

Mayor's Office of Housing and Community Development
City and County of San Francisco



London Breed
Mayor

Eric. D. Shaw
Director

NOTICE OF FUNDING AVAILABILITY

Development Financing for AFFORDABLE HOMEOWNERSHIP

Issue Date: November 5, 2020
Application Due Date: November 24, 2020

*Issued by the Mayor's Office of Housing and Community Development
of the City and County of San Francisco (City)*

**Available Funds: up to \$1,500,000 for homeownership projects intending to
serve low and moderate-income families**

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A. Introduction.

In order to promote the development of permanent affordable housing for low and moderate income families, the Mayor's Office of Housing and Community Development (MOHCD) announces the availability of acquisition and predevelopment funding for the development of affordable homes available for sale to low income buyers.

MOHCD will select proposals that show a clear ability to meet the below goals. Selected projects will:

1. Efficiently and quickly produce high-quality and community-serving affordable homeownership housing through demonstrated **Project Readiness**.
2. Maximize the benefit of the City’s subsidy dollars through demonstrated **Cost-Effectiveness**, whether via low-to-no land costs, use of efficient construction techniques and/or materials, or other identifiable cost-saving measures.
3. Enhance the neighborhoods in which they are located through **Excellent Design**.

Funds issued under this NOFA will be available in late fall of 2020. While MOHCD intends to select one site for development, MOHCD reserves the right to select any number of projects it determines appropriate given available resources and in order to fulfill the expressed goals of the NOFA.

B. Important Dates & Submission Process.

NOFA Issued by MOHCD	November 5, 2020
Optional Pre-submission Meeting	November 10, 2020 at 1-2pm Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 415-906-4659,473181319#
Deadline for Questions and Requests for Additional Information	November 20, 2020 at 4pm
Proposal Submissions DUE	November 24, 2020 at 4 pm
Preliminary Review for Threshold Eligibility by Selection Panel and Notice to Respondents	November 24, 2020
Project Team Interviews (as necessary)	Week of November 30, 2020
Director of MOHCD Review/Approval of Recommended Projects	December 8, 2020

1. Pre-Submission Meeting

A pre-submission meeting will be held via Microsoft Teams on November 10, 2020 at 1 pm. The purpose of the meeting is to explain the programmatic and submittal requirements of the NOFA. Attendance at the pre-submission meeting is highly recommended.

2. Questions and Requests for Information

Questions raised at the pre-submission meeting may be answered orally. If any substantive new information is provided in response to questions raised at this meeting, it may also be posted on the MOHCD website and will be emailed to all parties that have attended the pre-submission meeting or otherwise requested that they be included on the NOFA emailing list. Subsequent to this meeting, questions or requests for interpretation will only be accepted by email and all questions and responses will be answered by email and posted on the MOHCD website. No questions or requests for interpretation will be accepted after **4:00 p.m. on November 20, 2020**. Emailed questions and information requests should be submitted to Maria Benjamin at: maria.benjamin@sfgov.org

3. Submittal Date and Method

The Proposal must be received electronically by maria.benjamin@sfgov.org no later than **4:00 p.m. on November 24, 2020**.

4. Final Review and Commitment of Funds

Selected applications will be scheduled for review and funding commitment by the Citywide Affordable Housing Loan Committee. All commitments recommended by the Loan Committee are subject to final approval by the Mayor. Commitments may be conditional; actual closings and disbursements of funds may be contingent on applicants' achievement of certain development benchmarks or performance goals. The City reserves the right to commit funds to a successful applicant in an amount that differs from the originally requested amount. The City also reserves the right to award an aggregate amount that exceeds the amount identified as available under this NOFA if necessary to fully fund a selected project.

C. Minimum Qualifications.

1. Minimum Development Team Characteristics

Only applicants who meet all of the following criteria will be considered eligible for selection and funding under this NOFA.

The proposed Development Team must include:

- At least one San Francisco-based non-profit development entity whose mission includes the development of affordable homeownership housing in low-income communities, acting either as sole developer or as a partner in a joint venture, or joint-venture partner, defined as a nonprofit organization;
- An Owner entity with capacity and experience to transfer condominium real estate assets and set up HOA Covenants according to state and local regulations.

2. Minimum Development Team Experience

Minimum experience must be demonstrated by identifying specific **Qualifying Projects** in which team members have participated, as further described below. The proposed Development Team must submit **Form 5 - Qualifying Project Form**, to document how the Qualifying Project characteristics meet each of the experience categories below (developer and owner).

To demonstrate the minimum required development team experience, each team should submit one project for each experience category. When appropriate, teams may submit the same project as evidence of experience across multiple experience categories, or may use different projects to demonstrate experience across categories. In all cases, no more than two (2) total Qualifying Projects should be submitted. **Qualifying Projects will not be scored, but are used to identify if the proposed Development Team meets the minimum development team experience required to develop the Site.**

For Developer and Owner, a **Qualifying Project** must have all of the following characteristics:

- new construction in a construction type appropriate for the proposed site development
- at least six units in size
- majority multiple-bedrooms
- target affordability to families between 60% and 80% of the Area Median Income (AMI) as determined by MOHCD and that is adjusted for household size,¹ at no time to exceed 120% MOHCD AMI.

1. **Minimum Development Experience:** The proposed Developer must have completed within the past ten years at least **one** Qualifying Project located in San Francisco. The definition of “completed” of a Qualifying Project means having received Temporary Certificate of Occupancy by the date of the issuance of the NOFA.

For joint venture Developer teams, the experience of the lead entity may suffice for the joint-venture partnership. A signed Memorandum of Understanding or Term Sheet between joint-venture Development partners that outlines roles and responsibilities, proposed ownership structure, etc. must be submitted with the application. Furthermore, a Respondent can qualify for development experience by contracting with a development consultant for comprehensive project management services.

2. **Minimum Ownership Experience:** The proposed Owner must have owned at least **one** Qualifying Project for at least ten years prior to the Submittal Deadline of this NOFA.

Note Regarding Experience: For any Respondent team member, the experience of key staff members may be substituted for the experience of the organization as a whole as long as the staff members’ experience in other firms was substantive and involved responsibilities similar to those that they are anticipated to perform during the proposed development of the Site. Any substitution should be clearly identified in Form 5 - Qualified Project Form.

3. Minimum Developer and Owner Capacity Requirements

¹ For this NOFA, “Low to Moderate Income” is defined as between 60% and 120% MOHCD AMI and below.

The proposed Developer and Owner must demonstrate the financial and staffing capacity to successfully complete the project and manage the asset in the long-term, as further described below.

1. **Financial Capacity:** The proposed Developer (or Guarantor where another entity is providing required guarantees) must demonstrate its ability to obtain competitive financing, as evidenced by submitting the latest (2) years of either signed federal income tax returns (including schedules or attachments, if any); or audited financial statements (with management letters, if any).
2. **Staffing Capacity:** The proposed Developer must document its capacity to successfully plan, design, and develop the Project, throughout the period of development and final transfer of assets, either through staff with appropriate experience and capacity, contracted services, or collaboration with other organizations. To document this, the proposed Developer must submit a written narrative **no more than one page** (in Times New Roman font, 12 font size, and 1-inch margins) to document the experience and capacity of key staff, their workloads, and the organizational structure for supporting staff. The proposed Developer must also submit **Form 4 – Projected Staffing Workload Form** to document the work assignments (existing or contemplated) associated with each staff person expected to work on the Project for Developer.
3. **Ownership and Asset Management Capacity:** The proposed Developer and Owner must document its capacity to successfully manage condominium real estate assets in compliance with federal, state and local regulations. The proposed Developer and Owner must submit **Form 6 – Ownership Asset Management Capacity Form** to document:
 - HOA Experience: Provide a written narrative describing the experience with HOA documentation and budget creation, including obtaining approvals from the California Bureau of Real Estate (BRE), and submit a recent HOA condo plan with recorded Covenants, Conditions and Restrictions (CC&Rs), Budget Report and Final Public Report approved by the BRE.
 - Residential Condominium Projects Experience: State the total number of residential condominium projects and units completed within the past ten years. State the average number of residential condominium projects and units currently in Owner’s portfolio.
 - Proposed Real Estate Transaction Management Staffing Capacity: Describe the work assignments (existing or contemplated) associated with each staff person expected to handle real estate transactions to support potential homebuyers through application, approval, closing process and post-closing asset management. Complete the chart in the Form 6 – Ownership Asset Management Capacity Form to note Position titles, FTEs, status of each position (filled/vacant), and primary duties, and proposed Owner’s organizational chart.
4. **Minimum Proposal Requirements**

Eligible Proposals:

- a. Must demonstrate *site control* as evidenced by appropriate documentation. The proposed purchase price must be reasonable in comparison to other sites in the neighborhood and in comparison to other affordable homeownership sites in the City.
- b. Must include the opportunity for the City to maintain the affordability of each unit into perpetuity through a subdivision mechanism that will ensure owner occupied affordable housing as the primary use of the land, as well as a Notice of Special Restrictions recorded on each unit of housing.
- c. Must demonstrate financial feasibility. The project must be financially feasible, including realistic development budget projections that conform to industry standards. Each proposed financing source must be realistic, compatible with MOHCD and all other committed or proposed funding sources, and appropriate for the proposed housing. Applicant must demonstrate that there is a reasonable likelihood that all identified development sources will be secured in a timely manner. Must demonstrate – through provision of specific examples of inputs used for estimating - that the project’s total development budget, as well as its specific line items, are comparable to recent and similar projects, to industry standards and are compliant with funding source regulations, MOHCD policy and most recent underwriting guidelines. Cost per unit, per square foot (land area and building space), per bed or bedroom may be examined relative to total development cost, City subsidy and construction cost.

Note: The MOHCD underwriting guidelines may be found here:
<http://www.sfmohcd.org/documents-reports-and-forms>

- d. Must propose the maximum use of available, non-local funds to achieve the highest reasonable financial leveraging of capital resources for the predevelopment, construction and permanent phase. The amount of City funds requested per unit and the actual or proposed level of funds to be leveraged from other sources will be examined.
- e. Must include a community engagement plan that demonstrates the capacity to generate necessary neighborhood support for the proposed development. Include any evidence of support expressed to date for the project, as well as plans for community engagement going forward.
- f. Must express a commitment to pursue racial equity consistent with MOHCD’s racial equity goals. Under the leadership of Mayor Breed and in partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for Black, Brown, and low-income residents. As such, we are assessing programs, contracts, and procurements to ensure they advance the City's racial equity goals. We will be working closely with our partner organizations to monitor the impact of our investments. We will provide capacity building, clear information to partnering organizations, and create channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable city where all residents have the opportunity to thrive.
- g. Ability for the project to make use of streamlined entitlements through SB 35 is highly

desired.

D. Eligible Uses of Funds.

Funding that is awarded through this NOFA may be used to support a variety of housing development activities for the production of new affordable homeownership housing, including but not limited to the following:

1. Property acquisition and holding costs;
2. Architectural and engineering expenses;
3. Environmental assessments;
4. Appraisals;
5. Legal costs; and/or
6. Project management.

Projects currently under development that have existing funding commitments from MOHCD or the Office of Community Infrastructure and Investment (OCII) are not eligible for funding under this NOFA.

E. Financing Plan and Affordability Restrictions.

Although the City is not mandating a certain development program for this NOFA, applicants should incorporate the following terms into their financing plans and submit a detailed sources and uses budget that reflects:

1. Purchase prices set at affordability levels appropriate for the target population of up to 120% MOHCD AMI.
2. A construction cost estimate that reflects current construction costs and show escalation assumptions as a separate line item.
3. All proposed financing may be subject to underwriting using the most current version of the Mayor's Office of Housing and Community Development's Underwriting Guidelines, available on the MOHCD website (see <https://sfmohcd.org/housing-development-forms-documents>).

F. Design.

While no formal design submission is a requirement under this NOFA, applicants should provide concept-level drawings and/or diagrams that indicate the Project approximate height, bulk, site layout, unit count, and commercial/common space use. The purpose of these diagrams will be to confirm the anticipated unit yield at the site, and its conformance to existing zoning restrictions including any available density bonuses.

G. Evaluation Criteria and Scoring Summary.

Staff Review: MOHCD staff will review all submittals for completeness and satisfaction of minimum experience and capacity requirements.

Affordable Housing (Citywide) Selection Panel: The Director of MOHCD will appoint a Selection Panel composed of persons with expertise in areas that may include development, affordable housing financing, homeownership, and architecture. The Selection Panel may interview Respondents who meet the NOFA’s threshold eligibility requirements, at which time Respondents will be asked to present and explain the major characteristics of their proposal, particularly as they relate to the Scoring Criteria, and respond to questions from the Selection Panel. After all interviews have been completed, the Selection Panel will meet to determine the final ranking of all responses and present this ranking to the Director.

The Selection Panel’s proposals scoring will be done by consensus and will be final: no appeals of the scores determined by the Selection Panel will be accepted.

The Director will then select an Applicant who will enter into loan agreements with MOHCD, including specific milestone achievement requirements established in accordance with the terms of this NOFA.

All applications that meet the Threshold Eligibility Criteria identified in Section C will be rated and ranked according to the following scoring criteria.

	Category	Points
A.	EXPERIENCE:	40
i.	<p>Developer (20 pts)</p> <ul style="list-style-type: none"> ➤ Experience with the following: <ul style="list-style-type: none"> ○ Completing projects on time and on budget ○ Obtaining competitive financing terms ○ Developing housing in the proposed construction type ○ Developing for low-income families ○ Building community support through outreach ➤ Current staff capacity and experience to take on this project type 	
ii.	<p>Owner (20 pts)</p> <ul style="list-style-type: none"> ➤ Track record successfully managing condominium real estate assets in compliance with state and local regulations <ul style="list-style-type: none"> ○ HOA Experience with HOA documentation and and budget creation, including obtaining approvals from the BRE; ○ Residential Condominium Projects Experience; ○ Proposed real estate transaction management staffing capacity. 	
B.	SITE CHARACTERISTICS AND VISION:	60
i.	<p>Program Concept (30 pts)</p> <ul style="list-style-type: none"> ➤ Proposes site whose location, size, configuration and zoning are propitious for the development of affordable homeownership housing, including ability to maximize unit yield in a cost-effective construction type and make use of entitlement expediting such as SB 35. ➤ Describes vision for a development program at this site, while best achieving the project goals, and includes: <ul style="list-style-type: none"> ○ A residential program and other envisioned uses; ○ Indicates how the proposed uses and amenities will enhance the lives of the proposed target population and the surrounding neighborhood. 	

ii.	<p>Community Engagement Strategy (10 pts)</p> <ul style="list-style-type: none"> ➤ Describes community engagement strategy and includes: <ul style="list-style-type: none"> ○ The team’s philosophy on community engagement; ○ Process for establishing and/or building positive relationships with surrounding neighbors and the larger community; ○ Efforts designed to engage all interested community members, including monolingual non-English speaking members of the community; ○ How the Development Team intends to comply with the City’s Language Access Ordinance. ➤ Describes the Team’s approach to achieving entitlements for the project expeditiously and the Team’s approach to maintaining and building community relationships after entitlements have been achieved and the development is in operations. 	
iii.	<p>Finance and Cost Containment Approach (10 pts)</p> <ul style="list-style-type: none"> ➤ Describes the Development Team’s financing approach to the project and presents preliminary financing plan that shows a feasible project consistent with current MOHCD underwriting practice. ➤ Includes the Team’s process for structuring the project and controlling development costs. ➤ Includes innovative strategies intended to minimize MOHCD’s projected capital gap financing. ➤ Describes any innovative (i.e. non-standard, routine or commonly used) direct or indirect cost-cutting strategies relevant to overall development, construction or operating expenses. 	
iv.	<p>Commitment to MOHCD’s Racial Equity Framework (10 pts)</p> <ul style="list-style-type: none"> ➤ Describes capacity and strategies for effectively implementing MOHCD’s Housing Preferences, including neighborhood preference, to meet the goals of the program and ensure that residents of surrounding neighborhood will have maximum opportunity to access housing at the development. ➤ Describes proposed outreach strategies to engage communities that have traditionally lacked access to affordable housing opportunities in San Francisco, and how such strategies will support these communities to pursue opportunities at the proposed site 	
TOTAL POSSIBLE POINTS		100

H. Funding Requirements and Related City Guidelines.

Funding Terms

Loans will be interest bearing, or may be interest free if needed to ensure the financial feasibility of the project. For all loans, however, in the event of uncorrected default under the loan agreement, interest shall be charged at the minimum rate of 10% per year from the date of the loan agreement and shall become immediately due and payable.

Equal Employment Opportunities

Project Sponsors selected under this NOFA will be required to comply with local and federal procurement requirements, including the provision of equal employment opportunities for disadvantaged business consultants, architects, contractors, and other potential development team members to participate in projects funded under this NOFA.

Environmental Review

Depending on conditions at the project site and on project plans, proposed developments may be subject to review under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA) and specifically the Section 106 historical resources preservation review. Depending on the location of the Project, review by the Department of City Planning or Redevelopment Agency Planning Division may also be required.

Accessibility Requirements

Project sponsors will be responsible for meeting all applicable accessibility standards related to publicly-funded multifamily housing development under Section 504 of the Rehabilitation Act of 1973, the Architectural Barriers Act, the Americans with Disabilities Act, and certain statutes and regulations of the City and County of San Francisco. In addition, 50% of all units proposed should be adaptable.

Relocation Requirements

Applicants under this NOFA may be subject to the provisions of federal or state relocation law. Upon submission of an application for funding under this NOFA, applicants should be prepared to notify any existing residential or commercial tenants of the plans to redevelop the site and that public funds are being sought for this purpose. The notice should also inform tenants whether or not they will be temporarily relocated or displaced as a result of the redevelopment and should inform them of their rights to relocation assistance.

Prevailing Wages

Projects selected for funding under this NOFA will be subject to applicable local, state or federal requirements with regard to labor standards. Developers should take prevailing wage requirements and labor standards into account when seeking estimates for contracted work, especially the cost of construction, and other work to which the requirements apply, and when preparing development budgets overall.

Employment and Training

Projects selected for funding will be required to work with the CityBuild initiative of the Mayor's Office of Economic and Workforce Development to comply with local and federal requirements regarding the provision of employment opportunities for local and low-income residents and small businesses during both the development and operation of the project.

Sustainable Design

The Mayor's Office of Housing and Community Development seeks to maximize the overall sustainability of financed projects through the integrated use of "green" building elements in compliance with local and state ordinances.

Projects selected for funding must comply with all of the mandatory minimum provisions of one of several recognized green building criteria including Enterprise Green Communities Initiative, Build it Green, and USGBC LEED.

I. Other Requirements.

Before executing an agreement and disbursing any funds to a successful applicant for funding under this NOFA, the City will require the following:

1. An opinion by the applicant's legal counsel, satisfactory to the City's legal counsel, that the developer is duly formed, validly existing, in good standing under the laws of the State of California, has the power and authority to enter into an Agreement with the City, and shall be bound by the terms of the Agreement when executed and delivered, and that addresses such other matters as the City may reasonably request.
2. A copy of appropriate insurance policies naming the City as co-insured.
3. For Site Acquisition financing, an appraisal of the property to be acquired.
4. A Phase I (and II, if appropriate) Environmental Assessment.
5. Project sponsors will be required to comply with all requirements applicable to entities contracting with the City, including, but not limited to insurance coverage, business relationships, and domestic partners' benefits.
6. Audited or financially reviewed financial statements for the entity's last three fiscal years.
7. Executed development services contract with development partner or development consultant, if applicable.

For questions concerning this NOFA, contact Maria Benjamin, Deputy Director - Homeownership and Below Market Rate Programs at the Mayor's Office of Housing and Community Development, at Maria.Benjamin@sfgov.org. See section B.2 for additional information regarding Questions and Requests for Information.

J. Attachment A: Description of Submittal Requirements

Responses to this NOFA should be organized as follows:

1. Summary. Provide a concise narrative description of the proposal for developing the proposed site, including the overall size, uses, resident and community amenities, general layout, and summarized financing proposal.

Provide **Form 2 - Proposal Metrics** form.

2. Sponsor Background Information. Provide copies of the following for the Lead Developer or Co-Developer entity:

- Certificate of Good Standing
- Certification of 501(c)(3) status
- Previous 2 years of tax returns or audited financial statements with management letters
- Borrower's organizational chart
- Borrower Board Resolution that authorizes application for MOHCD funds

3. Applicant Experience and Capacity. Using **Form 3 - Respondent Description**, provide the name of each organization, names of the organization's Director (or equivalent position) and primary contact persons, and phone numbers and email addresses for each of the following:

- Lead Developer and Co-Developers (if applicable)
- Development Consultant (if applicable)
- Construction Manager (s)
- Architect (s)

Provide a concise narrative to summarize the organizational structure of the Applicant, including the roles of Developer, Co-Developer and Development Consultant. Identify and briefly describe the experience of key development staff. Provide **Form 4 - Projected Staffing Workload**.

Please provide **Form 5 – Qualifying Project Form** to document how Qualifying Projects characteristics meet each of the experience categories below (developer, owner, property manager, service provider.) The Development Team may submit more than one (1) Qualifying Project or each of the experience categories:

- a. Minimum Development Experience**
- b. Minimum Asset Management/ Ownership Experience**

To demonstrate the minimum required development team experience, each team should submit one project for each experience category. When appropriate, teams may submit the same project as evidence of experience across multiple experience categories, or may use different projects to demonstrate experience across categories. In all cases, no more than two (2) total Qualifying Projects should be submitted. Qualifying Projects will not be scored, but are used to identify if the proposed Development Team meets the minimum development team experience required to develop the Site.

The proposed Developer and Owner must document its capacity to successfully manage condominium real estate assets in compliance with federal, state and local regulations. The proposed Developer and Owner must submit **Form 6 – Ownership Asset Management Capacity Form** to document the experience with HOA documentation and budget creation, including obtaining approvals from the BRE; its residential condominium projects experience; and proposed real estate transaction management staffing capacity.

4. Readiness. In Tab 4, Applicant should provide the following documentation to demonstrate the Project’s level of readiness to proceed with development:

- Evidence of Site Control
- Appraisal
- Phase I Environmental Assessment of property
- Scaled Map showing all site amenities
- Project Milestone Schedule (**Form 1: Project Schedule**), indicating which, if any, milestones have already been achieved.

5. Cost Effectiveness. In Tab 5, describe the overall financing plan for the Project that demonstrates that the Project meets threshold requirements, including a full MOHCD development application proforma in Excel with sufficient information to allow MOHCD to fully determine each Project’s feasibility, including:

- Sources & Uses, including all terms related to equity and debt, e.g., eligible basis assumptions, 50% test calculations, construction and permanent loan rates and terms.
- Unit schedule, including levels of affordability.

In the narrative, highlight any innovative financing approaches intended to minimize MOHCD’s projected capital gap financing. Highlight also any innovative (i.e., non-standard, routine or commonly used) direct or indirect cost-cutting strategies relevant to overall development, construction or operating expenses, including estimated savings calculations if appropriate.

6. Serves the Historically Under-Served. In Tab 6 through 8, provide narrative evidence of how project will address MOHCD’s Racial Equity Framework. MOHCD’s Racial Equity Framework is MOHCD’s commitment, through its policies, programs, and practices, to working in partnership with communities, organizations and those that have been most harmed by racial inequity especially Black, Brown, Indigenous and other San Franciscans of Color.

Provide narrative evidence of neighborhood investments benefitting low-income residents. Examples may include number of affordable housing units built over time, relative to other neighborhoods. All citations must be verified.

For the purpose of this section, “neighborhood” shall refer to the Supervisorial District.

Submit a draft affirmative marketing plan that outlines initial occupancy outreach efforts, especially to City priority populations, including Certificate of Preference (COP) Holders,

Displaced Tenants (formerly Ellis Act evictees), neighborhood residents (as defined by Local Ordinance), and households that live/work in San Francisco.

Provide a Community Outreach Plan outlining:

- The team's philosophy on community engagement;
- Process for establishing and/or building positive relationships with surrounding neighbors and the larger community;
- Efforts designed to engage all interested community members, including monolingual non-English speaking members of the community;
- How the Development Team intends to comply with the City's Language Access Ordinance.

7. Demonstrates Excellent Design. In Tab 9, provide a narrative describing the Project's development concept and green building commimtnet design and innovation, including 11"x17" paper designs of the Project's:

- Site Plan
- Conceptual Façade Elevations
- Floor Plans
- Commercial Space Plan

8. Disclosure Form. Submit a completed and signed copy of **Form 7 – NOFA Disclosures**, which requires any respondent to this NOFA to disclose defaults, lawsuits, legal proceedings, bankruptcy filings or financial interests affiliated with MOHCD staff or Citywide Affordable Housing Loan Committee members.

K. Attachment B: RESPONSE SUBMITTAL CHECKLIST

Attachment B: Affordable Homeownership NOFA - Submittal Checklist			
Project Sponsor:			
Project Address:			
Check Box	Tab #	Submittal Requirement	Attachments
<input type="checkbox"/>	1.	Summary	Proforma Worksheets 1, 2, 3b
<input type="checkbox"/>			Form 2 - Proposal Metrics
<input type="checkbox"/>	2.	Sponsor Information	
<input type="checkbox"/>	2.1	Certificate of Good Standing	Attach to Application sec. 2 as Attachment 2.1
<input type="checkbox"/>	2.2	Certification of 501(c)(3) status (for nonprofit developers)	Attach to Application sec. 2 as Attachment 2.2
<input type="checkbox"/>	2.3	Latest 2 years of tax returns or audited financial statements w/ management letters	Attach to Application sec. 2 as Attachment 2.3
<input type="checkbox"/>	2.4	Borrower's Organizational Chart	Attach to Application sec. 2 as Attachment 2.4
<input type="checkbox"/>	2.5	Board Resolution that authorizes application for MOHCD funds	Attach to Application sec. 2 as Attachment 2.5
<input type="checkbox"/>	3.	Development Team Experience and Capacity	Form 3 - Respondent Description
<input type="checkbox"/>	3.1.a.	Developer Experience and Capacity	Form 5 - Qualifying Project Form
<input type="checkbox"/>		Developer Experience	
<input type="checkbox"/>		Developer Capacity	Form 4 - Projected Staffing Workload
<input type="checkbox"/>	3.1.b.	Ownership Experience and Capacity	Form 5 - Qualifying Project Form
<input type="checkbox"/>		Ownership Experience	
<input type="checkbox"/>		Ownership Capacity	Form 6 - Ownership Asset Management Capacity Form
<input type="checkbox"/>			Attachment 6 - HOA Condo Plan
<input type="checkbox"/>	4.	Readiness	
<input type="checkbox"/>	4.1	Evidence of Site Control	Attach documentation
<input type="checkbox"/>	4.2	Appraisal	Attach report, if applicable
<input type="checkbox"/>	4.3	Phase I Environmental Assessment	Attach report
<input type="checkbox"/>	4.4	Scaled Map showing all site amenities	for which seeking minimum threshold TCAC and CDIAC
<input type="checkbox"/>	4.5	Project Milestone Schedule	Form 1: MOHCD Project Schedule
<input type="checkbox"/>	5.	Cost Effectiveness	
<input type="checkbox"/>	5.1	Financing Plan Description	Narrative
<input type="checkbox"/>	5.2	Predevelopment Sources and Uses Budget	Proforma Worksheet 4a
<input type="checkbox"/>	5.3	Residential Sources and Uses Budget	Proforma Worksheet 4b
<input type="checkbox"/>	5.4	Commercial Space Sources and Uses Budget	Proforma Worksheet 5
<input type="checkbox"/>	5.6	1st Year Operating Budget	Proforma Worksheet 6
<input type="checkbox"/>	5.7	20-Year Cash Flow Proforma	Proforma Worksheet 7
<input type="checkbox"/>	5.8	Construction Cost Estimate	
<input type="checkbox"/>	6.	Serves Highly Impacted Neighborhood	Narrative
<input type="checkbox"/>	7.	Serves Underserved Neighborhood	Narrative
<input type="checkbox"/>	8.	Provides Excellent Community Benefits	
<input type="checkbox"/>	8.1	Description of Community Benefits	Narrative
<input type="checkbox"/>	8.2	Affirmative Marketing Plan	Narrative
<input type="checkbox"/>	8.3	Community Outreach Plan	Narrative
<input type="checkbox"/>	9.	Demonstrates Excellent Design - Preliminary Concept and Site Plan	
<input type="checkbox"/>	9.1	Development Concept Description	Narrative
<input type="checkbox"/>	9.2	Site Plan	Submit on 11x17 paper
<input type="checkbox"/>	9.3	Conceptual Façade Elevations	Submit on 11x17 paper
<input type="checkbox"/>	9.4	Floor Plans	Submit on 11x17 paper
<input type="checkbox"/>	9.5	Commercial Space Plan	Submit on 11x17 paper
<input type="checkbox"/>	9.6	Description of Green Building Commitment and Design Innovation	Narrative
<input type="checkbox"/>	10.	Signed Disclosure Form	Form 7 - NOFA Disclosures

M. ATTACHMENT C: MOHCD Excel Proforma

This is an Excel file found on the MOHCD website.

N. FORMS 1 to 7

These documents are found on the MOHCD website.