

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 "2025 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 _____			33
Tab 4.01	_____	<input type="checkbox"/> General Application Form _____	36
Tab 4.02	_____	<input type="checkbox"/> Project Narrative_____	44
Tab 4.03	_____	<input type="checkbox"/> Development Financial Pro Formas _____	49
Tab 4.03.01	____	<input type="checkbox"/> Davis-Bacon & State Prevailing Wage Requirements____	59
Tab 4.04	_____	<input type="checkbox"/> Notes & Assumptions _____	60
Tab 4.05	_____	<input type="checkbox"/> Development Sources & Uses Narrative _____	62
Tab 4.06	_____	<input type="checkbox"/> Impact Fee Worksheet _____	63
Tab 4.07	_____	<input type="checkbox"/> Evidence of Financial Commitments _____	64
Tab 4.08	_____	<input type="checkbox"/> Development Team Members _____	67
Tab 4.09	_____	<input type="checkbox"/> Development Team Resumes _____	70
Tab 4.10	_____	<input type="checkbox"/> Applicant/Developer Experience _____	71
Tab 4.11	_____	<input type="checkbox"/> Schedule and Analysis of Real Estate Owned _____	72
Tab 4.12	_____	<input type="checkbox"/> Applicant Disclosure Statement _____	76
Tab 4.13	_____	<input type="checkbox"/> Audited Financial Statements _____	85
Tab 4.14	_____	<input type="checkbox"/> Resolution of the Board of Directors (Sample Provided)_____	86
Tab 4.15	_____	Intentionally Deleted_____	87
Tab 4.16	_____	<input type="checkbox"/> Social Services Plan _____	88
Tab 4.17	_____	<input type="checkbox"/> Annual/Social Service Budget _____	89
Tab 4.18	_____	<input type="checkbox"/> Evidence of Site Control _____	90
Tab 4.19	_____	<input type="checkbox"/> Preliminary Title Report _____	91
Tab 4.20	_____	<input type="checkbox"/> Comparable Rent Data _____	92

EXHIBIT	N/A OR 4	USE FORM PROVIDED	Page
Tab 4.20.01	_____	<input type="checkbox"/> PBV Housing Survey Form – Initial Rent Request_____	93
Tab 4.20.02	_____	<input type="checkbox"/> PBV Housing Survey Form - Comparable Rent Data_____	95
Tab 4.21	_____	<input type="checkbox"/> Current Appraisal _____	97
Tab 4.22	_____	<input type="checkbox"/> Architectural/Construction Design Narrative _____	98
Tab 4.23	_____	<input type="checkbox"/> Architectural Concept Designs _____	99
Tab 4.24	_____	<input type="checkbox"/> Construction or Rehabilitation Cost Estimate _____	100
Tab 4.25	_____	<input type="checkbox"/> Site Photographs and Location Map _____	101
Tab 4.26	_____	<input type="checkbox"/> Evidence of Compliance with Zoning _____	102
Tab 4.27	_____	<input type="checkbox"/> Environmental Information Form _____	103
Tab 4.28	_____	<input type="checkbox"/> Phase I Environmental Report _____	106
Tab 4.29	_____	<input type="checkbox"/> Lead Based Paint and Asbestos Reports (If Applicable)_____	111
Tab 4.30	_____	<input type="checkbox"/> Relocation and Tenant Characteristics _____	112
Tab 4.31	_____	<input type="checkbox"/> Utility Schedule Form _____	114
Tab 4.32	_____	<input type="checkbox"/> Article 34 Compliance – Sample Letter _____	115
Tab 4.33	_____	<input type="checkbox"/> Consolidated Plan Certification _____	117
Tab 4.34	_____	<input type="checkbox"/> Marketing Plan and Good Neighbor Policy _____	119
Tab 4.35	_____	<input type="checkbox"/> Equal Opportunity Program and MBE/WBE compliance for Contractors Doing Business with HCD_____	121
Tab 4.36	_____	<input type="checkbox"/> Equal Employment Opportunity _____	122
Tab 4.37	_____	<input type="checkbox"/> BABA Certification_____	123
Tab 4.38	_____	<input type="checkbox"/> Evidence of Compliance with Previous County Loans_____	126
Tab 4.39	_____	<input type="checkbox"/> Unique Entity Identifier and DUNS_____	127
Tab 4.40	_____	<input type="checkbox"/> Campaign Contribution Disclosure Form_____	128
Tab 4.41	_____	<input type="checkbox"/> PBV Regulations Acknowledgment_____	130
Tab 4.42	_____	<input type="checkbox"/> Management Plan_____	131

Tab 4.43 _____ Homeless Service System Pillars Attestation _____ 132

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