

## **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](mailto:OCHCD.NOFA@occr.ocgov.com) with "2023 NOFA First Amendment – [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 _____			33
Tab 4.01	_____	<input checked="" type="checkbox"/> General Application Form _____	35
Tab 4.02	_____	<input checked="" type="checkbox"/> Project Narrative_____	41
Tab 4.03	_____	<input checked="" type="checkbox"/> Development Financial Pro Formas _____	46
Tab 4.03.01	_____	<input checked="" type="checkbox"/> Davis-Bacon & State Prevailing Wage Requirements_____	56
Tab 4.04	_____	Notes & Assumptions _____	57
Tab 4.05	_____	Development Sources & Uses Narrative _____	59
Tab 4.06	_____	<input checked="" type="checkbox"/> Impact Fee Worksheet _____	60
Tab 4.07	_____	Evidence of Financial Commitments _____	61
Tab 4.08	_____	<input checked="" type="checkbox"/> Development Team Members _____	64
Tab 4.09	_____	<input checked="" type="checkbox"/> Development Team Resumes _____	67
Tab 4.10	_____	<input checked="" type="checkbox"/> Applicant/Developer Experience _____	68
Tab 4.11	_____	<input checked="" type="checkbox"/> Schedule and Analysis of Real Estate Owned _____	69
Tab 4.12	_____	<input checked="" type="checkbox"/> Applicant Disclosure Statement _____	72
Tab 4.13	_____	Audited Financial Statements _____	81
Tab 4.14	_____	<input checked="" type="checkbox"/> Resolution of the Board of Directors (Sample Provided)_____	82
Tab 4.15	_____	<input checked="" type="checkbox"/> Community Housing Development Organization (CHDO)_	83
Tab 4.16	_____	Social Services Plan _____	88
Tab 4.17	_____	<input checked="" type="checkbox"/> Annual/Social Service Budget _____	89
Tab 4.18	_____	Evidence of Site Control _____	90
Tab 4.19	_____	Preliminary Title Report _____	91
Tab 4.20	_____	<input checked="" type="checkbox"/> Comparable Rent Data _____	92

<b>EXHIBIT</b>	<b>N/A OR 4</b>	<b>USE FORM PROVIDED</b>	<b>Page</b>
Tab 4.20.01		<input checked="" type="checkbox"/> PBV Housing Survey Form – Initial Rent Request	93
Tab 4.20.02		<input checked="" type="checkbox"/> PBV Housing Survey Form - Comparable Rent Data	96
Tab 4.21		Current Appraisal	97
Tab 4.22		Architectural/Construction Design Narrative	98
Tab 4.23		Architectural Concept Designs	99
Tab 4.24		Construction or Rehabilitation Cost Estimate	100
Tab 4.25		Site Photographs and Location Map	101
Tab 4.26		Evidence of Compliance with Zoning	102
Tab 4.27		<input checked="" type="checkbox"/> Environmental Information Form	103
Tab 4.28		Phase I Environmental Report	106
Tab 4.29		Lead Based Paint and Asbestos Reports (If Applicable)	107
Tab 4.30		<input checked="" type="checkbox"/> Relocation and Tenant Characteristics	108
Tab 4.31		<input checked="" type="checkbox"/> Utility Schedule Form	110
Tab 4.32		Article 34 Compliance – Sample Letter	111
Tab 4.33		Consolidated Plan Certification	113
Tab 4.34		Marketing Plan and Good Neighbor Policy	115
Tab 4.35		<input checked="" type="checkbox"/> Equal Opportunity Program and MBE/WBE compliance for Contractors Doing Business with HCD	117
Tab 4.36		<input checked="" type="checkbox"/> Equal Employment Opportunity	118
Tab 4.37		<input checked="" type="checkbox"/> Evidence of Compliance with Previous County Loans	119
Tab 4.38		Unique Entity Identifier	120
Tab 4.39		<input checked="" type="checkbox"/> Campaign Contribution Disclosure Form	121
Tab 4.40		PBV Regulations Acknowledgment	123
Tab 4.41		Management Plan	124

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