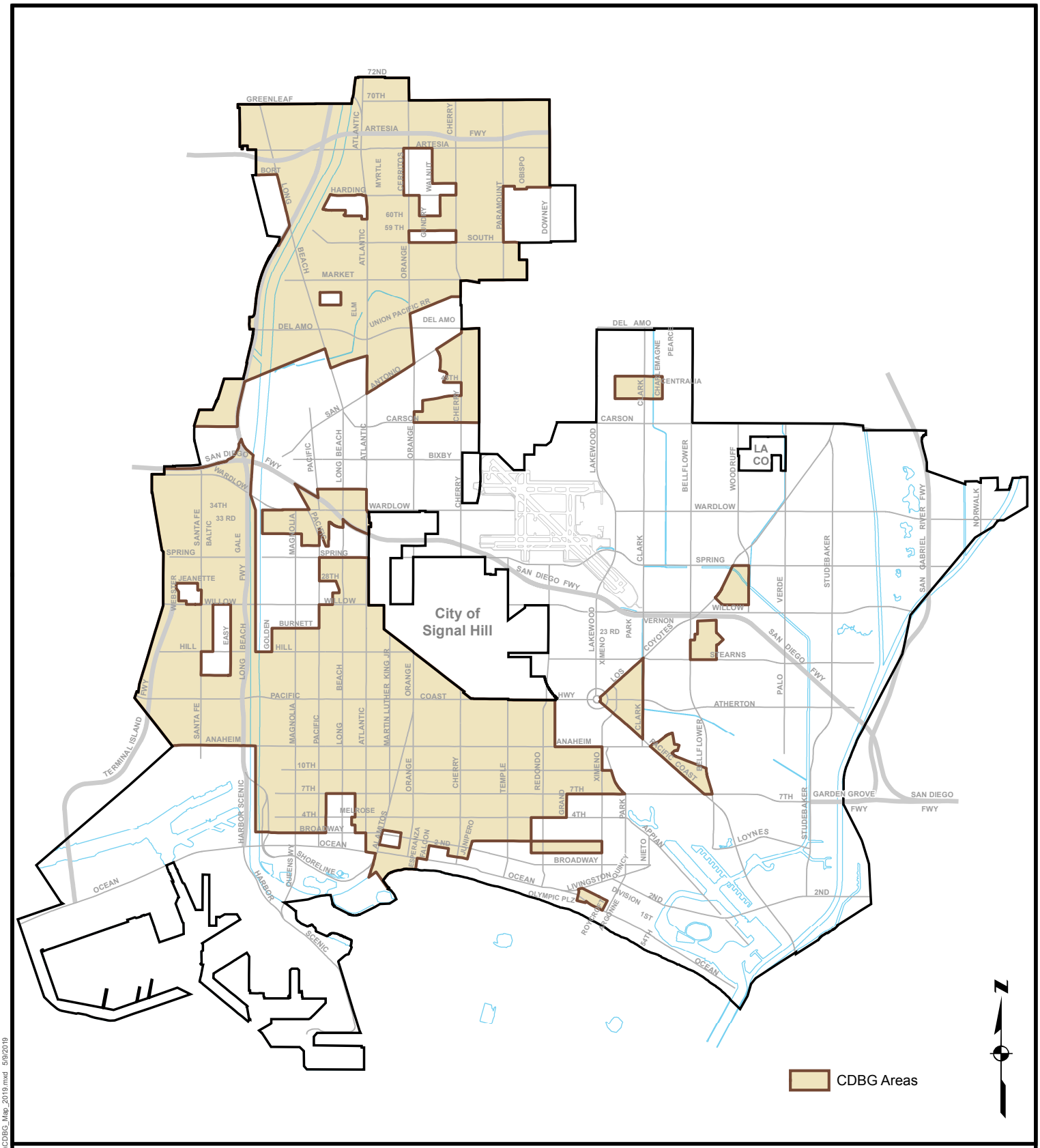
ATTACHMENT 5

MAP OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AREAS



City of Long Beach, California

Community Development Block Grant (CDBG) Areas

Effective April 1, 2019

Department of
Technology and Innovation GIS

Disclaimer
This map of the City of Long Beach is intended for informational purposes only. While reasonable effort has been made to ensure the accuracy of the data, The City assumes no liability or damages arising from errors or omissions. This map is provided without warranty of any kind. Do not make any business decisions based on this map before validating your decision with the appropriate City office.

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CITY OF
LONG BEACH

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ATTACHMENT 6
PRO FORMA ANALYSIS
HOME PROGRAM NOFA
LONG BEACH, CALIFORNIA

TABLE 1

ESTIMATED DEVELOPMENT COSTS
RENTAL DEVELOPMENT
HOME PROGRAM NOFA
LONG BEACH, CALIFORNIA

I.	**Property Acquisition Costs**				$ _____	
II.	**Direct Costs**					
	On-Site Improvements				$ _____	
	Parking Costs					
	Surface	_____	Spaces		$ _____	
	Above-Ground Structure	_____	Spaces		$ _____	
	Subterranean	_____	Spaces		$ _____	
	Building or Rehabilitation Costs	_____	Sf GBA [1]	$ _____ Sf GBA	$ _____	
	Contractor Costs				$ _____	
	Direct Cost Contingency Allowance				$ _____	
	Total Direct Costs					$ _____
III.	**Indirect Costs**					
	Architecture, Engineering & Consulting				$ _____	
	Public Permits & Fees				$ _____	
	Taxes, Insurance, Legal & Accounting				$ _____	
	Marketing & Leasing				$ _____	
	Developer Fee				$ _____	
	Soft Cost Contingency Allowance				$ _____	
	Total Indirect Costs					$ _____
IV.	**Financing Costs**					
	Land Carry Cost	$ _____	Financed @	_____ % Interest	$ _____	
		_____	Month Development Period			
	Construction Financing	$ _____	Financed @	_____ % Interest	$ _____	
		_____ %	Loan to Cost Ratio			
		_____ %	Average Outstanding Balance			
	Loan Origination Fees	$ _____	Loan	_____ Points	$ _____	
	Total Financing Costs					$ _____
V.	**Total Development Cost**					$ _____

[1] GBA = Gross Building Area

TABLE 2

ESTIMATED ANNUAL NET OPERATING INCOME
RENTAL DEVELOPMENT
HOME PROGRAM NOFA
LONG BEACH, CALIFORNIA

I.	**Annual Revenue**					Monthly		Annual
	A. Rent - Low HOME Units							
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	B. Rent - High HOME Units							
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	C. Rent - Market Rate Units							
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	_____ # of Bdrms @ _____	Sf/Unit	_____	Unit(s) @	$ _____	/Unit	$ _____	
	D. **Miscellaneous Apartment Income**						$ _____	
	Total Annual Revenue							$ _____
II.	**Annual Expenses**							
	General Operating Expenses						$ _____	
	Property Tax Expense						$ _____	
	Reserves Deposits						$ _____	
	Total Annual Expenses							$ _____
III.	**Net Annual Operating Income**		(Total Annual Revenue - Total Annual Expenses)					$

TABLE 3

SOURCES OF FUNDS
RENTAL DEVELOPMENT
HOME PROGRAM NOFA
LONG BEACH, CALIFORNIA

Construction Period Financing Sources

I. Construction Loan

Loan Amount		$ _____
Loan Term	_____ Months	
Loan to Cost Ratio	_____ %	
Interest Rate	_____ %	

II. Equity Contribution $ _____

III. Other Sources (Identify)

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

IV. HOME Program Contribution

V. Total Construction Period Financing Sources $

Permanent Financing Sources

I. Permanent Loan

Loan Amount		$ _____
Loan Term	_____ Years	
Loan to Cost Ratio	_____ %	
Interest Rate	_____ %	

II. Equity Contribution $ _____

III. Other Sources (Identify)

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

IV. HOME Program Contribution

V. Total Permanent Financing Sources $

Long Beach Development Services
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To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.