**INSTRUCTIONS FOR DNPF APPLICATION**

Please submit this Application in an electronic format. Electronic copies can be delivered either by email, a flash drive, or an online file-sharing platform. Applications will not be considered until MOHCD receives a completed electronic version.

Required Font: In order to facilitate review, applicants should complete this application in the following font:

Times New Roman, 12 point, regular

A similar font may be substituted if Times New Roman is not available and if the alternative font clearly distinguishes all responses from the text of the application.

Completeness of Application: MOHCD recognizes that some of the information requested may be unavailable when you are completing the application or may not apply to this particular project. Complete the application with as much pertinent information about the subject project as you know at the time. If an item is not applicable to your project, indicate so by marking it “N/A”. Contact MOHCD if you have questions about which information is relevant to your project.

Application Materials: The Downtown Neighborhoods Preservation Fund (DNPF) Application consists of three main components:

1. **Word Application:** Except where you are instructed to use the Excel Application or to attach a separate document, respond to each item in this Word Application form immediately below the prompt.
2. **Excel Application:** While developing a budget for a DNPF project will be an iterative process, you are required to submit your initial budget via the Excel Application template provided online.
3. **DNPF Master Checklist:** The DNPF Master Checklist provided with this application will help you keep track of the materials, reports, documents, etc. required as part of the DNPF underwriting process, from the initial application to the closing documents. Please use this checklist to keep track of your project’s progress. At certain milestones during the process, MOHCD staff will ask you to update and submit your project’s Master Checklist.

After completing the application, e-mail the following to Jonah Lee, at [jonah.lee@sfgov.org](mailto:jonah.lee@sfgov.org):

* A brief description of the project in the body of the e-mail
* Completed Word Application
* Completed Excel Application
* DNPF Master Checklist with Tab 1 updated

If your DNPF application includes the acquisition of property, all DNPF application materials must be submitted no later than the 5th day of contract in order to allow time for thorough underwriting and loan approval prior to the expiration of the contract period. Escrow periods may not be shorter than 105 days. Finance and inspection contingency periods may not be shorter than 45 days.

**APPLICATION FOR**

**DOWNTOWN NEIGHBORHOODS PRESERVATION FUND (DNPF)**

|  |  |
| --- | --- |
| **NOFA YEAR:** |  |
| **Date Application Submitted:** |  |
| **Applicant:** |  |
| **Co-Applicant:** |  |
| **Ownership Entity (if different):** |  |
| **Project Address (with cross street):** |  |
| **Project Name (if any):** |  |
| **Number of Units and Unit Mix:** |  |
| **Amount of DNPF Funds Requested:** |  |

1. **PROJECT SUMMARY**

Briefly summarize the request, including a property description, proposed use of funds (acquisition and/or rehab) and number of units involved.

1. **BACKGROUND & APPLICANT EXPERIENCE** 
   1. Project History. Please provide the project’s history leading up to this request, including if evictions are imminent or pending. Include when the sponsor acquired or will acquire the property, any previous requests for City funding, or attempts to secure other financing, etc.
   2. Applicant Profile. Please provide a profile of the applicant (and of the co-applicant, if applicable). Include a description of the organization, its mission, development experience, how long the organization has been in existence, experience of staff, and characteristics of its Board of Directors. Describe any recent expansion or cutbacks in activities, budget, and the organization's standing with licensing or other accreditation authorities, if applicable.

2.3. Development Experience.

|  |  |  |
| --- | --- | --- |
|  | Developed | Owned |
| No. Projects |  |  |
| No. Units/Bdrms |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name/Location** | **Status / Year Completed** | **Total Units** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 | [Add more rows, if necessary] |  |  |

* 1. Project Manager. Describe the staff assigned to the proposed project, their experience with acquiring/owning/rehabilitating similar sites, and the percentage of time they expect to work on the subject project. Indicate how many similar projects each staff member has successfully completed.
  2. Asset Management. Describe the staff assigned to manage the long-term financial and physical health of the proposed property, their experience with managing similar sites, and the percentage of time they expect to manage the subject property.
  3. Property Manager. Please provide the name of the property management company that will be hired to manage the property. Include the number of buildings and number of units the company currently manages that are affordable housing sites of comparable size.

1. **SITE** 
   1. Brief Site Description. Please describe the subject parcel, including the following information:
      * 1. Address, Lot/Block:
        2. Lot Square footage:
        3. Year Building:
        4. Building typology:
        5. Number of buildings:
        6. Number of floors:
        7. Number of commercial units (if applicable):
        8. Garage space (if applicable)
        9. Recently completed rehab work (if applicable):
   2. Unusual Characteristics. Please describe any unusual characteristics of the site (e.g. slope, rock formations, etc.) and any easements or encroachments granted to or caused by adjacent parcels and improvements.
   3. Site Control. Please describe the type of site control that the applicant has for the proposed property and submit documentation in accordance with the Master Checklist. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, conditions and deadlines. When available, submit a copy of an appraisal of the property and of a Board Resolution that authorizes your organization to acquire the site.
   4. Building Inspection Report. Please describe any significant findings of building inspection reports and submit copies of any building inspection reports and surveys/analyses of building systems, in accordance with the DNPF Master Checklist.
   5. Adjacent Uses. Indicate land uses of other parcels within the immediate vicinity of the project.
   6. Neighborhood Amenities. Describe the surrounding neighborhood and nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, places of worship, etc. that residents of the project are/will be able to use.

3.7. Zoning. Please indicate the zoning for this property, whether the project conforms with zoning, and whether the project will require a Planning Department determination.

* 1. Environmental Issues/Site Suitability. Please explain the relevant environmental issues of the proposed project. Include any of the following items that are known:
* Soil Type:
* Phase I/II Site Assessment Results:
* Potential Hazards:
* Recommended Follow-up and Status:

If applicable and when available, submit a copy of the Phase I and Phase II Environmental Site Assessments.

3.9. State/Federal Environmental. Please describe how you plan to comply with state and federal requirements for environmental reviews, if any, including Section 106 review for historic preservation.

1. **DEVELOPMENT PLAN**
   1. Proposed Rehab Scope. Describe the proposed rehabilitation scope for the property and how it will address specific conditions, i.e. replacement needs, deferred maintenance, existing building violations, permit history, required seismic upgrades and soft story list status, building or health codes problems, and plan for the legalization of residential units and Accessory Dwelling Units (ADUs), if applicable. Please describe any other existing rehabilitation needs not included in the proposed scope of work and explain their exclusion. Submit a Capital Needs Assessment (CNA) and any corresponding reports, in accordance with the DNPF Master Checklist.
   2. Property Ownership Structure. Please describe the proposed ownership structure for the property, including whether the property will be co-owned with another organization. Provide a detailed organizational chart down to the principal level.
   3. Population to Be Served. Describe the demographics of the current residents, including how long the households have lived in the building, and whether there are any over or under-housed households.
   4. Relocation. If applicable, describe in detail any temporary relocation of existing tenants at the site that will be necessary due to the proposed rehab scope. Include an explanation of the need for relocation, estimated duration, number of tenants that will be impacted, and which laws (local, state, federal) must be followed in carrying out the relocation. Additionally, explain how the rehabilitation will be phased to minimize risk and inconvenience to tenants. If certain systems or units will be temporarily inoperable or unusable during construction, state the estimated duration of the interruption and what mitigations you will provide.
   5. Commercial space. If applicable, please identify the current or planned use for all commercial spaces in the building, including a description of the commercial tenants and the number of years the business(s) has been in operation at the site.
   6. Accessibility. Please identify all applicable laws and the specific accessibility requirements that must be met in the design of the proposed project. Describe the accessibility of the existing building and the extent to which that accessibility will be upgraded.
   7. Community Support. Describe community engagement activities that have taken place with current residents, including the level of support among tenants, and broader community support for the project.
2. **FINANCING PLAN (SOURCES AND USES)**
   1. Existing Financing. In the chart below, list any financing (loans and grants) previously received from all public and private sources for this building.



* 1. Proposed Financing: Sources & Uses Table. In the Excel file that was provided separately with this application, please enter the proposed sources and uses of funds for the project. Include both committed and anticipated sources. Be sure that the proposed uses are consistent with current MOHCD Guidelines and with applicable regulations for all sources identified (e.g. per unit subsidy/cost limitations, eligible uses, etc.).
  2. Proposed Sources Narrative. For the sources shown in section 5.2, please indicate the following:
* The status of all proposed funding sources as of the date of this application
* The timing and likelihood for obtaining commitments of anticipated funding sources
* The alternatives that will be pursued in the event that any funding sources are not obtained or are committed at lower levels than requested
  1. Proposed Uses Narrative. For the uses shown in section 5.2, pleaseexplain how you derived the budgeted amount for each of the uses that are applicable to the proposed project. State whether costs are estimated or bid, and provide any other relevant information that justifies the budgeted expense, such as cost per square foot, percentage of other costs (e.g. contingency), and estimated number of work hours. Explain any costs that are not consistent with MOHCD Guidelines.

1. **PROJECT OPERATIONS**
   1. Annual Operating Budget. Using the Excel file provided, produce an operating budget (in tab 6), per the MOHCD Guidelines. Include notes that explain how the budgeted costs were determined and other relevant information that justifies the budgeted expenses. Explain any amounts that are not consistent with MOHCD Guidelines.
   2. Replacement Reserve Deposits. Provide a CNA that demonstrates the need for and adequacy of proposed replacement reserve deposits in order to complete the projected capital improvements over the next 10 years.
   3. 20-Year Cash Flow. Using the Excel file provided, produce a 20-year cash flow (in tab 7), per the MOHCD Guidelines. In the space below, provide a narrative of any notable occurrences during the 20-year period.
   4. COP, DTHP, and Section 8 Voucher Compliance. Please confirm that the project will comply with the Certificate of Preference (COP) and the Displaced Tenant Housing Preference (DTHP) programs. Additionally, please confirm that the property will be registered with the San Francisco Housing Authority as a site that will accept Section 8 vouchers.
2. **PERFORMANCE SCHEDULE**

Provide a schedule of the critical path from predevelopment to project close-out. Populate the table below and add rows, or mark “N/A”, as applicable.

| **No.** | **Performance Milestone** | **Estimated or  Actual Date** | **Contractual  Deadline** |
| --- | --- | --- | --- |
| 1 | Acquisition/Predev Financing Commitment |  |  |
| 2 | Site Acquisition |  |  |
| a. | Site Control / Confirmation of Site Boundary |  |  |
| 3 | Development Team Selection |  |  |
| a. | Architect |  |  |
| b. | General Contractor |  |  |
| c. | Owner’s Representative |  |  |
| 4 | Design |  |  |
| a. | Submittal of Schematic Design & Cost Estimate |  |  |
| b. | Submittal of Design Development & Cost Estimate |  |  |
| c. | Submittal of 50% CD Set & Cost Estimate |  |  |
| d. | Submittal of Pre-Bid Set & Cost Estimate (75%-80% CDs) |  |  |
| 5 | Environ Review/Land-Use Entitlements |  |  |
| a. | CEQA Environ Review Submission |  |  |
| b. | NEPA Environ Review Submission |  |  |
| c. | CUP/PUD/Variances Submission |  |  |
| 6 | Permits |  |  |
| a. | Building / Site Permit Application Submitted |  |  |
| b. | Addendum #1 Submitted |  |  |
| c. | Addendum #2 Submitted |  |  |
| 7 | Request for Bids Issued |  |  |
| 8 | Service Plan Submission |  |  |
| a. | Preliminary |  |  |
| b. | Interim |  |  |
| c. | Update |  |  |
| 9 | Additional City Financing |  |  |
| a. | Predevelopment Financing Application #2 |  |  |
| b. | Gap Financing Application |  |  |
| 10 | Other Financing |  |  |
| a. | Construction Financing RFP |  |  |
| b. | AHP Application |  |  |
| c. | CDLAC Application |  |  |
| d. | TCAC Application |  |  |
| g. | Other Financing Application |  |  |
| 11 | Closing |  |  |
| a. | Construction Closing |  |  |
| b. | Bond Closing |  |  |
| c. | Permanent Financing Closing |  |  |
| 12 | Construction |  |  |
| a. | Notice to Proceed |  |  |
| b. | Temporary Certificate of Occupancy/Cert of Substantial Completion |  |  |
| 13 | Marketing/Rent-up |  |  |
| a. | Marketing Plan Submission |  |  |
| b. | Commence Marketing |  |  |
| c. | 95% Occupancy |  |  |
| 14 | Cost Certification/8609 |  |  |
| 15 | Close Out MOHCD Loan(s) |  |  |

**SIGNATURE PAGE FOR DNPF APPLICATION**

|  |  |
| --- | --- |
| APPLICANT: Sponsor: |  |
| By: |  |
| Print Name: |  |
| Title: |  |
| Date: |  |
|  |  |
|  |  |
| CO-APPLICANT: Sponsor: |  |
| By: |  |
| Print Name: |  |
| Title: |  |
| Date: |  |