

OC Housing and Community Development
NOTICE OF FUNDING AVAILABILITY (NOFA)
APPLICATION GUIDELINES

SUBMISSION REQUIREMENTS

1. All proposals must be typed and comply with the requirements detailed below. Proposals that are incomplete, out of order, lack required attachments, or have other content errors or deficiencies may be rejected. Contextual changes and/or additions to the proposal after submission will not be accepted.
2. Proposals must be in 12-point font and must have at least 1" margins on all four sides.
3. Each number on the Application Checklist corresponds to the same sub-number found under Section IV, Application & Threshold Requirements of the NOFA. See Section IV for detailed descriptions of the required information.
4. For those sections that are checked Use Form Provided, see attached Exhibits for the forms corresponding to those numbers (applicant must use forms provided). For those sections without Exhibit forms, no specific format is required.
5. Within sections, documents that are from separate entities or of different origins should be separated and identified.
6. If, within a section, the questions are stated in alphabetic or numeric order, your responses should also be stated in the same alphabetic or numeric order.
7. If any section is not applicable to your project, DO NOT leave the section out. Insert a document for that section stating, "NOT APPLICABLE" and the reason why it does not apply to your project.
8. Submittals must be complete and organized in accordance with the Application Checklist and shall be submitted electronically during normal business hours (Monday through Friday, 8:00am to 5:00pm). To submit an application, applicants must email a download link to the full and complete application to OCHCD.NOFA@occr.ocgov.com with "2023 NOFA – [Project Name]" in the Subject Line of the email.

If HCD staff cannot download the application using the link provided, the applicant will be notified of a returned application and will need to re-submit their application. This process will ensure that applications are received on a first-come, first-serve basis.

9. Lack of compliance with these requirements may lead to disqualification. Proposals that are disqualified will not be reviewed.

APPLICATION CHECKLIST

EXHIBIT	N/A OR 4.0#	USE FORM PROVIDED	Page
APPLICATION CHECKLIST – Insert correct page numbers in your application _____			32
Tab 4.01 _____		<input checked="" type="checkbox"/> General Application Form _____	34
Tab 4.02 _____		<input checked="" type="checkbox"/> Project Narrative _____	40
Tab 4.03 _____		<input checked="" type="checkbox"/> Development Financial Pro Forms _____	42
Tab 4.03.01 _____		<input checked="" type="checkbox"/> Davis-Bacon & State Prevailing Wage Requirements _____	50
Tab 4.04 _____		Notes & Assumptions – <u>See Sample</u> _____	51
Tab 4.05 _____		Development Sources & Uses Narrative _____	53
Tab 4.06 _____		<input checked="" type="checkbox"/> Impact Fee Worksheet _____	54
Tab 4.07 _____		Evidence of Financial Commitments _____	55
Tab 4.08 _____		<input checked="" type="checkbox"/> Development Team Members _____	58
Tab 4.09 _____		<input checked="" type="checkbox"/> Development Team Resumes _____	61
Tab 4.10 _____		<input checked="" type="checkbox"/> Applicant/Developer Experience _____	62
Tab 4.11 _____		<input checked="" type="checkbox"/> Schedule and Analysis of Real Estate Owned _____	63
Tab 4.12 _____		<input checked="" type="checkbox"/> Applicant Disclosure Statement _____	66
Tab 4.13 _____		Audited Financial Statements _____	75
Tab 4.14 _____		<input checked="" type="checkbox"/> Resolution of the Board of Directors (Sample Provided) _____	76
Tab 4.15 _____		<input checked="" type="checkbox"/> Community Housing Development Organization (CHDO) _____	77
Tab 4.16 _____		Social Services Plan _____	81
Tab 4.17 _____		<input checked="" type="checkbox"/> Annual/Social Service Budget _____	82
Tab 4.18 _____		Evidence of Site Control _____	83
Tab 4.19 _____		Preliminary Title Report _____	84

EXHIBIT	N/A OR 4	USE FORM PROVIDED	Page
Tab 4.20		<input checked="" type="checkbox"/> Comparable Rent Data	85
Tab 4.20.01		<input checked="" type="checkbox"/> PBV Housing Survey Form	86
Tab 4.21		Current Appraisal	88
Tab 4.22		Architectural/Construction Design Narrative	89
Tab 4.23		Architectural Concept Designs	90
Tab 4.24		Construction or Rehabilitation Cost Estimate	91
Tab 4.25		Site Photographs and Location Map	92
Tab 4.26		Evidence of Compliance with Zoning	93
Tab 4.27		<input checked="" type="checkbox"/> Environmental Information Form	94
Tab 4.28		Phase I Environmental Report	97
Tab 4.29		Lead Based Paint and Asbestos Reports (If Applicable)	98
Tab 4.30		<input checked="" type="checkbox"/> Relocation and Tenant Characteristics	99
Tab 4.31		<input checked="" type="checkbox"/> Utility Schedule Form	101
Tab 4.32		Article 34 Compliance – Sample Letter	103
Tab 4.33		Consolidated Plan Certification	105
Tab 4.34		Marketing Plan and Good Neighbor Policy	107
Tab 4.35		<input checked="" type="checkbox"/> Equal Opportunity Program and MBE/WBE compliance for Contractors Doing Business with HCD	109
Tab 4.36		<input checked="" type="checkbox"/> Equal Employment Opportunity	110
Tab 4.37		<input checked="" type="checkbox"/> Evidence of Compliance with Previous County Loans	111
Tab 4.38		UNIQUE ENTITY IDENTIFIER	112
Tab 4.39		<input checked="" type="checkbox"/> Campaign Contribution Disclosure Form	113

Please refer to Section IV of this NOFA for detailed description of the required information for each Exhibit.