

**CALL AND NOTICE OF
SPECIAL MEETING
AT 6:00 PM
OF THE VALLEJO CITY COUNCIL
JUNE 7, 2022**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom.

City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are four different ways you can view this public meeting:

- **In Person**
- **Watch Vallejo local channel 28**
- **Stream from the City website: www.cityofvallejo.net/Streaming**
- **Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>**

TO THE MEMBERS OF THE VALLEJO CITY COUNCIL:

You are hereby notified that I do hereby call the Vallejo City Council in special session to consider only the matters stated on the agenda listed below.

NOTICE: Members of the public shall have the opportunity to address the City Council concerning any item listed on the agenda before or during consideration of that item. No other items may be discussed at this special meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ACTION CALENDAR**

Hybrid Options are available for members of the public to participate. To participate remotely:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

A. ADOPT A RESOLUTION TO ACCEPT HOMEKEY GRANT, AND PROVIDE NOTICE TO AMEND THE CAPITAL GRANT AND CONTRIBUTION FUND# 221 FISCAL YEAR 2021-22 BUDGET IN THE AMOUNT OF \$12,091,866

Recommendation:

1. Adopt a resolution authorizing the City Manager or his designee to accept the Department of Housing and Community Development (Department) (HCD) grant award for Homekey Round 2 in the amount of \$12,091,866.
2. Provide Notice of Intent to amend the Capital Grant and Contribution Fund# 221 Fiscal Year 2021-22 Budget to recognize the Homekey grant revenue in the amount of \$12,091,866 and appropriate expenditures of \$12,091,866 during the eligible funding time period.

Contact: Natalie Petersom, Interim Assistant to the City Manager
(707.649.3415)

Natalie.Peterson@cityofvallejo.net

B. STUDY SESSION ON ROADS & INFRASTRUCTURE BALLOT MEASURE

Recommendation: Direct staff to return on July 12 with the necessary actions to submit a 0.875 transaction and use tax ordinance for consideration by the voters on the November 8, 2022 ballot.

Contact: Terrance Davis, Assistant City Manager (707) 648-4301

terrance.davis@cityofvallejo.net

5. INFORMATION CALENDAR

A. QUARTERLY COUNCIL UPDATE FROM THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT AND THE ECONOMIC DEVELOPMENT DIVISION

Recommendation: Item is for informational purpose only and no action is required. There is no staff report associated with this item.

Contact: Christina Ratcliffe, Planning & Development Services Manager (707) 648-4326

Christina.Ratcliffe@cityofvallejo.net

Paul Kelley, Special Advisory to City Manager/Economic Development Director
(707) 649-5452

Paul.Kelley@cityofvallejo.net

6. ADJOURNMENT

Hybrid Options are available for members of the public to participate. To participate remotely:

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Dated: Wednesday, June 1, 2022

A handwritten signature in blue ink, reading "Robert H. McConnell" followed by a stylized flourish.

Robert H. McConnell, Mayor

I, Dawn Abrahamson, City Clerk, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo City Council., at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Wednesday, June 1, 2022.

A handwritten signature in blue ink, reading "Dawn G. Abrahamson" followed by a stylized flourish.

Dated: Wednesday, June 1, 2022

Dawn G. Abrahamson, City Clerk

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DATE: June 7, 2022
TO: Mayor and Members of the City Council
FROM: Gillian Hayes, Assistant City Manager
SUBJECT: **ADOPT A RESOLUTION TO ACCEPT HOMEKEY GRANT, AND PROVIDE NOTICE TO AMEND THE CAPITAL GRANT AND CONTRIBUTION FUND# 221 FISCAL YEAR 2021-22 BUDGET IN THE AMOUNT OF \$12,091,866**

RECOMMENDATION

1. Adopt a resolution authorizing the City Manager or his designee to accept the Department of Housing and Community Development (Department) (HCD) grant award for Homekey Round 2 in the amount of \$12,091,866.
2. Provide Notice of Intent to amend the Capital Grant and Contribution Fund# 221 Fiscal Year 2021-22 Budget to recognize the Homekey grant revenue in the amount of \$12,091,866 and appropriate expenditures of \$12,091,866 during the eligible funding time period.

REASONS FOR RECOMMENDATION

Homekey is a state program to sustain and rapidly expand housing for persons experiencing homelessness or At Risk of Homelessness through the development of Permanent or Interim Housing. This program allows state, regional, and local public entities to develop a broad range of housing types and submit projects for funding consideration.

On January 25, 2022 the City Council adopted a resolution allowing the City Manager to apply for California Project Homekey funds in conjunction with Firm Foundation Community Housing and Shelter, Inc. for a 48 unit permanent supportive housing project at APN: 0067-140-150 on Broadway Street.

On May 10, 2022 the City was successfully awarded \$12,091,866 of Homekey Round 2 Funding from HCD.

Per City Charter Section 703, amending the budget requires a public notice of intent prior to any action taken (step 1). A staff report with the recommendation to amend the budget will be presented to City Council at the next regular meeting (step 2).

BACKGROUND AND DISCUSSION

Homekey Program

The California Department of Housing and Community Development (HCD) announced Round 2 of Homekey funds on September 9, 2021. The program makes \$1.45 billion available in Homekey funding to rapidly expand housing inventory for people experiencing homelessness or At Risk of Homelessness (Target Population). Local public entities can submit a broad range of housing projects types, including but not limited to hotels, motels, hostels, single-family homes and multifamily apartments, adult residential facilities, and manufactured housing, and to convert commercial properties and other existing buildings to Permanent or Interim Housing for the Target Population.

**Subject: ADOPT A RESOLUTION TO ACCEPT HOMEKEY GRANT, AND PROVIDE NOTICE TO
AMEND THE CAPITAL GRANT AND CONTRIBUTION FUND# 221 FISCAL YEAR
2021-22 BUDGET IN THE AMOUNT OF \$12,091,866**

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Applications were scored on various factors, including the ability to expend funds in a timely manner and demonstrate operating leverage, development team and service provider experience, racial equity and community engagement, and community impact and site selection. All projects must be completed within eight months and be fully occupied shortly thereafter. Due to the expedited timeline, applicants were permitted to apply with desired partners meaning a formal Request for Proposals was not required.

Process

Staff came to Council on January 25, 2022 to adopt a resolution authorizing the City Manager to apply for California Project Homekey funding with Firm Foundation Community Housing and Shelter, Inc. for a 48-unit permanent supportive housing project to be constructed at APN: 0067-140-150.

Staff submitted an application to HCD on January 31, 2022.

On April 19, 2022, HCD Homekey staff connected with the City and our project partners to discuss the submitted application and request additional information. Staff worked closely with HCD staff to update our application (attached) and submitted all additional requested information on April 29, 2022.

On May 10, 2022, the City of Vallejo and Firm Foundations Community Housing and Shelter, Inc. received the award letter from HCD (attached).

Project and Partners

The Broadway Project is a 48-unit permanent supportive modular housing project designed to house chronically homeless individuals. If awarded, the City would help bring this project to fruition within eight months in partnership with Firm Foundation Community Housing, Shelter, Inc., and Factory OS. The project will include a community room, courtyard, and access to a rooftop deck. On-site supportive services will be client-centered, strengths-based, and trauma-informed to help participants with goal setting, life skills, financial literacy, budgeting, needs assessments, and connections to benefits and community resources.

Developer

Firm Foundation Community Housing (FFCH) is the non-profit development partner leading this project. Its mission is to end involuntary homelessness and create real solutions to the housing crisis. The non-profit is based in Castro Valley but has experience in other Bay Area cities, including San Leandro, Livermore, Hayward, and East Palo Alto. They currently have projects underway in Concord, Walnut Creek, Antioch, and other cities, including two Homekey projects with the City of Hayward.

Firm Foundation Community Housing has been working with Factory OS and the architecture firm, DAHLIN GROUP, on the project's design. The modular housing units will be manufactured by Factory OS on Mare Island and installed/built by Cannon Constructors.

Service Provider and Operator

Shelter, Inc. has been designated as the project's proposed owner and operator. Shelter, Inc. is a non-profit dedicated to preventing and ending homelessness for low-income, homeless, and disadvantaged families and individuals by providing housing, services, support, and resources that lead to self-sufficiency. They are an experienced provider that operates in Contra Costa County, Solano County, and Sacramento County.

Shelter, Inc. provides services and programs, including eviction prevention, COVID rental assistance, interim housing, long-term housing, and low-income housing. This includes a range of supportive services for participants, such as case management and employment assistance.

**Subject: ADOPT A RESOLUTION TO ACCEPT HOMEKEY GRANT, AND PROVIDE NOTICE TO
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FISCAL IMPACT

Staff is providing notice of intent to amend Fiscal Year 2021-2022 budget to include this funding. A future recommended action to amend the budget will include the anticipated fiscal impact of an increase in \$12,091,866.

ENVIRONMENTAL REVIEW

AB 140 (2021) establishes a statutory exemption from the California Environmental Quality Act (CEQA) for activities funded by Homekey Round 2. (Health & Saf. Code, § 50675.1.4.) The City of Vallejo anticipates finding the project statutorily exempt under CEQA, in that the project will utilize Project Homekey funds and meets all other requirements to be deemed exempt. Any project using Homekey funds for any of the purposes listed in the Homekey NOFA is deemed consistent with “local plan, standard, or requirement, and any applicable coastal plan, local or otherwise,” and “allowed as a permitted use, within the zone in which the structure is located, and shall not be subject to a conditional use permit, discretionary permit, or any other discretionary reviews or approvals.” (Health and Safety Code 50675.1.3 (i)) NEPA is scheduled to be completed by 8/1/2022.

ATTACHMENTS

1.	Homekey Award Letter
2.	Homekey - Broadway Project -Application
3.	Homekey Grant Acceptance Reso CAO stamp

CONTACT

Natalie Petersom, Interim Assistant to the City Manager (707.649.3415)
Natalie.Peterson@cityofvallejo.net

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 670, 95833
P.O. Box 952054
Sacramento, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov



May 10, 2022

Mike Malone, City Manager
City of Vallejo
555 Santa Clara Street, Suite 3
Vallejo, CA 94590

Jake Medcalf, Founder
Firm Foundation Community Housing
2845 Castro Valley Boulevard
Castro Valley, CA 94546

John Eckstrom, Chief Executive Officer
SHELTER, Inc.
1333 Willow Pass Road, Suite 206
Concord, CA 94520

Dear Mike Malone, Jake Medcalf, and John Eckstrom:

**RE: Award Announcement – Homekey Program
Notice of Funding Availability Fiscal Year 2021/2022, Round 2
City of Vallejo, Firm Foundation Community Housing, and SHELTER, Inc. –
Broadway Project
Contract No. 21-HK-17234**

The California Department of Housing and Community Development (Department) is pleased to announce that the City of Vallejo (Awardee) has been awarded a Homekey Round 2 award in the amount of \$12,091,866. This letter constitutes notice of the designation of Homekey funds for the Awardee.

The Awardee will be able to draw down funds when the Standard Agreement is fully executed, and any general and special conditions have been cleared in writing.

Your Ambassador will be in communication with you to develop a Standard Agreement and confirm any documents needed to execute this contract.

Congratulations on your successful application. For further information, please contact Merritt Beckett, Homekey Program Manager, Program Design and Implementation Branch, at (916) 776-7788 or Merritt.Beckett@hcd.ca.gov.

Sincerely,

Jennifer Seeger
Deputy Director
Division of State Financial Assistance

Homekey Round 2 Project Overview												10/2/21											
§401 Pre-Application Consultation Requirement																							
Has the lead applicant (a public entity or tribal entity) undertaken a preapplication consultation with HCD regarding the proposed Homekey Project?												Yes											
Instructions																							
"Yellow" shaded cells are for Applicant input. Failure to submit a complete application including the required documentation may result in the need for you to amend and resubmit your application resulting in your application's HCD review to be repositioned to the date of resubmittal.																							
"Red" shaded cells indicate the Applicant has likely failed to meet a Homekey requirement. 'Applicant Scoring Criteria' worksheet cells shaded in "red" indicate that the Applicant has failed to meet the minimum points required.																							
"Orange" shaded cells' indicated required attachments. Electronically attached files must use the naming convention in the Application. For Example: "Housing Site Map" for the map indicating the original target housing location and all proposed housing location(s).																							
"Green" shaded cells indicate HCD Use Only.																							
"Blue" shaded cells indicate Application scores.																							
NOFA section references are made with "§" and the corresponding NOFA section number.																							
Please don't hesitate to contact us with any questions or if you need assistance in completing this application.																							
For general Homekey NOFA and program questions email: homekey@hcd.ca.gov .																							
For application specific assistance complete the 'App Support' worksheet & email your Excel application to: appsupport@hcd.ca.gov																							
Homekey Summary (auto populated from Award, Match and Revenue worksheet)																							
Maximum Homekey Award				Applicant Requested Homekey Award				Lesser of Maximum and Requested Award															
Capital Baseline Award		\$9,550,000.00		Capital Baseline Award		\$9,550,000.00		Capital Baseline Award		\$9,550,000.00													
Additional Contribution		\$2,071,866.00		Additional Contribution		\$2,071,866.00		Additional Contribution		\$2,071,866.00													
Total Maximum Capital Award		\$11,621,866.00		Total Requested Capital Award		\$11,621,866.00		Total Capital Award		\$11,621,866.00													
Operating Subsidy		\$0.00		Operating Subsidy		\$0.00		Operating Subsidy		\$0.00													
50% of Relocation Costs		\$0.00		50% of Relocation Costs		\$0.00		50% of Relocation Costs		\$0.00													
§207 Bonus Award - app submittal		\$0.00		§207 Bonus Award - app submittal		\$0.00		§207 Bonus Award - app submittal		\$0.00													
§207 Bonus Award - full occupancy		\$470,000.00		§207 Bonus Award - full occupancy		\$470,000.00		§207 Bonus Award-full occupancy		\$470,000.00													
Total Maximum Homekey Award		\$12,091,866.00		Total Requested Homekey Award		\$12,091,866.00		Total Homekey Award		\$12,091,866.00													
Number of Doors at Acquisition		0		Number of Units Proposed in the Project		48																	
Number of At-Risk of Homelessness Units		0		Number of Chronically Homeless Units		47		Number of Homeless Units		0													
Number of Homeless Youth or Youth at Risk of Homelessness Units				0		Number of Assisted Units		47															
Number of Units accessible to persons with mobility disabilities				15		Number of Units accessible to persons with hearing or vision disabilities				15													
Project Overview																							
Project Name		Broadway Project																					
Project Address		Enter parcel # 0067-140-150				Project City		Vallejo		State		CA		Zip									
Project County		Solano		Is the Project in a Rural Area per H&S Code §50199.21? (use the TCAC Method for determining rural status)																			
Assessor Parcel Number (APN)		Enter parcel # 0067-140-150		Enter parcel # 2 APN here		Enter parcel # 3 APN here		Enter parcel # 4 APN here		Enter parcel # 5 APN here		Enter parcel # 6 APN here		Enter parcel # 7 APN here		Enter parcel # 8 APN here		Enter parcel # 9 APN here		Enter parcel # 10 APN here		Enter parcel # 11 APN here	
Assessor Parcel Number (APN)		Enter parcel # 12 APN here		Enter parcel # 13 APN here		Enter parcel # 14 APN here		Enter parcel # 15 APN here		Enter parcel # 16 APN here		Enter parcel # 17 APN here		Enter parcel # 18 APN here		Enter parcel # 19 APN here		Enter parcel # 20 APN here		Enter parcel # 21 APN here		Enter parcel # 22 APN here	
Geographic Set Aside		Bay Area																					
Project Type (Transitional Housing is Interim Housing)						Permanent Housing																	
Building Type		Modular housing																					
Other building type not listed above (describe below)																							
N/A																							
Project Narrative																							
Development of a .53-acre site with 48 studio apartments. The permanent supportive modular housing project is 100% affordable and designed to house chronically homeless individuals and will provide on-going support services onsite. All units will be a maximum of 305 square feet and contain a kitchen and bathroom. As proposed, there would be one main four-story building containing 40 units and four duet buildings containing a total of eight single-story accessible units. The main structure is approximately 48 feet in height and the duets are a maximum height of approximately 13 feet. There would be approximately 3,623 square feet of open space area and 14 on-site parking spaces. The applicant has contacted the utility providers serving the project: Vallejo Water, Vallejo Flood and Waste, and P,G & E and Recology waste removal, and has determined that each has capacity. As part of the project, the City of Vallejo Public Works Department will require gutter and sidewalk improvements. As noted above, the site is within 1,056 feet of a bus stop. If awarded, the City intends to work in partnership with Firm Foundation Community Housing, Shelter, Inc., and Factory OS towards a goal of having the Project completed within an eight- month time-frame. Factory OS, a local Vallejo business located on Mare Island, will produce the modular housing units. Firm Foundation Community Housing and Shelter, Inc. will provide the on-going maintenance and support services for the residents.																							
If Project is also known under another name(s) or was formerly known under another name(s), provide the name(s).																							
Have you applied, do you plan to apply, or has the Project been awarded other HCD program funds?																							
Other HCD Program(s) Name(s):				Funding Amount		Funding Status				NOFA Date		Award Date/Expected Award Date											
§200 Eligible Applicants																							
Applicant #1																							
Entity name		City of Vallejo						Organization type		City													
Address		555 Santa Clara St # 3				City		Vallejo		State		CA		Zip		94590							
Auth Rep		Michael Malone		Title		Interim City Manager		Email		Mike.Malone@cityofvallejo.net				Phone		(707) 648-4576							
Contact		Natalie Peterson		Title		Interim Asst. to the City Manager		Email		Natalie.Peterson@cityofvallejo.net				Phone		(707) 648-4576							
Address						City						State				Zip							
File Name		App1 Cert & Legal		See Certifications & Legal worksheet.								Uploaded to HCD?		Yes									
File Name		App1 Resolution		Signature required; see Applicant Documents worksheet.								Uploaded to HCD?		Yes									
File Name		App1 TIN Form		See Applicant Documents worksheet.								Uploaded to HCD?		Yes									
Co-Applicant #1 (if applicable)																							
Entity name		Firm Foundation Community Housing						Organization type		Non-profit Corp													
Address		2845 Castro Valley Blvd				City		Castro Valley		State		CA		Zip		94546							
Auth Rep		Jake Medcalf		Title		Founder		Email		jakedmedcalf@gmail.com				Phone		(510) 581-6203							
Contact				Title				Email						Phone									
Address						City						State				Zip							
File Name		Co-App1 Cert & Legal		See Certifications & Legal worksheet.								Uploaded to HCD?		Yes									
File Name		Co-App1 Resolution		Signature required; see Applicant Documents worksheet.								Uploaded to HCD?		Yes									

Homekey Round 2 Project Overview											10/2/21		
File Name	Co-App1 OrgDoc1, OrgDoc2, etc		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App1 OrgChart		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App1 Signature Block		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App1 Payee Data Record		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App1 TIN Form		See Applicant Documents worksheet.					Uploaded to HCD?		N/A			
File Name	Co-App1 Cert of Good Standing		Dated 30 days or less from the Application due date.					Uploaded to HCD?		Yes			
File Name	Co-App1 Tax-Exempt Status		Evidence of tax-exempt status from IRS and Franchise Tax Board, if applicable					Uploaded to HCD?		Yes			
Co-Applicant #2 (if applicable)													
Entity name		SHELTER Inc					Organization type		Non-profit Corp				
Address		1333 Willow Pass Rd, Suite 206			City		Concord		State		CA		
Zip		94520											
Auth Rep		John Eckstrom			Title		Chief Executive Officer			Email		John.Eckstrom@shelterinc.org	
Phone		(925) 335-0698											
Contact					Title					Email			
Phone													
Address					City				State				
Zip													
File Name	Co-App2 Cert & Legal		See Certifications & Legal worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App2 Resolution		Signature required; see Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App2 OrgDoc1, OrgDoc2, etc		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App2 OrgChart		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App2 Signature Block		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App2 Payee Data Record		See Applicant Documents worksheet.					Uploaded to HCD?		Yes			
File Name	Co-App2 TIN Form		See Applicant Documents worksheet.					Uploaded to HCD?		N/A			
File Name	Co-App2 Cert of Good Standing		Dated 30 days or less from the Application due date.					Uploaded to HCD?		Yes			
File Name	Co-App2 Tax-Exempt Status		Evidence of tax-exempt status from IRS and Franchise Tax Board for Non-profit Corp.					Uploaded to HCD?		Yes			
Development Team Contacts (provide information that is currently available)													
Property Management Company													
Legal Name		SHELTER Inc			Contact Name		Kevin Lewis			Email		kevin.lewis@shelterinc.org	
Phone		(925) 335-0698		Address		PO Box 5368			City		Concord		
State		CA		Zip		94524							
Financial Consultant													
Legal Name					Contact Name					Email			
Phone				Address					City				
State				Zip									
Legal Counsel													
Legal Name		Wendel Rosen			Contact Name		Patti Curtin			Email		pcurtin@wendel.com	
Phone		(510) 834-6600		Address		1111 Broadway			City		Oakland		
State		CA		Zip		94607							
General Contractor													
Legal Name		Cannon Constructors			Contact Name		Michael Adler			Email		michael.adler@cannongroup.com	
Phone		415-546-5500		Address		6000 Shoreline Ct. #206			City		San Francisco		
State		Ca		Zip		94080							
Architect													
Legal Name		Dahlin Architecture			Contact Name		Padru Kang			Email		padru.kang@dahlingroup.com	
Phone		(925) 251-7200		Address		5865 Owens Drive			City		Pleasanton		
State		CA		Zip		94588							
Development/Operating Funding Source													
Legal Name		HomeKey 2.0			Contact Name					Email		Homekey@hcd.ca.gov.	
Phone		(916) 263-6928		Address		2020 West El Camino Avenue, Suite 500			City		Sacramento		
State		CA		Zip		Sacramento							
Development/Operating Funding Source													
Legal Name		City of Vallejo			Contact Name		Felicia Flores			Email		Felicia.Flores@cityofvallejo.net	
Phone		(707) 648-4577		Address		555 Santa Clara St			City		Vallejo		
State		CA		Zip		94590							
Development/Operating Funding Source													
Legal Name					Contact Name					Email			
Phone				Address					City				
State				Zip									
Development/Operating Funding Source													
Legal Name					Contact Name					Email			
Phone				Address					City				
State				Zip									
§201 Eligible Uses													
Select below the eligible uses you are applying for:													
i. Acquisition or rehabilitation, or acquisition and rehabilitation, of motels, hotels, hostels, or other sites and assets, including apartments or homes, adult residential facilities, residential care facilities for the elderly, manufactured housing, commercial properties, and other buildings with existing uses that could be converted to permanent or interim housing.											No		
File Name:	Rehab Description		Narrative description of current condition of structure(s) and overall scope of work.					Uploaded to HCD?		N/A			
File Name:	PNA		Physical Needs Assessment prepared by a qualified independent third party contractor.					Uploaded to HCD?		N/A			
ii. Master leasing of properties for non-congregant housing. If Yes, provide a recent market study and/or rent roll, and/or other supporting documentation.											No		
File Name:	Market Study		Provide a recent market study within the past year which conforms to Tax Credit Allocation Committee (TCAC) guidelines, and/or a rent roll, and/or other supporting documentation per §205 of the NOFA.					Uploaded to HCD?		N/A			
iii. Conversion of units from nonresidential to residential.											No		
iv. New construction of dwelling units.											Yes		
v. The purchase of affordability covenants and restrictions for units. If Yes, provide a recent market study and/or rent roll, and/or other supporting documentation.											No		
File Name:	Market Study		Provide a recent market study within the past year which conforms to TCAC guidelines, and/or a rent roll, and/or other supporting documentation per §205 of the NOFA.					Uploaded to HCD?		N/A			
vi. Relocation costs for individuals who are being displaced as a result of your Homekey Project.											No		
vii. Capitalized operating subsidies for units purchased, converted, constructed, or altered with funds provided pursuant to HSC §50675.1.3.											Yes		
§202 Eligible Projects													
Select below the eligible project types you are applying for:													
i. Conversion of nonresidential structures to residential dwelling units.											No		
ii. Conversion of commercially zoned structures, such as office or retail spaces, to residential dwelling units.											No		
iii. Adult residential facilities, residential care facilities for the elderly, manufactured housing, and other buildings with existing residential uses.											No		
iv. Multifamily rental housing projects.											Yes		

Homekey Round 2 Project Overview				10/2/21
v. Excess state-owned properties.				No
vi. Shared housing or scattered site housing is permitted as long as the resulting housing has common ownership, financing, and property management, and each household signs a lease.				No
vii. Structure(s) lacking a permanent foundation such as manufactured home, recreational vehicle, and floating home, for temporary use only. HCD encourages Applicants to explore financing alternatives to Homekey for such structures. Must submit with application a detailed explanation of how the use will meet all Homekey requirements, including the requirements for use and affordability restrictions set forth at §208 of the NOFA. Applicants seeking HCD's approval of structures lacking a permanent foundation are encouraged to discuss their options at the required pre-application consultation.				No
File Name:	Non-Perm Structure	Detailed narrative of how the use will meet all Homekey Program requirements, including the requirements for use and affordability restrictions set forth at §208 of the NOFA	Uploaded to HCD?	N/A
Other eligible project not listed above (describe below)				No
viii. Applicant acknowledges Homekey Assisted Units previously awarded under the first round of Homekey funding are ineligible for Homekey Round 2 funding.				Yes

Threshold				10/2/21	
§300 Threshold Requirements					
To be eligible to receive funding, all projects must meet the following requirements as they relate to the Eligible Applicant and the project types.					
i. Applicant acknowledges that applications may be submitted independently by an Eligible Applicant, as defined in §200 and Article VII. Alternatively, each of the foregoing Eligible Applicants may apply jointly with a nonprofit or for-profit corporation as Co-Applicant?					Yes
ii. Applicant agrees Project(s) must serve persons qualifying as members of the Target Population per Article VII(xxxi)?					Yes
iii. Applicant has completed the 'Supportive Services Plan' worksheet based on the anticipated needs of the Target Population and any proposed sub-populations to be served by the Project?					Yes
iv. Applicant acknowledges the requirement to submit an overview below of the plan and timeline for any required entitlements, permits, and environmental clearances? Applicants must also complete the 'Local & Env Verification' worksheet. Applicants are encouraged to discuss their land use and environmental clearance plans, and related statutory authorities at the required pre-application consultation.					Yes
File Name	Env. Report 1	Phase I (prepared or updated no earlier than 12 months prior to the application due date).		Uploaded to HCD?	Yes
File Name	Env. Report 2	If Phase I requires a Phase II study, submit a Phase II (prepared or updated no earlier than 12 months prior to the application due date).		Uploaded to HCD?	N/A
File Name	CEQA	Copy of CEQA Determination Documents		Uploaded to HCD?	Yes
File Name	NEPA	Copy of Authority of Use Grant Funds (NHTF Verification from Responsible Entity)		Uploaded to HCD?	N/A
File Name	Local Approvals	'Local & Env Verification' worksheet(s) completed and signed by local authority or Responsible Entity, if different from jurisdiction.		Uploaded to HCD?	Yes
Construction start date		5/1/22	Construction completion date		10/31/22
			Estimated occupancy date		11/1/22
v. Applicant acknowledges the requirement to submit a Racial Demographic Data Worksheet (reports Continuum of Care (CoC) outcomes by race/ethnicity)?					Yes
File Name	Racial Demographics	Racial Demographic Data Worksheet, which reports CoC outcomes by race and ethnicity. The worksheet on the Homekey webpage		Uploaded to HCD?	Yes
vi. Applicant must have site control of all properties at the time of application, and control must not be contingent on the approval of any other party. Does Applicant have site control? If Yes, enter site control information for each APN and most recent execution date. Describe site control special circumstances below.					Yes
APN	Address	Type of Site Control	Current owner	Execution date	Expiration date
Enter parcel # 0067-140-150	APN - 0067-140-150 - There is no current address since the APN is land only.	e. A sales contract, or other enforceable agreement for the acquisition of the property	Richard and Emily Fisher	1/31/22	2/31/22
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					
Do not complete this row					

Threshold										10/2/21		
h. Applicant acknowledges that if one or more sites will require a use change for permanent housing, Applicant must submit a commitment and plan to facilitate or expedite those processes, so as to not delay expenditure and occupancy requirements?												Yes
File Name:		Use Change		Provide a commitment and plan to facilitate or expedite the use change processes					Uploaded to HCD?		N/A	
Provide details below for unusual site control special circumstances or "Other" types of site control:												
File Name:		Site Control1, Site Control2, etc		Provide documentation of the type of site control for each site above					Uploaded to HCD?		Yes	
File Name:		Prelim1, Prelim2, etc		Provide current preliminary title report for each site above					Uploaded to HCD?		Yes	
File Name:		Liability Insurance		Proof of General Liability Insurance that meets the requirements in §800(i)					Uploaded to HCD?		Yes	
File Name:		Automobile Insurance		Proof of Automobile Liability Insurance that meets the requirements in §800(ii)					Uploaded to HCD?		Yes	
File Name:		Property-Hazard Insurance		Proof of Property Insurance that meets the requirements in §800(v)					Uploaded to HCD?		Yes	
vii. Applicant acknowledges that the Eligible Applicant applying for the Homekey funding is the entity that HCD relies upon for experience and capacity, and will control the project during acquisition, development, and occupancy?												Yes
Indicate which Eligible Applicant HCD can rely on for experience and capacity:				SHELTER Inc								
viii. Applicant agrees to provide a development plan that supports acquisition of a site and fund expenditure before all program deadlines and demonstrates evidence of strong organizational and financial capacity to develop the project?												Yes
File Name:		Development Plan		Provide a development plan					Uploaded to HCD?		Yes	
ix. Applicant agrees that Assisted Units and other units of the Project must meet all applicable state and local requirements pertaining to rental housing, manufactured housing, including but not limited to requirements for minimum square footage, and requirements related to maintaining the Project in a safe and sanitary condition?												Yes
x. Applicant acknowledges all Applicants must be in good standing with the State of California and all agencies and departments thereof? By way of example and not limitation, all Applicants must be qualified to do business in the State of California and must be in good standing with the California Secretary of State and the California Franchise Tax Board. Applicants that are delinquent in meeting material requirements of previous HCD awards may fail threshold review.												Yes
xi. Applicant acknowledges that HCD will require Eligible Applicants to submit a complete application with all required documents? HCD reserves the right to request clarification of unclear or ambiguous statements made in an application and other supporting documents.												Yes
xii. Applicant acknowledges the requirement to submit a concise, sufficiently detailed Relocation Assistance Narrative? The Narrative must show the Applicant's consideration of (I) applicable relocation assistance laws and requirements; and (II) all persons, businesses, or farm operations that may or will be displaced as a result of the Applicant's Homekey-funded activities. This Relocation Assistance Narrative does not take the place of the relocation plan, or the Certification Regarding Non-Application of Relocation Benefits and Indemnification Agreement, that the Grantee shall submit as a condition of funding.												Yes
File Name:		Relocation Narrative		Relocation Assistance Narrative for relocation or no relocation					Uploaded to HCD?		Yes	
§301 Permanent Housing Requirements												
i. Applicant has funding commitments or other reasonable assurance to cover operations and service costs with specific funding sources (government/philanthropic/private) for the proposed Project for 5 years and a budget which covers operations and services costs through year 15 from the recordation of the use restriction?												Yes
ii. Is the Applicant acquiring, rehabilitating, and operating a Permanent Housing project? If Yes, the Applicant or Co-Applicant must demonstrate the following minimum experience requirements below:												Yes
a. Development, ownership, or operation experience (a1. or a2. must be Yes to pass Threshold)								Passes threshold?		Yes		
a1. Has Applicant developed, owned, or operated a project similar in scope and size to the Project? If Yes, provide details below:												Yes
Project name and address				Who provides the experience		Experience type	Housing type	Population served		Latest date developed, owned, or operated		
Fairmont Navigation Center for Alameda County				Firm Foundation Community Housing		Developed	Affordable Rental	Chronic Homeless		8/19/21		
a2. If a1 above is Yes, skip. Applicant has operated at least two affordable rental housing projects in the last ten years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the Target Population (enter Project information below)?												Yes
Project name and address				Who provides the experience		Experience type	Housing type	Qualifying unit population served		Latest date developed, owned, or operated		
East Santa Fe Apartments 425 East Santa fe Avenue Pittsburg, CA 94565				SHELTER Inc		Operated	Affordable Rental	Chronic Homeless		5/30/17		
Lyle Morris Apartments 4549 Delta Fair Blvd A11 Antioch, CA 94509				SHELTER Inc		Operated	Affordable Rental	Chronic Homeless		7/1/13		
b. Experience helping persons address barriers to housing stability & providing support services			Property manager service years		8.00	Supportive Service Provider service years		6.00	Pass threshold (three or more years of experience)?		Yes	
Has a property manager been selected?		Yes	If Yes, enter property manager name and complete experience chart below:		Kevin Lewis			If No, Applicant certifies that this requirement will be reflected in future solicitation or memorandum of understanding?			Yes	
Project name and address					Experience provider		Housing type	Population Served		# of months serving		
Arnette Watson Apartments 650 Eddy Street San Francisco, CA 94102					Property Manager		Affordable Rental	Chronic Homeless		36		
Rachel Townsend Apartments 1750 McAllister Street San Francisco CA					Property Manager		Affordable Rental	Homeless		36		
Civic Center 14 TOD 632 14th street Oakland, CA 94612					Property Manager		Affordable Rental	Chronic Homeless		24		
					Property Manager		Affordable Rental					
					Property Manager		Affordable Rental					
Enter Supportive Service Provider name and complete experience chart below:					SHELTER Inc							
East Santa Fe Apartments 425 East Santa fe Avenue Pittsburg, CA 94565					Supportive Service Provider		Affordable Rental	Chronic Homeless		72		

Threshold					10/2/21	
		Supportive Service Provider	Affordable Rental			
		Supportive Service Provider	Affordable Rental			
		Supportive Service Provider	Affordable Rental			
		Supportive Service Provider	Affordable Rental			
c. Experience administering a Housing First program that includes principles of harm reduction and low barriers to entry.						
File Name:	Housing First Perm	Provide experience administering a Housing First program of harm reduction and low barriers to entry		Uploaded to HCD?	Yes	
iii. One-for-one replacement of assisted housing						
a. Will the acquired housing or site be redeveloped/repositioned as part of the locality's overall goal to address the needs of Target Population and community?					Yes	
b. If Yes to iii a. above, will the target site be demolished before any occupancy by the Target Population?					N/A	
File Name:	One-for-one Replacement	iii(a) and (b): If the acquired housing or site will be redeveloped/repositioned per the locality's overall goal to address the needs of the Target Population and the community (unless the target site is going to be demolished before any occupancy by the Target Population), provide a letter of commitment to ensure one-for-one replacement of units.		Uploaded to HCD?	N/A	
c. Will all of the proposed housing be located within the original target housing location neighborhood?					No	
File Name:	Housing Site Map	Map indicating the original target housing location and all proposed housing location(s).		Uploaded to HCD?	Yes	
File Name:	Outside Neighborhood	If replacement housing is proposed outside the target neighborhood, include a justification explaining why it is necessary to locate this replacement housing outside the target neighborhood (i.e., offsite) and how doing so supports and enables the Target Population to maintain housing.		Uploaded to HCD?	N/A	
§302 Interim Housing Requirements (skip this application section as your Project Type is Perament Housing; please complete §301)						
i. Applicant acknowledges the Interim Housing Project will be evaluated on Funding commitments or other reasonable assurance to cover operations and service costs with specific funding sources (government/philanthropic/private) for the Project for five years and submit a budget to cover operations and services costs through year 15 from the recordation of the use restriction.					Yes	
ii. Is the Applicant acquiring, rehabilitating, and/or operating an Interim Housing project? If Yes, the Applicant must meet the following experience below:					No	
a. Successful development, ownership, or operation of an Interim Housing project, such as an emergency shelter or Transitional Housing for at least three of the last ten years for individuals who qualify as members of the Target Population.			Years	0.00	Pass Threshold	
Project Name and Address		Who provided experience	Experience type	Interim Housing project type	Population Served	# of months serving in the last ten years
Explanations:						
b. Does Applicant have experience linking Interim Housing program participants to Permanent Housing to ensure long-term housing stability?					Yes	
File Name:	Interim Hsg Exp	Provide experience in linking Interim Housing program participants to Permanent Housing to ensure long-term housing stability		Uploaded to HCD?		
c. Does Applicant have experience administering a Housing First program that includes principles of harm reduction and low barriers to entry?					Yes	
File Name:	Housing First Interim	Provide experience administering a Housing First program that includes principles of harm reduction and low barriers to entry		Uploaded to HCD?		
§500 Article XXXIV						
Applicant acknowledges per HSC §37001, subdivision (h)(2), article XXXIV, §1 of the California Constitution is not applicable to a development that consists of the acquisition, rehabilitation, reconstruction, alterations work, new construction, or any combination thereof, of lodging facilities or dwelling units using moneys received from the CSFRF established by the federal American Rescue Plan Act of 2021 (ARPA) (Public Law 117-2)? As such, Article XXXIV is not applicable to Homekey funded development.					Yes	
§501 Housing First						
Applicant acknowledges that the Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code §8255, in its property management and tenant selection practices? Projects shall accept tenants regardless of sobriety, participation in services or treatment, history of incarceration, credit history, or history of eviction in accordance with practices permitted pursuant to Housing First practices, including local Coordinated Entry System prioritization protocols, or other federal or state Project funding sources..					Yes	
§502 Tenant Selection						
Applicant acknowledges that referrals to Homekey Assisted Units shall be made through the local Coordinated Entry System (CES) for persons who are experiencing Homelessness? For persons At Risk of Homelessness, CES or another comparable prioritization system based on greatest need shall be used. All referral protocols for Homekey Assisted Units must be developed in collaboration with the local CoC and implemented consistent with the requirements set forth in the NOFA. CoC collaboration in Project and supportive service design is also strongly encouraged to help target and serve greatest need populations.					Yes	
§503 Participation in Statewide HDIS/HMIS						

Threshold				10/2/21
Applicant acknowledges Homekey Grantees must support CoC participation in the statewide Homeless Data Integration System (HDIS), and, in accordance with state and federal law (including all applicable privacy law), disclose relevant data to the local Homeless Management Information System (HMIS)?				Yes
§504 Relocation				
Applicant acknowledges Homekey Grantees must comply with all applicable federal, state, and local relocation law. Grantees must have a relocation plan prior to proceeding with any phase of a project or other activity that will result in the displacement of persons, businesses, or farm operations?				Yes
File Name:	Relocation Plan	Relocation Assistance Narrative for relocation or no relocation	Uploaded to HCD?	Yes
§505 Accessibility and Non-Discrimination				
Applicants acknowledges all developments shall adhere to the accessibility requirements set forth in California Building Code Chapter 11A and 11B and the Americans with Disabilities Act, Title II?				Yes
File Name:	Access & Non-Discrimination	Provide a non-discrimination policy	Uploaded to HCD?	Yes
§506 Prevailing Wage				
Applicant acknowledges use of Homekey funds is subject to California's prevailing wage law (Lab. Code, § 1720 et seq.). Applicant is urged to seek professional legal advice about the law's requirements. Prior to disbursing the Homekey funds, HCD will require a certification of compliance with California's prevailing wage law, as well as all applicable federal prevailing wage law. The certification must verify that prevailing wages have been or will be paid, and that labor records will be maintained and made available to any enforcement agency upon request. The certification must be signed by the general contractor(s) and the Grantee.				Yes
File Name:	Prevailing Wage	Provide a prevailing wage certification	Uploaded to HCD?	Yes
§507 Environmental Clearances				
Applicant acknowledges HCD encourages Eligible Applicants to fully engage with HCD's technical assistance and to consider the CEQA exemption set forth at HSC §50675.1.4 and the provision for land use consistency and conformity set forth at HSC §50675.1.3, subdivision (i)? Applicants should consult with their counsel for legal advice in construing application of the foregoing exemptions to their Project. It is entirely within an Applicant's discretion to determine whether to use the statutory CEQA exemption, whether the exemption applies to the Applicant's proposed activity, or whether some other mechanism applies and could be used to satisfy obligations under CEQA.				Yes

Certification & Legal Disclosure

10/2/21

On behalf of the entity identified in the signature block below, I certify that:

1. The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct.
2. I possess the legal authority to submit this application on behalf of the entity identified in the signature block.
3. The following is a complete disclosure of all identities of interest - of all persons or entities, including affiliates, that will provide goods or services to the Project either (a) in one or more capacity or (b) that qualify as a "Related Party" to any person or entity that will provide goods or services to the Project. "Related Party" is defined in Section 10302 of the California Code of Regulations (CTCAC Regulations):

4. As of the date of application, the Project, or the real property on which the Project is proposed (Property) is not party to or the subject of any claim or action at the State or Federal appellate level.

5. I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project.
In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.

Printed Name	Title of Signatory	Signature	Date

Legal Disclosure

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

Explain all positive responses on a separate sheet and include with this questionnaire in the application.

Exceptions:

Public entity applicants without an ownership interest in the proposed project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

Civil Matters

1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in <i>past ten years</i> ?	No
2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	No
3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	No
4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?	No
5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?	No

Criminal Matters

6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?	No
7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?	No
8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?	No
9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?	No
10. Within the past ten years, has the applicant been convicted of any felony?	No
11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?	No
12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?	No

Provide a letter of explanation if you responded "Yes" to any of the questions above.

File Name:	Cert & Legal Explanation	Letter of explanation for any "Yes" answers or red shaded items above.	Uploaded to HCD?
Printed Name	Title of Signatory	Signature	Date

Applicant Documents		10/2/21
Certifications & Legal Disclosure		
A completed and signed Certification is required for each Joint Applicant. Each Joint Applicant must sign an individual Certification form. A completed and signed Legal Disclosure is also required for each Joint Applicant. The hard copy Certifications & Legal Disclosure should be submitted with the application as detailed in the NOFA.		
Resolutions		
Applicant may use their own Resolution format as long as it contains ALL of the authorizations as in the sample. The person attesting to the resolution signing cannot be the same person authorized to execute the documents in the name of the applicant. If more than one authorized signatory is identified, state whether both signatories are required or only one signatory is required to submit and execute Program docs. If the application is being signed by a designee of the authorized signatory, the applicant must also submit a designee letter or other proof of signing authority.		
A resolution is required of each Joint Applicant - both private and public entities. A sample resolution template is available on the Homekey website.		
Organizational Documents		
Organizational documents are required for all Applicants except Governmental entities are not required. Submit organizational documents supporting the Resolution submitted with the application.		
Corporation organizational documents Articles of Incorporation (Corp. Code §154, 200 and 202) as certified by the CA Secretary of State. Bylaws and any amendments thereto (Corp. Code §207(b), 211 and 212) Certificate of Amendment of Articles of Incorporation (Corp. Code §900-910 (general stock), §5810-5820 (public benefit and religious corporations), §7810-7820 (mutual benefit corporations), or §12500-12510 (general cooperative corporations)) as applicable. Restated Articles of Incorporation (Corp. Code §901, 906, 910 (general stock), §5811, 5815, 5819 (public benefit and religious corporations), §7811, 7815 and 7819 (mutual benefit corporations) and §12501, 12506 and 12510 (general cooperative corporations)) as applicable. Statement of Information (CA Secretary of State form SI-100 or SI-200) Shareholder Agreements (Corp. Code §186) if applicable. Certificate of Good Standing certified by Secretary of State. Any other CA Secretary of State filings applicable to revivals, conversions or mergers.		
Organizational Chart		
The Organizational chart must depict the organizational structure of the entities in relation to the applicant.		
Signature Block		
All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in the HCD legal documents such as the Standard Agreement.		
Payee Data Record STD-204 or Taxpayer Identification Number (TIN)		
The TIN must be submitted by all governmental entity Applicants. All other Applicants must submit the STD-204 Payee Data Record. Available on the Homekey website.		

§300(iii) Supportive Services Plan (SSP)		10/2/21
Homekey applications must include an initial plan for providing supportive services based on the anticipated needs of the Target Population and any proposed sub-populations to be served by the Project. The checklist below shall serve as a guide to ensure your SSP is complete.		
Part I.	Tenant Selection	
No	Section 1: Tenant Selection Criteria	
Yes	Section 2: Referrals	
Yes	Section 3: Housing First Certification §501	
Part II.	Supportive Services Detail	
Yes	Section 1: Supportive Services Provider Information	
Yes	Section 2: Supportive Services Chart	
Yes	Section 3: Supportive Services Coordination	
Part III.	Staffing	
Yes	Section 1a: Staffing Description	
Yes	Section 1b: Staffing Chart	
Yes	Section 2: Staffing Ratios	
Part IV.	Supportive Services Budget	
Part V.	Property Management Plans and Tenant Selection	
Yes	Section 1: Property Management Plans and Tenant Selection	
Part VI.	Measurable Outcomes and Plan for Evaluation	
Yes	Section 1: Measurable Outcomes	
Yes	Section 2: Plan for Evaluation	
Part I. Tenant Selection		
§502 asks for a detailed description of the Tenant Selection process. Using the titled sections below, the narrative should be as specific as possible, delineating the roles of property management and the support service provider and how these functions will be coordinated. Your description should clearly and conclusively document processes to ensure compliance with the Homekey Round 2 NOFA for Tenant Selection and Housing First Practices. Section 1: Tenant Selection Criteria Target Population and Eligibility Criteria a. Do you use Housing First Practices? Yes b. Describe the criteria that will be used to ensure that tenants are eligible to occupy the Homekey Assisted Units. Admittance into the program will be conducted according to Housing First principles. Eligible applicants for this program include those experiencing chronic homelessness according to HUD's definition. c. Description of the Target Population to be served, and identification of any additional subpopulation target or occupancy preference for the Project. (all sub-population targeting must be approved by HCD prior to standard agreement issuance and must be consistent with federal and state fair housing requirements). This program will serve individuals experiencing chronic homelessness in Vallejo, CA. Participants must have at least one member of their household that suffers from a qualifying physical or mental disability, approved by a doctor. d. Describe any additional eligibility criteria other than those indicated above, i.e., information needed to determine if the tenant can comply with lease terms. NOTE: Selection criteria designed to assess anything other than the ability to comply with lease terms generally run afoul of fair housing laws designed to protect equal access to housing for people with disabilities. See Between the Lines, A Question and Answer Guide on Legal Issues in Supportive Housing Chapter 4. The Homekey program will serve single adults and adult couples. e. Identify all disclosures that will be provided to applicants/tenants. Example: Megan's Law disclosures.		
Section 2: Referrals		
The following addresses the required use of the Coordinated Entry System (CES) for all referrals into Homekey Assisted Units or an alternate comparable prioritization system for those At Risk of Homelessness based on greatest need. Note that use of standard waiting lists is prohibited, in that both of these systems must prioritize referrals based on highest acuity needs, rather than first-come first served.		
a. Describe how the local CES will be used to fill Homekey Assisted Units based on the use of a standardized assessment tool which prioritizes those with the highest need and the most barriers to housing retention. Include the CES agency's name, primary staff person's name, and contact information. If the local CES is not yet operational, describe when it'll be established and the plan to use it.		
Each applicant into the program will be referred through Resource Connect Solano (RCS), Solano County's Coordinated Entry System. RCS uses the VI-SPDAT (Vulnerability Index - Service Prioritization Decision Assistance Tool) to prioritze and assign applicants into the Homekey program.		
b. If using a separate comparable prioritization system than CES to refer persons At Risk of Homelessness describe that system. All referral protocols for Homekey Assisted Units must be developed in collaboration with the local CoC and implemented consistent with the requirements set forth in the Homekey NOFA.		
N/A - we will utilize a Coordinated Entry System for this program's referrals.		
Section 3: Housing First Certification §501		
The Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code §8255, in its property management and tenant selection practices. Complete the checklist below to certify compliance with Housing First.		
Tenant Screening		

§300(iii) Supportive Services Plan (SSP)					10/2/21
1. If the project cannot serve someone, it works through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.					Yes
2. The project does everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."					Yes
3. Access to the project is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or any other unnecessary condition not imposed by the terms of the funding itself.					Yes
4. People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy. Building and units include physical features that accommodate disabilities.					Yes
Housing-Based Voluntary Services					
1. If serving youth experiencing homelessness, services use a positive youth development model and culturally competent services to engage with tenants.					N/A
2. Services are informed by a harm-reduction philosophy that recognizes that substance use/ addiction are a part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding substance use and are offered education regarding safer practices and how to avoid risky behaviors.					Yes
3. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.					Yes
4. Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants. Housing and service goals and plans are highly tenant driven.					Yes
5. Supportive services emphasize engagement and problem-solving over therapeutic goals.					Yes
Housing Permanency					
1. Substance use in and of itself, without other lease violations, is not considered a reason for eviction.					Yes
2. Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.					Yes
3. Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.					Yes
4. Program Requires Housing Providers to Provide Tenants with Leases and Reflects Tenants' Rights & Responsibilities Of Tenancy Under CA Law (including eviction protections).					Yes
Part II. Supportive Services Detail					
Section 1: Supportive Services Provider Information					
If already identified, list the supportive service provider (s) for the Target Population and any proposed sub-populations to be served by the Project. If more than one Provider will be offering services, describe how services will be coordinated.					
Provider Name	Populations the Provider will serve			Services Provider will offer	
SHELTER Inc	Chronically Homeless			Case management, employment services, mental health	
Describe any known conflicts and/or the mitigation strategy for when Homekey funding or other program requirements conflict with Housing First practices, as applicable.					
N/A. This program will be implemented in accordance with Housing First principles in all regards.					
If your tenants include minor children and/or adult dependents of Homekey Tenants, describe any additional criteria that will be used to ensure applicants are eligible to occupy the Homekey Assisted Units.					
The Broadway Project will not serve families with minor children. Families with adult dependents may enroll, and these households will be assigned to units large enough to accommodate them according to HUD's occupancy standards. Households with adult dependents who have a disability will be assigned units that accommodate that individual's disability - for example, if a household member uses a wheelchair, they will be assigned a unit on the first floor.					
Section 2: Supportive Services Chart					
Required Services: List and describe all services as required in §300 to be offered to tenants of the Homekey Assisted Units.					
Resident Service	Service Description	Frequency	Hours	Service Provider	Off-site Service Location
List each service separately	Describe service, including the degree to which services are provided.	Frequency of services provided	Provide the hours of availability	Provider's Name	If service is on-site, leave blank. Enter distance, in miles, to off-site service and list resident commuting options. Reasonable access is access that does not require walking more that one-half mile.
Case management	Client-centered, strengths-based and trauma-informed case management to help participants with goal-setting, life skills, financial literacy, budgeting, needs assessments, and linkages to benefits and community resources.	Minimum of onnce per month, with the possibility of more frequent meetings based on particiapnts' individual needs	8:30 am - 5 pm, Monday - Friday	SHELTER, Inc.	
Behavioral health services	Coordinate with community mental health services providers to provide therapeutic interventions addressing mental and behavioral health needs, including the following: building relationships with participants, implementing BH needs assessments, consulting with psychiatrists, staff, and external partners to provide coordinated behavioral health	As needed	8:30 am - 5 pm, Monday - Friday	SHELTER, Inc.	
Physical health services	Case managers will link participants to local healthcare partners.	As needed	8:30 am - 5 pm, Monday - Friday	Community health care partners (i.e. Kaiser Permanente, Sutter Health, NorthBay Healthcare, and others)	Various partners in the City of Vallejo and nearby locations in Solano County

§300(iii) Supportive Services Plan (SSP)						10/2/21
Assistance obtaining benefits and essential documentation	Participants will be asissted in obtaining essential documentation at the outset of the program (such as a government ID card/driver's license, etc) and will be connected to mainstream government benefits for which they are able (SSI/SSDI, unemployment, disability, Medi-Cal, Cal-Fresh, etc).		8:30 am - 5 pm, Monday - Friday	SHELTER, Inc.		
Education and employment services	A SHELTER, Inc. eligibility/employment specialist will provide client-centered employment services to work-ready participants, which include: resume building, interview preparation, career planning, job readiness training, development of an individualized employment plan, job retention skills, and connections to local job opportunities, vocational training, and education	3-4 times in the first several weeks; frequency to taper off as benefits are acquired.	8:30 am - 5 pm, Monday - Friday	SHELTER, Inc.		
Other services, such as housing retention skills, legal assistance, family connection services, etc.	Case managers will provide linkages to a wide variety of local partners and resources, including housing retention, legal services, and more.		8:30 am - 5 pm, Monday - Friday	SHELTER, Inc. and partner service providers		
Other Residential Services (specify)	N/A					
Other Residential Services (specify)	N/A					
Section 3: Supportive Services Coordination 1. Describe the accessibility of community services to which you propose linkages, whether they are on-site or in close proximity to the Project, and the frequency, travel time and cost to the tenant for transportation required to access the services to include both public transportation and private transportation services (e.g. van owned by the provider). If available, provide documentation, in the form of Memorandum of Understanding, Memorandum of Agreement, letters of support or contracts demonstrating who will be responsible for ensuring access to services and how accessibility will be accomplished. Most critical services will be provided on-site. SHELTER, Inc. staff will only link participants to community services and partners that are in close proximity to the project, including within the City of Vallejo or locations in Solano County reasonably close to the service site, to provide ease of access for Homekey participants.						
2. Describe how the supportive services will be provided in a manner that is culturally and linguistically competent for persons of different races, ethnicities, sexual orientations, gender identities, and gender expressions. This includes explaining how services will be provided to Homekey tenants who do not speak English, or have other communication barriers, including sensory disabilities, and how communication among the services providers, the property manager and these tenants will be facilitated. Additionally, describe how services will accommodate trauma-based, barriers to services. If available, provide documentation, in the form of Memorandum of Understanding, Memorandum of Agreement, letters of support or contracts demonstrating who will be responsible for ensuring access to services and how accessibility will be accomplished.						
SHELTER, Inc. is committed to delivering culturally and linguistically competent services. All SHELTER, Inc. staff have significant Diversity, Equity, and Inclusion (DEI) training and are trained to be sensitive to embodying an equitable, inclusive, and diverse environment for our participants. No client is ever denied service based on their race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation and gender identity, veteran status, sex, age, as outlined in the agency's written Non-Discrimination policy. SHELTER, Inc. employs numerous staff fluent in Spanish and also provides program materials in that language. If a participant						
Part III. Staffing						
Section 1a: Staffing Description Describe the overall staffing pattern, including the roles and responsibilities for each position listed in the Staffing Chart below. List the target populations served through each position. The Program Director will conduct executive oversight of the Homekey program's supportive services, which include tracking progress on measurable outcomes, adherence to the program budget, and reporting on the program to SHELTER, Inc. leadership. The Program Manager will perform day-to-day oversight of the program, including supervising staff and addressing participant concerns as they arise. The Case Manager II will provide client-centered, evidence-based case management to each participant to support housing retention and build self-sufficiency. The Senior Case Manager II will support participants' behavioral health needs, including BH needs assessments and coordinating						
Section 1b: Staffing Chart List all staff positions that will provide services to the tenants of the Homekey Assisted Units. Include any staff positions of partnering organizations who have committed time to the Project. Include the services coordination staff. For each position, list the position title, minimum requirements, the full-time equivalent (FTE), the organization under which the position resides, and the location of the position (on-site or off-site). Do not include staff which serve non-Homekey Units. If a staff position serves both tenants in Homekey and non-Homekey units, include only that portion (i.e., % FTE) of the staff position dedicated to Homekey Assisted Units. Attach a copy of each positions duty statement, if these documents are available.						
NOTE: Indicate which staff position will be responsible for Homeless Management Information System data entry and CoC coordination.						
Title	Minimum requirements	Total FTE:	4.6	Employing Organization	Location	
List each staff position	List min. required staff preparation include (education & experience).	Indicate FTE staff positions for Homekey units (half-time is 0.5)	List which organization will employ each staff position	Select "On-Site" or "Off-Site"		
Case Manager II	Associates degree in social services or related area, certification from a two year program in related area, and/or a combination of education and experience that demonstrates a capacity to	2	Project Partner	On-Site		

§300(iii) Supportive Services Plan (SSP)				10/2/21
Case Manager, Senior II	Bachelor's Degree in social work, psychology, or related field; understanding and adhering to HIPAA guidelines; written and verbal communication skills; Experience working with low income	1	Project Partner	On-Site
Program Manager II	Bachelor's degree in social work, social sciences or a closely related field of study (significant related work experience in lieu of a credential will be considered); At least 3 years of experience	0.5	Project Partner	On-Site
Program Director	Bachelor's degree in social work, social sciences or a closely related field of study (significant related work experience in lieu of a credential will be considered); At least 3 years of experience	0.1	Project Partner	On-Site
Eligibility/Employment Specialist	Associates degree plus professional or volunteer experience that demonstrates a capacity to engage low-income supportive service program participants in employment or career counseling	1	Project Partner	On-Site

Section 2: Staffing Ratios				
1. Indicate the overall services staffing level for the Project by completing the calculation below.				
a.	Total Homekey Assisted Units			47
b.	Total FTE Service Staff from the Staffing Chart for the Homekey Assisted Units - Provide only the number of ongoing direct service staff positions that will provide services to the tenants of the Homekey Assisted Units, (for example, case manager, psychiatric nurse, services coordinator, etc). Do not include supervisors, peer support positions, or HMIS Administration positions.			4
c.	Number of Homekey units per FTE Staff Person (a÷b)			11.75
2. Complete case manager staffing ratio chart to show how many staff are assigned per client (for example 2:1, 3:1, etc.). Include all case management.				
Population Type:	Chronically Homeless	Homeless	At-Risk of Homelessness	
Case Manager Ratio	1:24	0	0	

Part IV. Supportive Services Budget						
Provide a line item supportive services budget for the Project using the format below. Complete both income and expense portions of the budget on a yearly basis. Include all costs associated with implementing your SSP, including any in-kind services. Include income and expenses for all staff positions and partnering organizations who have committed time to the Project. Total expenses should equal total income. Add expense item categories & lines as necessary. Don't include costs associated with providing services in non-Homekey Assisted Units. If costs are associated with both Homekey & non-Homekey Assisted Units, include only the Homekey Assisted Units portion.						
Income Source/Program Name			Amount	Type	Funding Status	% of Total Budget
Project Based Vouchers			\$221,141	Cash	Committed	100.00%
						0.00%
						0.00%
						0.00%
Total Revenue			\$221,141			100.00%
Expense Item			Amount	Type	Funding Status	% of Total Budget
Staff Salaries: List by title of position. (This list must match the Staffing Chart above.)						
Case Manager II	FTE	1.00	\$48,154			21.78%
Case Manager, Senior II	FTE	1.00	\$65,256			29.51%
Program Manager II	FTE	0.50	\$34,203			15.47%
Program Director	FTE	0.10	\$9,451			4.27%
Eligibility/Employment Specialist	FTE	0.50	\$23,177			10.48%
	FTE					0.00%
	FTE					0.00%
	FTE					0.00%
	FTE					0.00%
	FTE					0.00%
	FTE					0.00%
	FTE					0.00%
Fringe Benefits						0.00%
Total Staff Expenses			\$180,241			81.51%
Tenant Transportation (per SSP)			\$1,200			0.54%
Staff training (per SSP)			\$5,000			2.26%
Equipment			\$10,000			4.52%
Supplies			\$1,500			0.68%
Travel			\$2,500			1.13%
Office Rent/Occupancy Costs (don't include rent/leasing costs for SH units)			\$0			0.00%
Training						0.00%
Consultants: List by Function						0.00%
Subcontractors/Partners-list by Entity/Service type						0.00%
welcome home kits			\$10,000			4.52%
life skills class			\$2,500			1.13%
Computer Skills			\$2,500			1.13%
Birthday celebrations			\$1,200			0.54%
Incentives			\$4,500			2.03%
Other Expenses: (type in expense description)						0.00%
Total Expenses			\$221,141			100.00%
Part V. Property Management Plans and Tenant Selection						

Section 1: Property Management Plans and Tenant Selection

The Property Management Plan and tenant selection policies submitted with the Homekey application will be evaluated for the following consistent with state Housing First requirements. These documents must identify, describe, and utilize Housing First and low-barrier tenant selection processes that prioritize those with the highest needs for available housing. The descriptions of the use of Housing First and tenant selection in this SSP must be consistent with the Property Management Plan and the tenant selection policies. The Property Management Plan and tenant selection policies should address the following and be consistent with state Housing First requirements, as well as and other Homekey program requirements:

1. Applicant eligibility and screening standards
2. Confidentiality
3. Substance abuse policy
4. Communication between property manager and supportive services staff
5. Eviction policies and eviction prevention procedures
6. Process for assisting tenants to apply for different forms of cash and non-cash benefits to aid the household in retaining their housing, if needed
7. How applicants and residents will be assisted in making reasonable accommodation requests, in coordination with the services provider and persuasive to outside entities, such as Housing Authorities, to ensure that persons with disabilities have access to and can maintain housing
8. Policies and practices to facilitate Voluntary Moving On strategies
9. Appeal and Grievance Procedures

File Name	Property Management Plan	Submit Property Management Plan and Tenant Selection Policies	Uploaded to HCD?	In progress
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Part VI. Measurable Outcomes and Plan for Evaluation

Specific target populations will likely have varying outcomes and evaluation strategies. List outcomes and evaluations plans specific to each target population.

Section 1: Measurable Outcomes

Outcomes are what you expect to happen for the people served by your Project. Outcomes are sometimes called results. Outcome objectives are time-specific measurable goals that identify how you know if you are achieving your desired results. Outcome objectives are sometimes called outcome benchmarks or indicators. Categorize the outcomes for your Project into the following three categories:

Category	Outcomes	Outcome Objectives
Residential Stability: Tenants maintain permanent housing (see examples in cell comments to the right)	95% of participants will maintain permanent housing	Participants are housed within the first 3 months of enrolling in the program
Increased Skills and/or Income: Tenants gain job-related skills, participate in job-related training and/or education, gain stipend part-time or full-time supported employment, gain access to mainstream service/income support Programs for which they are eligible (see examples in cell comments to the right)	50% of participants will obtain employment or increase their existing employment income; 100% of participants will be connected to some form of services or benefits for which they are eligible	Clients have been connected to all eligible benefits within the first month of enrolling in the program. Participants able to work will obtain employment within the first 3 months of enrolling in the program
Greater Self- Determination: Tenants gain daily living skills and ability to plan and advocate for themselves to maximize independence and self-sufficiency (see examples in cell comments to the right)	100% of participants will learn life skills, allowing them to become more self-sufficient and support long-term housing retention	Clients have gained knowledge and life skills, started progressing toward goals, and create a case management service plan with their assigned case manager, within 1 month of enrolling in the program
Other (specify)	N/A	N/A

Section 2: Plan for Evaluation

Describe your evaluation plan, including how you intend to collect, track and analyze data on the effectiveness of your Project, including the outcomes Projected above. Indicate who will analyze the data and perform your Program evaluation. (e.g., staff, consultant, etc.).

SHELTER, Inc. will use the Homeless Management Information System (HMIS), a secure, HUD-mandated database, to track data and measure outcomes for the Homekey. The agency's data analytics team, led by Director of Data Analytics Janel Fletcher, will collect and analyze data to report on program measurable outcomes, including the number of clients served, client progress in service plans, development of self-sufficiency and life skills, permanent housing placements, employment and benefits goals, housing retention,

Local Jurisdiction and NEPA Responsible Entity Verification (if applicable)				10/2/21
Applicant: Submit this form to the agency or department of local government responsible for administration of the items listed. This form may be submitted to more than one agency or department if necessary. If the NEPA Responsible Entity is not a local government (e.g. State of Calif. HOME Program, USDA RD), also submit a copy of this form to the appropriate NEPA Responsible Entity. If an item is not required, indicate the reason in the box below. Complete both Sections 1 & 2.				
Project Applicant:	City of Vallejo & Firm Foundation Community Housing			
Applicant Address:	555 Santa Clara Street			
Applicant City:	Vallejo			
Project Name:	Broadway Village			
Project Address/site:	Broadway Streetm near Mini Drive			
Project City:	Vallejo			
Project County:	Solano			
Assessor Parcel Numbers (APNs):	0067-140-150			
Section 1				
Local jurisdiction or NEPA Responsible Entity: The Applicant named above has submitted an application to the State Dept. of Housing and Community Development (the Department) requesting funding for the project named above, under the Homekey program. Projects submitted for program funding are subject to a competitive rating process. Project readiness is a component of that process. Verification of items listed below will be used in evaluating Homekey applications.				
		Not Required for this Project	Final date of Public Comment Period	Approved Date
All Environmental Clearances (CEQA and NEPA) necessary to begin construction are either final approved or unnecessary:	CEQA	X		
	NEPA			Anticipated 4/15
Specify in the box below, items not required and explain why (include documentation, if applicable):				
Section 2				
AB 140 (2021) establishes a statutory exemption from the California Environmental Quality Act (CEQA) for activities funded by Homekey Round 2. (Health & Saf. Code § 50675.1.4.) The City of Vallejo finds that the project is statutorily exempt under CEQA, in that the project will utilize Project Homekey funds and meets all other requirements to be deemed exempt. In addition to the above statutory exemption, the project is ministrerial and therefore exempt under Health and Safety Code Section 50675.1.3, subdivision (i). NEPA is scheduled to be completed by 4/15/2022.				
Note: Any project using Homekey funds for any of the purposes listed in the Homekey NOFA is deemed consistent with “local plan, standard, or requirement, and any applicable coastal plan, local or otherwise,” and “allowed as a permitted use, within the zone in which the structure is located, and shall not be subject to a conditional use permit, discretionary permit, or any other discretionary reviews or approvals.” (Health and Safety Code 50675.1.3 (i))				
			Not Required for this Project	Verified as Complete and date completed
All necessary land use approvals or entitlements necessary prior to issuance of a building permit, including any required discretionary approvals, such as site plan or design review.			X	
Specify in the box below, items not required and explain why (include documentation, if applicable):				
The applicant will use HomeKey Round 2 funding to provide housing for individuals and families who are experiencing homelessness or who are at risk of homelessness. Therefore, in accordance with California Health and Safety Code Section 50671(i), the project is not subject to local discretionary reviews or approvals.				
Project Applicant has submitted a complete application to the relevant local authorities for land use approval under a nondiscretionary local approval process, where the application has been neither approved or disapproved. A nondiscretionary local approval process is one that includes little or no subjective judgement by the public official and is limited to ensuring that the proposed development meets a set of objective zoning, design review and/or subdivision standards in effect at the time the application is submitted to the local government. A “nondiscretionary local approval process” includes Streamlined Ministerial Approval Processing under to Chapter 366, Statutes of 2017 (SB 35), By-Right Processing for Permanent Supportive Housing under Chapter 753, Statutes of 2018 (AB 2162), housing element law (Government Code Section 65583.2(i)), or other local process that meets the definition of non-discretionary approval process.				No
Projects located within the boundaries of an incorporated city, the city shall make the necessary determinations, and for Projects located in the unincorporated areas of a county, the county shall make the necessary determinations. The appropriate entity shall sign below.				
Dated:				1/31/22
Statement completed by:	Christina Ratcliffe, AICP (signed copy provided via attached PDF)			
Signature:				
Title:	Interim Planning and Development Services Director			
Agency or Department Name:	City of Vallejo Planning & Development Services			
Agency or Department Address:	555 Santa Clara Street, Vallejo, CA 94590			
Agency or Department Phone:	(707) 648-4382			

§205 Maximum Program Award, Capital Funding Match, and Rent/Subsidy Revenue																																								
Doors at Acquisition			Proposed Units for Permanent Housing Project																		10/2/21		Maximum Capital Award (Baseline and Additional Contribution) Based on Proposed Units for Permanent Housing Project																	
			Solano					Monthly Unit Rent			Vouchers		Subsidy Program #2 Name		Target Population - Homekey Assisted Units (Article VII)																									
Bdrm size	Number of Doors at Acquisition	Baseline Award based on Units and Bdrm Size at Acquisition	Bdrm size	Number of Units Proposed	Unit Size (Square Feet)	Income Limit AMI	Mngr Units	Restricted	Proposed Rent for Restricted Units	Unrestricted	Monthly Utility Allowance¹	Subsidy Units	Monthly Rent Subsidy Amount	Subsidy Units	Monthly Rent Subsidy Amount	At-Risk of Homelessness Units	Chronically Homeless Units	Homeless Units	Homeless Youth or Youth at Risk of Homelessness Units	Total Assisted Units	Baseline Award based on Units and Proposed Population Served	Baseline Award based on Units and Proposed Bdrm Size	Maximum Baseline Award based on Proposed Project	Total Unit Square Feet	% of Total Unit Square Feet	Unit's Pro-Rated Share of Project Cost Based on Square Feet	Non-Assisted Units Project Costs (Applicant must fund)	Project Cost Assisted Units	Adjusted Award lesser of Assisted Unit Project Cost and Baseline	Funding Gap on Assisted Units	Per Unit Funding Gap	Per Unit Local Match (Lesser of Per Unit Funding Gap and \$100,000)	Additional Per Unit Award (Equal to Local Match)	Maximum Match (Proposed Assisted Units x Per Unit Amount)	Maximum Additional Award (Equal to Maximum Local Match)	Maximum Capital Award				
0	0		\$0	47	305	30%	0	\$510	\$297			47	\$827			47				47	\$9,400,000.00	\$0.00	\$9,400,000.00	14,335	97.92%	\$13,408,445.92	\$0.00	\$13,408,445.92	\$9,400,000.00	\$4,008,445.92	\$85,286.08	\$42,643.04	\$42,643.04	\$2,004,222.96	\$2,004,222.96	\$11,404,222.96				
			\$0	1	305	None	1		\$0											0	\$0.00	\$150,000.00	\$150,000.00	305	2.08%	\$285,286.08	\$0.00	\$285,286.08	\$150,000.00	\$135,286.08	\$135,286.08	\$67,643.04	\$67,643.04	\$67,643.04	\$217,643.04					
			\$0						\$0											0	\$0.00	\$0.00	\$0.00	0	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0						\$0											0	\$0.00	\$0.00	\$0.00	0	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0						\$0											0	\$0.00	\$0.00	\$0.00	0	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0						\$0											0	\$0.00	\$0.00	\$0.00	0	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Total	0	\$0		48			1					47				0		0	47	0	0.00%	\$150,000.00	\$9,550,000.00	\$14,640	100%	\$13,693,732.00	\$0.00	\$13,693,732.00	\$9,550,000.00	\$4,143,732.00				\$2,071,866.00	\$2,071,866.00	\$11,621,866.00				
Annual Net Rents								\$287,640	\$167,508	\$0	Annual Subsidy Revenue		\$466,428																											
File Name:		Utility Allowance			¹Local housing authority document showing current utility allowance chart, with relevant components circled.							Uploaded to HCD?																												

Homekey Award including Capital (Baseline and Match), Operating Subsidy, Relocation, and Bonuses												
File Name:		Appraisal			If land costs will be included in the Development Budget, attach an appraisal dated within 60 days of the application submittal date.			Uploaded to HCD?		Yes		
\$205 Capital Award Calculation										HCD Amount	Requested Amount	Actual Amount
1. Maximum Homekey Capital Award based on: Assisted units share of Project Costs										\$9,550,000	\$9,550,000	\$9,550,000
2. Maximum Homekey Contribution (1:1 match) Award from above cell AJ25										\$2,071,866	\$2,071,866	\$2,071,866
A. Total Maximum Homekey Capital Award (1 + 2)										\$11,621,866	\$11,621,866	\$11,621,866
Capital Award based on how many Assisted Units from above cell U25				47		Total proposed Project units from above cell E25				48		
\$206 Homekey Operating Subsidy Calculation										Monthly Amount		
i.a. Assisted Units reserved for those experiencing Chronic Homelessness, for Homeless Youth, or for Youth at Risk of Homelessness from above cells R25 + T25				47		Monthly amount per unit		\$1,400	\$65,800			
i.b. All other Assisted Units from above cells Q25 + S25				0		Monthly amount per unit		\$1,000	\$0			
Total qualifying monthly amount per unit										\$65,800		
Operating Subsidy: Maximum Homekey Amount										Annual Amount		
ii. Operating Subsidy Source: Operating worksheet cell C38		Operating Subsidy: County ARPA		Subsidy term (in years)		4		Qualifying Homekey subsidy years		3	\$2,368,800	
ii. Operating Subsidy Source: Operating worksheet cell C39		Operating Subsidy: (specify)		Subsidy term (in years)				Qualifying Homekey subsidy years		0	\$0	
iii. Operating Subsidy Need Analysis - sum of negative Net Operating Income from 'Cash Flow' worksheet row 43 and Reserve Deposits from 'Cash Flow' worksheet rows 37 and 38 for the first five years												
Operating Subsidy: Need Analysis		Year 1		Year 2		Year 3		Year 4		Year 5		
Cash Flow worksheet		\$0		\$0		\$0		\$0		\$0		
iv. If requesting an operating subsidy, upload a letter of support from the local Continuum of Care (CoC) or Housing Authority confirming the need for an operating subsidy and evidencing other operating funding, such as rental subsidies, were sought for the Project, but the funding isn't available for this use.												
File Name:		Op Subsidy Confirmation			A letter template and a list of potential Homekey complementary funding can be found on the Homekey webpage.				Uploaded to HCD?		Yes	
B. Homekey Operating Subsidy if requested in 'Overview' worksheet cell AK129 (lesser of Need Analysis and Max Homekey Amount)										\$0	\$0	\$0
50% of Relocation Costs if requested on 'Overview' worksheet cell AK128 ('Dev Budget' worksheet cell L31 x .5)										\$0		\$0
\$207 Bonus Award: will Application be submitted before Feb. 1, 2022? If Yes, \$10,000 bonus award per Assisted unit										\$0	\$0	\$0
\$207 Bonus Award: will Project's Assisted units achieve full occupancy within eight months of award date? If Yes, \$10,000 bonus award per Assisted unit											Yes	\$470,000
C. Total Other Homekey Award										\$470,000	\$470,000	\$470,000
Maximum Homekey Program Award (Capital plus Operating Subsidy plus Other) (A + B + C)										\$12,091,866	\$12,091,866	\$12,091,866

Proposed Project Units by Bedroom Size		
Total 0 bedroom units	47	97.92%
Total 1 bedroom units	1	2.08%
Total 2 bedroom units	0	0.00%
Total 3 bedroom units	0	0.00%
Total 4 bedroom units	0	0.00%
Total 5 Bedroom units	0	0.00%
Total proposed units	48	100.00%

Assisted Units by Bedroom Size		
Total 0 bedroom units	47	100.00%
Total 1 bedroom units	0	0.00%
Total 2 bedroom units	0	0.00%
Total 3 bedroom units	0	0.00%
Total 4 bedroom units	0	0.00%
Total 5 Bedroom units	0	0.00%
Total Assisted units	47	97.92%

10/2/21		Sources/Uses of Funds									
USES OF FUNDS											
	Homekey Award	Vallejo ARPA	Home ARP	0	0	0	0	0	0	0	Total Sources/Costs
Project Development Costs											
LAND COST/ACQUISITION											
Land Cost or Value	\$600,000										\$600,000
Demolition											\$0
Legal											\$0
Land Lease Rent Prepayment											\$0
Total Land Cost or Value	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
Existing Improvements Cost or Value											\$0
Off-Site Improvements											\$0
Total Acquisition Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Land Cost / Acquisition Cost	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
Predevelopment Interest/Holding Cost											\$0
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)											\$0
Excess Purchase Price Over Appraisal											\$0
Total Relocation Expenses											\$0
NEW CONSTRUCTION											
Site Work	\$300,000										\$300,000
Structures	\$0		\$1,881,866								\$1,881,866
General Requirements	\$550,000										\$550,000
Contractor Overhead	\$268,753										\$268,753
Contractor Profit	\$300,000										\$300,000
Prevailing Wages	\$1,200,000										\$1,200,000
General Liability Insurance	\$252,863										\$252,863
Urban Greening	\$200,000										\$200,000
Other New Construction: Furnish and Install Premanufactured Housing Modules	\$3,974,564										\$3,974,564
Other New Construction: Elevator	\$165,000										\$165,000
Other New Construction: Sprinklers, Plumbing, HVAC, Electrical	\$1,112,291										\$1,112,291
Total New Construction Costs	\$8,323,471	\$0	\$1,881,866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,205,337
ARCHITECTURAL FEES											
Design	\$60,000										\$60,000
Supervision	\$20,000										\$20,000
Total Architectural Costs	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Total Survey & Engineering	\$50,000										\$50,000
Subtotals Forward	\$9,053,471	\$0	\$1,881,866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,935,337
LEGAL FEES											
Legal Paid by Applicant											\$0
Other Attorney Costs: (Specify)											\$0
Other Attorney Costs: (Specify)											\$0
Other Attorney Costs: (Specify)											\$0
Total Attorney Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RESERVES											
Operating Reserve	\$89,771	\$190,000									\$279,771
Replacement Reserve											\$0
Transition Reserve											\$0
Rent Reserve											\$0
Total Reserve Costs	\$89,771	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$279,771
CONTINGENCY COSTS											
Construction Hard Cost Contingency	\$918,820										\$918,820
Soft Cost Contingency	\$150,000										\$150,000
Total Contingency Costs	\$1,068,820	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,068,820
OTHER PROJECT COSTS											
TCAC App/Allocation/Monitoring Fees											\$0
Environmental Audit											\$0
Local Development Impact Fees	\$474,000										\$474,000
Permit Processing Fees	\$121,000										\$121,000
Capital Fees											\$0
Marketing	\$4,804										\$4,

Sources of Funds										10/2/21
Funding Committed by Application Due Date?		Source Name	Source Type	Lien No.	Funding Amount	Interest Rate		Repayment Terms		Required Debt Service Amount
						Type	Rate	Type	Due in (yrs)	
1	Yes	Homekey Capital Award from 'Overview' worksheet cell AI18	\$11,621,866	State-HCD		\$11,621,866				
2	Yes	Vallejo ARPA		Local		\$190,000				
3	Yes	Home ARP		Local		\$1,881,866				
4	N/A									
5										
6										
7										
8										
9										
10										
					\$13,693,732					\$0
File Name:		EFC1, EFC2, EFCI3, etc.	Documentation for the executed funding commitments (see below)					Uploaded to HCD?		N/A
"Article VII((xii) "Enforceable Funding Commitment" means a letter or other document, in form and substance satisfactory to the Department, which evidences an enforceable commitment of funds or a reservation of funds by a Project funding source, and which contains the following: a. The name of the Applicant or Grantee; b. The Project name; c. The Project site address, assessor's parcel number, or legal description; and d. The amount, interest rate (if any), and terms of the funding source. The Enforceable Funding Commitment may be conditioned on certain standard underwriting criteria, such as appraisals, but may not be generally conditional. Examples of unacceptable general conditions include phrases such as "subject to senior management approval," or a statement that omits the word "commitment," but instead indicates the lender's "willingness to process an application" or indicates that financing is subject to loan committee approval of the Project. Contingencies in commitment documents based upon the receipt of tax-exempt bonds or low-income housing tax credits will not disqualify a source from being counted as committed.										
Applicant comments: Include a description of balloon payments and unusual or extraordinary circumstances.										
N/A										

Broadway Project				
10/2/21	Year 1 Annual Income and Expenses			
Employee Information				Comments
	Employee Job Title	Salary/Wages	Value of Free Rent	
	On-Site Manager(s)	\$32,500	\$0	Part time manager 20 hrs week
	On-Site Assistant Manager(s)	\$7,800	\$0	Part time office assistance
	Supportive Services Staff Supervisor(s)	\$65,256		Part time Program Manager
	Supportive Services Coordinator, On-Site	\$48,154		Part time Program Specialist
	Other Supportive Services Staff (inc. Case Manager)	\$66,831		Program manager, partial prog dir, eployment spc
	On-Site Maintenance Employee(s)	\$25,250	\$0	Part time Maintenance Tech 20 hr week
	On-Site Leasing Agent/Administrative Employee(s)	\$0	\$0	
	On-Site Security Employee(s)	\$0	\$0	
		\$0	\$0	
		\$0	\$0	
Total Salaries and Value of Free Rent Units		\$245,791	\$0	
6711	Payroll Taxes	\$12,000	Show free rent as an expense?	
6722	Workers Compensation	\$12,000		
6723	Employee Benefits	\$12,000	Yes	
Employee(s) Payroll Taxes, Workers Comp. & Benefits		\$36,000		
Total Employee(s) Expenses		\$281,791		
Employee Units				
Income Limit	Job Title(s) of Employee(s) Living On-Site	Unit Type (No. of bdrms.)	Square Footage	
None	On-Site Manager(s)	0	500	This will be listed as free.
		0	0	
		0	0	
Total Square Footage			500	
Year 1 Annual Operating Budget				
Acct. No.	Revenue - Income	Residential	Commercial	Comments
5120/5140	Rent Revenue - Gross Potential		\$0	
	Restricted Unit Rents	\$167,508		
	Unrestricted Unit Rents	\$0		
5121	Tenant Assistance Payments			
	Subsidy Program #1 Project Based Vouchers	\$466,428		Housing Authority
	Subsidy Program #2 Name	\$0		
	Operating Subsidy: County ARPA			1.8 mil ARPA funds split over 4 years
	Operating Subsidy: (specify)		\$0	Local funds under review
5910	Laundry and Vending Revenue	\$1,200		
5170	Garage and Parking Spaces	\$0	\$0	
5990	Interim Housing Revenue	\$0	\$0	
Gross Potential Income (GPI)		\$635,136	\$0	
	Vacancy Rate: Restricted Units	5.0%		
	Vacancy Rate: Unrestricted Units	5.0%		
	Vacancy Rate: Tenant Assistance Payments	5.0%		
	Vacancy Rate: Operating Subsidy: (specify)	5.0%		
	Vacancy Rate: Laundry & Vending & Other Income	5.0%		
	Vacancy Rate: Commercial Income		50.0%	
5220/5240	Vacancy Loss(es)	\$31,757	\$0	
Effective Gross Income (EGI)		\$603,379	\$0	
Acct. No.	Expenses	Residential	Commercial	Comments
Administrative Expenses: 6200/6300				
6203	Conventions and Meetings	\$1,500	\$0	
6210	Advertising and Marketing	\$1,500	\$0	
6250	Other Renting Expenses	\$3,000	\$0	
6310	Office/Administrative Salaries -- from above	\$0	\$0	
6311	Office Expenses	\$3,000	\$0	
6312	Office or Model Apartment Rent	\$0	\$0	
6320	Management Fee	\$45,684	\$0	
6330	Site/Resident Manager(s) Salaries -- from above	\$40,300	\$0	
6331	Administrative Free Rent Unit -- from above	\$0	\$0	
6340	Legal Expense -- Project	\$5,000	\$0	
6350	Audit Expense	\$22,000	\$0	
6351	Bookkeeping Fees/Accounting Services	\$13,000	\$0	
6390	Miscellaneous Administrative Expenses	\$3,500	\$0	
6263T	Total Administrative Expenses	\$138,484	\$0	

Broadway Project				
10/2/21	Year 1 Annual Income and Expenses			
Acct. No.	Expenses	Residential	Commercial	Comments
Utilities Expenses: 6400				
6450	Electricity	\$7,500	\$0	
6451	Water	\$9,000	\$0	
6452	Gas	\$2,500	\$0	
6453	Sewer	\$5,000	\$0	
	Other Utilities: (specify)	\$0	\$0	
6400T	Total Utilities Expenses	\$24,000	\$0	
Operating and Maintenance Expenses: 6500				Comments
6510	Payroll -- from above	\$25,250	\$0	
6515	Supplies	\$22,000	\$0	Elevator service contract
6520	Contracts	\$15,000	\$0	
6521	Operating & Maintenance Free Rent Unit -- from above	\$0	\$0	
6525	Garbage and Trash Removal	\$14,000	\$0	
6530	Security Contract	\$0	\$0	
6531	Security Free Rent Unit -- from above	\$0	\$0	
6546	Heating/Cooling Repairs and Maintenance	\$4,500	\$0	
6548	Snow Removal	\$0	\$0	
6570	Vehicle & Maintenance Equipment Operation/Reports	\$1,500	\$0	
6590	Miscellaneous Operating and Maintenance Expenses	\$12,000	\$0	Variance for surprises
6500T	Total Operating & Maintenance Expenses	\$94,250	\$0	
Taxes and Insurance: 6700				Comments
6710	Real Estate Taxes	\$23,000	\$0	Estimation from propety comps Vallejo, Solano
6711	Payroll Taxes (Project's Share) -- from above	\$12,000	\$0	
6720	Property and Liability Insurance (Hazard)	\$8,000	\$0	
6729	Other Insurance (e.g. Earthquake)	\$0	\$0	
6721	Fidelity Bond Insurance	\$0	\$0	
6722	Worker's Compensation -- from above	\$12,000	\$0	
6723	Health Insurance/Other Employee Benefits--from above	\$12,000	\$0	
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$0	\$0	
6700T	Total Taxes and Insurance	\$67,000	\$0	
Supportive Services Costs: 6900				Comments
6990	Staff Supervisor(s) Salaries - from above	\$65,256	\$0	
6990	Services Coordinator Salaries, On-Site - from above	\$48,154	\$0	
6990	Other Supportive Services Staff Salaries - from above	\$66,831	\$0	
6990	Supportive Services Admin Overhead	\$5,000	\$0	Fees and traning required for on site staff
6990	Other Supportive Services Costs: (specify)	\$1,200	\$0	Resident transportation
6990	Other Supportive Services Costs: (specify)	\$10,000	\$0	Equipment for office and resident interaction
6990	Other Supportive Services Costs: (specify)	\$1,500	\$0	regular supplies
6990	Other Supportive Services Costs: (specify)	\$2,500	\$0	Staff travel
6990	Other Supportive Services Costs: (specify)	\$20,700	\$0	Detailed on services plan tab
6900T	Total Supportive Services Costs	\$221,141	\$0	
	Total Operating Expenses	\$544,875	\$0	Comments
Funded Reserves: 7200		Residential	Commercial	
7210	Required Replacement Reserve Deposits	\$24,000	\$0	HCD Required minimum balance (if not funded by development budget)
7220	Other Reserves: (specify)	\$24,000	\$0	Capital improvements
7230	Other Reserves: (specify)	\$10,503	\$0	Operations reserve
7240	Other Reserves: (specify)	\$0	\$0	
	Total Reserves	\$58,503	\$0	
Ground Lease		Residential	Commercial	
	Ground Lease	\$1	\$0	
	Total Ground Lease	\$1	\$0	
	Net Operating Income	\$0	\$0	
Financial Expenses: 6800				Comments
6820	1st Mortgage Debt Service	\$0	\$0	
6830	2nd Mortgage Debt Service	\$0	\$0	
6840	3rd Mortgage Debt Service	\$0	\$0	
6800T	Total Financial Expenses	\$0	\$0	
	Cash Flow	\$0	\$0	
7190	Asset Management/Similar Fees	\$18,000	\$0	

Cash Flow Analysis																10/2/21
Income from Restricted Units will be based on Proposed Rents?							Proposed Rents									
Income From Housing Units	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Restricted Unit Rents	3.0%	167,508	172,533	177,709	183,041	188,532	194,188	200,013	206,014	212,194	218,560	225,117	231,870	238,826	245,991	253,371
Unrestricted Unit Rents	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments																
Subsidy Program #1 Project Based Vouchers	2.5%	466,428	540,524	554,037	567,888	582,085	596,637	611,553	626,842	642,513	658,575	675,040	691,916	709,214	726,944	745,118
Subsidy Program #2 Name	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Subsidy: County ARPA																
Operating Subsidy: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Potential Income - Housing		633,936	713,057	731,746	750,928	770,616	790,824	811,566	832,855	854,707	877,135	900,157	923,786	948,040	972,935	998,488
Other Income																
Laundry & Vending	2.5%	1,200	1,230	1,261	1,292	1,325	1,358	1,392	1,426	1,462	1,499	1,536	1,575	1,614	1,654	1,696
Other Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Potential Income - Other		1,200	1,230	1,261	1,292	1,325	1,358	1,392	1,426	1,462	1,499	1,536	1,575	1,614	1,654	1,696
Gross Potential Income - Total		635,136	714,287	733,007	752,220	771,941	792,182	812,958	834,282	856,169	878,634	901,693	925,361	949,654	974,589	1,000,184
Vacancy Assumptions																
Restricted Units	5.0%	8,375	8,627	8,885	9,152	9,427	9,709	10,001	10,301	10,610	10,928	11,256	11,594	11,941	12,300	12,669
Unrestricted Units	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenant Assistance Payments	5.0%	23,321	27,026	27,702	28,394	29,104	29,832	30,578	31,342	32,126	32,929	33,752	34,596	35,461	36,347	37,256
Operating Subsidy: (specify)	5.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry/Vending/Other Income	5.0%	60	62	63	65	66	68	70	71	73	75	77	79	81	83	85
Commercial Income	50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Vacancy Loss		31,757	35,714	36,650	37,611	38,597	39,609	40,648	41,714	42,808	43,932	45,085	46,268	47,483	48,729	50,009
Effective Gross Income		603,379	678,572	696,356	714,609	733,344	752,573	772,310	792,568	813,360	834,702	856,608	879,093	902,171	925,860	950,175
Operating Expenses & Reserve Deposits																
Residential Exp. (w/o Real Estate Taxes & Sup. Services)	3.5%	256,734	265,720	275,020	284,646	294,608	304,919	315,592	326,637	338,070	349,902	362,149	374,824	387,943	401,521	415,574
Real Estate Taxes	2.0%	67,000	68,340	69,707	71,101	72,523	73,973	75,453	76,962	78,501	80,071	81,673	83,306	84,972	86,672	88,405
Supportive Services Costs	2.5%	221,141	226,670	232,336	238,145	244,098	250,201	256,456	262,867	269,439	276,175	283,079	290,156	297,410	304,845	312,466
Replacement Reserve	0.0%	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Other Reserves	0.0%	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503	34,503
Ground Lease	2.0%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Commercial Expenses	3.5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses & Reserves		603,379	619,233	635,567	652,395	669,733	687,598	706,004	724,971	744,514	764,652	785,405	806,790	828,829	851,542	874,950
Net Operating Income		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
Debt Service																
1st Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge Loan (repaid from Investor equity)		0	0	0	0	0										
2nd Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3rd Mortgage Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)	3.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Financial Expenses: (specify)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Required Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow after all debt service		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
Debt Service Coverage Ratio (DSCR)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Use of Cash Flow After Debt Service - HCD Projects																
Asset Mgmt./ Similar Fees		0	18,630	19,282	19,957	20,655	21,378	22,127	22,901	23,703	24,532	25,391	26,279	27,199	28,151	29,137
Max Asset Mgmt/Similar Fees	3.5%	18,000	18,630	19,282	19,957	20,655	21,378	22,127	22,901	23,703	24,532	25,391	26,279	27,199	28,151	29,137
Target NOI to get to 1.1 DSCR		0														
Subsidy needed to get to 1.1 DSCR		0														
Reserves & Debt (not payable by HK Op Subsidy)																
Reserve Expenses		58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503
Required Debt Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Reserve Expenses and Debt		58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503
Reserve Exp. and Debt paid by Bonus		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve Exp. and Debt unpaid		58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503	58,503
Homekey App Submittal Bonus award		0														
Cash Flow after all debt service		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
HK Bonus Draw* for Reserves & Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow after HK Bonus draws		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
*HK Bonus balance after draws		0	0	0	0	0										
Homekey Operating Subsidy amount		0														
Cash Flow after HK above Bonus draw		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
Homekey Bonus Draw*		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*HK Bonus balance after draws		0	0	0	0	0										
Cash Flow after 2nd HK Bonus draw		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
Homekey Operating Subsidy Draw*		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow after HK Op Subsidy draw		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
NOI after all draws		0	59,339	60,789	62,214	63,610	64,975	66,305	67,597	68,847	70,050	71,203	72,302	73,342	74,318	75,225
DSCR with Homekey draws		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*HK Op Subsidy balance after draws		0	0	0	0	0										

Application Development Team (ADT) Support Form							10/2/21
Complete the "yellow" cells in the form below for application related issues and email a copy to: appsupport@hcd.ca.gov							
Name:		Melissa Noriego				Contact Phone:	(559) 676-1716
Issue #	Program Name &	Tab	Cell #	Update/Comment	Urgency	ADT Status	Status Date
1	Homekey	Threshold	Line 93 - 96	Unable to clear. Not relevant to our application. Indicating Threshold not met.	High		
2	Homekey						
3	Homekey						
4	Homekey						
5	Homekey						
6	Homekey						
7	Homekey						
8	Homekey						
9	Homekey						
10	Homekey						
11	Homekey						
12	Homekey						
13	Homekey						
14	Homekey						
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25	Homekey						
26	Homekey						
27	Homekey						
28	Homekey						
29	Homekey						
30	Homekey						

[illegible]

§304 Application Scoring Criteria (207 Points Max)										10/2/21	
Project Name and address			Who provides the experience		Experience Provider		Housing type	Population Served		# of months serving	
Barrett Apartments; 223 Barrett Ave, Richmond, CA			SHELTER Inc		Property Manager		Affordable Rental	Homeless		240	
Victoria Apartments; 1650-1680 Detroit Ave, Concord, CA			SHELTER Inc		Property Manager		Affordable Rental	Homeless		276	
Lyle Morris Apartments; 4553 Delta Fair Blvd, Antioch, CA			SHELTER Inc		Property Manager		Affordable Rental	Homeless		324	
Affordable Housing Association of Pittsburg; 425 East Santa Fe Ave., Pittsburg, CA 94565			SHELTER Inc		Property Manager		Affordable Rental	Homeless		300	
The Landings; 935 East St, Pittsburg, CA			SHELTER Inc		Property Manager		Affordable Rental	Chronic Homeless		180	
Pittsburg Family Center; 84 W. 6th St, Pittsburg, CA			SHELTER Inc		Property Manager		Affordable Rental	Homeless		396	
Explanation:											
c. Commitment letter(s) or MOU(s) documenting how the complete development and management team (which may include Applicant, Developer, Property Manager, and Lead Service Provider) are connected and will work together on the Project - 15 points										15.00	
File Name:	Commitment letter(s) or MOU(s)		Provide commitment letter(s) or MOU(s) documentation					Uploaded to HCD?		Yes	
3. Racial equity and community engagement - max 20 points "For HCD use only"										0.00	
a. Racial Disparities Analysis - 10 points (HCD will score Racial Disparities Analysis based on the submitted Continuum of Care Outcomes)											
File Name:	Racial Disparities Analysis		Provide the Continuum of Care Outcomes by Race and Ethnicity					Uploaded to HCD?		Yes	
b. Community Engagement - 10 points (HCD will score Community Engagement based on the submitted narrative)											
File Name:	Community Engagement		Provide a detailed narrative of how the Applicant has engaged or will engage with the target community, including people currently experiencing homelessness and people with lived experience of homelessness, to inform the design of the project. Provide documentation of this engagement, including meeting notes, community planning documents, MOU of partnership with community organizations, etc.					Uploaded to HCD?		Yes	
4. Community impact and site selection - max 92 points										61.00	
a. Project serves specific sub-populations from Award, Match, and Revenue cells R26, S36, T26 - 20 points			Chronic Homelessness	100.00%	Homelessness	0.00%	Homeless Youth or Youth at Risk of Homelessness		0.00%	20.00	
b. Assisted Units include units for large family housing types - 10 points		Percentage of Assisted units that are three bedrooms or larger from 'Award, Match, and Revenue' worksheet cells U43 + U44 + U45			0.00%	Percentage of Assisted units that are two bedrooms or larger from 'Award, Match, and Revenue' worksheet cells U42 + U43 + U44 + U45			0.00%	0.00	
c. Commitment to 55 year deed restriction to serve Target Population, waiving potential accommodation by HCD to increase income limits as described in §303(ii) - max 20 points			Yes	Total Assisted units Applicant elects to waive the right to increase income levels pursuant to §303(ii).		47	Percentage of Assisted units elected to waive increase of income limits		97.92%	15.00	
d. Extent Project commits to being accessible to persons with disabilities - max 10 points				Total units from 'Award, Match, and Revenue' worksheet cell E25				48	10.00		
# of units exceeding state and federal accessibility requirements set forth in §505, specifically units with features accessible to persons with mobility disabilities - 5 points					15	% of units exceeding state and federal accessibility requirements as set forth in §505			31.25%	5.00	
# of units with features accessible to persons with hearing or vision disabilities as defined in 24 CFR Part 8.22 and the parallel ADAAG 2010 and CBC Ch. 11B provisions - 5 points					15	% of units accessible to persons with hearing or vision disabilities			31.25%	5.00	
e. The Project requires no rehabilitation/construction, or the rehabilitation/construction and full occupancy can be completed within eight months of award - max 10 points								Yes	10.00		
f. Capital match vs. minimum match required per Assisted unit; and average total cost per Assisted unit vs. minimum baseline per door										0.00	
f1. Capital match exceeds the minimum match required per Assisted Unit, 1 pt for every \$10,000 over the required match - max 10 points		Total Capital match = Total Budgeted Development Costs less Capital Homekey Award	\$2,071,866	Minimum match required for Assisted units from 'Award, Match, and Revenue' worksheet cell A125		\$2,071,866	Excess match (Total less minimum)	\$0	Increments of \$10,000 under baseline amount	0	0.00
f2. Where average total cost per Assisted Unit is below the minimum baseline per door, 1 pt for every \$10,000 under baseline amount - max 10 pts		Average baseline per Assisted Unit from 'Award, Match, and Revenue' worksheet cells X25 / U25	\$203,191	Average cost per Assisted unit from 'Award, Match, and Revenue' worksheet cells AC25 / U25		\$291,356	Excess match (Total less minimum)	\$0	Increments of \$10,000 under baseline amount	0	0.00
g. Site Selection - max 12 points										6.00	
File Name:	Amenities Site Map		Map indicating the proposed housing location(s) and scoring related amenities below.					Uploaded to HCD?		Yes	
Project site is located within 1/2 mile of a bus rapid transit station, light rail station, commuter rail station, ferry terminal, bus station, or public bus stop OR the project includes an alternative transportation service for residents (e.g., van or dial-a-ride service), if costs of obtaining and maintaining the van and its service are included in the budget and the operating schedule is either on demand by tenants or a regular schedule is provided - 4 points									Yes	4.00	

§304 Application Scoring Criteria (207 Points Max)						10/2/21	
i. Project site is located within 1/2 mile of a full-scale grocery store/supermarket where staples, fresh meat, and fresh produce are sold 1 mile for projects in rural areas? - 2 points						Yes	2.00
ii. Project site is located within 1/2 mile (1 mile for projects in rural areas) of a qualifying medical clinic with a physician, physician's assistant, or nurse practitioner on-site for a minimum of 40 hours each week, or hospital (not a private doctor's office)? A qualifying medical clinic must accept Medi-Cal/Medicare payments, or Health Care for the Homeless, or have an equally comprehensive subsidy program for low-income patients. - 1 point						No	0.00
iii. Project site is located within 1/2 mile of a book-lending public library (1 mile for projects in rural areas)? - 1 point						No	0.00
iv. Project site is located within 1/2 mile of a pharmacy (1 mile for projects in rural areas). May be included in a grocery store or health facility? - 2 points						No	0.00
v. For Projects with units serving Homeless Youth: Project site is within one mile of at least two of the following: community colleges, universities, trade schools, apprenticeship programs, employment programs, childcare centers for parenting youth, and/or community centers for youth (e.g., LGBTQ+ centers, drop-in youth centers)? - 2 points							0.00
5. Negative Points - max minus 20 points							
a. For any Project resulting in the permanent displacement of residents (not businesses or farm operations), as outlined below:							
The Project permanently displaces existing residents:	Total existing units	0	Total household units that will be displaced		Percentage of household units that will be displaced	0.00%	0.00
Note: In the event of program oversubscription, where Applicants have the same score and the same date and time stamp, HCD may consider additional criteria as a tiebreaker, including but not limited to the cost-effectiveness, community impact, affirmatively furthering fair housing, innovative housing types, tenant stability and proximity to transit, services and amenities.							

Homekey Application Upload Document Checklist					10/2/21
Document upload requirements and compliance information in column AK is auto-populated from document submittal replies in the worksheets noted below. Failure to submit a complete application including the required documentation may result in the need for you to amend and resubmit your application resulting in your application's HCD review to be repositioned to the date of resubmittal.					
Overview worksheet					
File Name	App1 Cert & Legal	See Certifications & Legal worksheet.	Uploaded to HCD?	Yes	
File Name	App1 Resolution	Signature required; see Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	App1 TIN Form	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 Cert & Legal	See Certifications & Legal worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 Resolution	Signature required; see Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 OrgDoc1, OrgDoc1, etc...	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 OrgChart	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 Signature Block	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 Payee Data Record	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App1 TIN Form	See Applicant Documents worksheet.	Uploaded to HCD?	N/A	
File Name	Co-App1 Cert of Good Standing	Dated 30 days or less from the Application due date.	Uploaded to HCD?	Yes	
File Name	Co-App1 Tax-Exempt Status	Evidence of tax-exempt status from IRS and Franchise Tax Board, if applicable	Uploaded to HCD?	Yes	
File Name	Co-App2 Cert & Legal	See Certifications & Legal worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App2 Resolution	Signature required; see Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App2 OrgDoc2, OrgDoc2, etc...	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App2 OrgChart	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App2 Signature Block	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App2 Payee Data Record	See Applicant Documents worksheet.	Uploaded to HCD?	Yes	
File Name	Co-App2 TIN Form	See Applicant Documents worksheet.	Uploaded to HCD?	N/A	
File Name	Co-App2 Cert of Good Standing	Dated 30 days or less from the Application due date.	Uploaded to HCD?	Yes	
File Name	Co-App2 Tax-Exempt Status	Evidence of tax-exempt status from IRS and Franchise Tax Board for Non-profit Corp.	Uploaded to HCD?	Yes	
File Name:	Rehab Description	Narrative description of current condition of structure(s) and overall scope of work.	Uploaded to HCD?	N/A	
File Name:	PNA	Physical Needs Assessment prepared by a qualified independent third party contractor.	Uploaded to HCD?	N/A	
File Name:	Market Study	Provide a recent market study within the past year which conforms to Tax Credit Allocation Committee (TCAC) guidelines, and/or a rent roll, and/or other supporting documentation per §205 of the NOFA.	Uploaded to HCD?	N/A	
File Name:	Market Study	Provide a recent market study within the past year which conforms to TCAC guidelines, and/or a rent roll, and/or other supporting documentation per §205 of the NOFA.	Uploaded to HCD?	N/A	
File Name:	Non-Perm Structure	Detailed narrative of how the use will meet all Homekey Program requirements, including the requirements for use and affordability restrictions set forth at §208 of the NOFA	Uploaded to HCD?	N/A	
Threshold worksheet					
File Name	Env. Report 1	Phase I (prepared or updated no earlier than 12 months prior to the application due date).	Uploaded to HCD?	Yes	
File Name	Env. Report 2	Phase II (prepared or updated no earlier than 12 months prior to the application due date).	Uploaded to HCD?	N/A	
File Name	CEQA	Copy of CEQA Determination Documents	Uploaded to HCD?	Yes	
File Name	NEPA	Copy of Authority of Use Grant Funds (NHTF Verification from Responsible Entity)	Uploaded to HCD?	N/A	
File Name	Local Approvals	'Local & Env Verification' worksheet(s) completed and signed by local authority or Responsible Entity, if different from jurisdiction.	Uploaded to HCD?	Yes	
File Name	Racial Demographics	Racial Demographic Data Worksheet, which reports CoC outcomes by race and ethnicity. The worksheet on the Homekey webpage	Uploaded to HCD?	Yes	
File Name:	Use Change	Provide a commitment and plan to facilitate or expedite the use change processes	Uploaded to HCD?	N/A	
File Name:	Site Control1, Site Control2, etc	Provide documentation of the type of site control for each site above	Uploaded to HCD?	Yes	
File Name:	Prelim1, Prelim2, etc	Provide current preliminary title report for each site above	Uploaded to HCD?	Yes	
File Name:	Liability Insurance	Proof of General Liability Insurance that meets the requirements in §800(i)	Uploaded to HCD?	Yes	
File Name:	Automobile Insurance	Proof of Automobile Liability Insurance that meets the requirements in §800(ii)	Uploaded to HCD?	Yes	
File Name:	Property-Hazard Insurance	Proof of Property Insurance that meets the requirements in §800(v)	Uploaded to HCD?	Yes	
File Name:	Development Plan	Provide a development plan	Uploaded to HCD?	Yes	
File Name:	Relocation Narrative	Relocation Assistance Narrative for relocation or no relocation	Uploaded to HCD?	Yes	
File Name:	Housing First Perm	Provide experience administering a Housing First program of harm reduction and low barriers to entry	Uploaded to HCD?	Yes	
File Name:	One-for-one Replacement	iii(a) and (b) If the acquired housing or site will be redeveloped/repositioned per the locality's overall goal to address the needs of the Target Population and the community (unless the target site is going to be demolished before any occupancy by the Target Population), provide a letter of commitment to ensure one-for-one replacement of units.	Uploaded to HCD?	N/A	
File Name:	Housing Site Map	Map indicating the original target housing location and all proposed housing location(s).	Uploaded to HCD?	Yes	
File Name:	Outside Neighborhood	If replacement housing is proposed outside the target neighborhood, include a justification explaining why it is necessary to locate this replacement housing outside the target neighborhood (i.e., offsite) and how doing so supports and enables the Target Population to maintain housing.	Uploaded to HCD?	N/A	
File Name:	Interim Hsg Exp	Provide experience in linking Interim Housing program participants to Permanent Housing to ensure long-term housing stability	Uploaded to HCD?		
File Name:	Housing First Interim	Provide experience administering a Housing First program that includes principles of harm reduction and low barriers to entry	Uploaded to HCD?		
File Name:	Relocation Plan	Relocation Assistance Narrative for relocation or no relocation	Uploaded to HCD?	Yes	
File Name:	Access & Non-Discrimination	Provide a non-discrimination policy	Uploaded to HCD?	Yes	
File Name:	Prevailing Wage	Provide a prevailing wage certification	Uploaded to HCD?	Yes	
Certification & Legal worksheet					
File Name:	Cert & Legal Explanation	Letter of explanation for any "Yes" answers or red shaded items above.	Uploaded to HCD?		
Supportive Services Plan worksheet					
File Name:	Property Management Plan	Submit Property Management Plan and Tenant Selection Policies	Uploaded to HCD?	In progress	
Award, Match, and Revenue worksheet					
File Name:	Utility Allowance	1Local housing authority document showing current utility allowance chart, with relevant components circled.	Uploaded to HCD?		
File Name:	Appraisal	If land costs will be included in the Development Budget, attach an appraisal dated within 60 days of the application submittal date.	Uploaded to HCD?	Yes	
File Name:	Op Subsidy Confirmation	A letter template and a list of potential Homekey complementary funding can be found on the Homekey webpage.	Uploaded to HCD?	Yes	
Dev Sources worksheet					
File Name:	EFC1, EFC2, EFCI3, etc.	Documentation for the executed funding commitments (see below)	Uploaded to HCD?	N/A	
Application Scoring Criteria worksheet					
File Name	Subsidy Program #1 Project Based Vouchers	Provide commitment of this non-Homekey rental subsidy that will be used to maintain the ongoing affordability of the Project.	Uploaded to HCD?	Yes	
File Name	Subsidy Program #2 Name	Provide commitment of this non-Homekey rental subsidy that will be used to maintain the ongoing affordability of the Project.	Uploaded to HCD?	Yes	
File Name	Operating Subsidy: County ARPA	Provide commitment of this non-Homekey operating subsidy that will be used to maintain the ongoing affordability of the Project.	Uploaded to HCD?	Yes	
File Name	Operating Subsidy: (specify)	Provide commitment of this non-Homekey operating subsidy that will be used to maintain the ongoing affordability of the Project.	Uploaded to HCD?		
File Name:	Commitment letter(s) or MOU(s)	Provide commitment letter(s) or MOU(s) documentation	Uploaded to HCD?	Yes	
File Name:	Racial Disparities Analysis	Provide the Continuum of Care Outcomes by Race and Ethnicity	Uploaded to HCD?	Yes	
File Name:	Community Engagement	Provide a detailed narrative of how the Applicant has engaged or will engage with the target community, including people currently experiencing homelessness and people with lived experience of homelessness, to inform the design of the project. Provide documentation of this engagement, including meeting notes, community planning documents, MOU of partnership with community organizations, etc.	Uploaded to HCD?	Yes	
File Name:	Amenities Site Map	Map indicating the proposed housing location(s) and scoring related amenities below.	Uploaded to HCD?	Yes	

Homekey Round 2 Underwriting (Feasibility)

Homekey Summary (auto populated from Award, Match and Revenue worksheet)							
Maximum Homekey Award		Applicant Requested Homekey Award		Lesser of Maximum and Requested Award		Comments	
Capital Baseline Award	\$9,550,000.00	Capital Baseline Award		\$9,550,000.00	Capital Baseline Award	\$9,550,000.00	
Additional Contribution	\$2,071,866.00	Additional Contribution		\$2,071,866.00	Additional Contribution	\$2,071,866.00	
Total Maximum Capital Award	\$11,621,866.00	Total Requested Capital Award		\$11,621,866.00	Total Capital Award	\$11,621,866.00	
Operating Subsidy	\$0.00	Operating Subsidy		\$0.00	Operating Subsidy	\$0.00	
50% of Relocation Costs	\$0.00	50% of Relocation Costs		\$0.00	50% of Relocation Costs	\$0.00	
\$207 Bonus Award - app submittal	\$0.00	\$207 Bonus Award - app submittal		\$0.00	\$207 Bonus Award - app	\$0.00	
\$207 Bonus Award - full occupancy	\$470,000.00	\$207 Bonus Award - full occupancy		\$470,000.00	\$207 Bonus Award - full	\$0.00	
Total Maximum Homekey Award	\$12,091,866.00	Total Requested Homekey Award		\$11,621,866.00	Total Homekey Award	\$11,621,866.00	
Dev Sources tab - Source Name		Source Type	Committed by App due date?	Lien No.	Funding Amount		
Homekey Program Award (Input by Applicant) - Dev Resources tab		State-HCD	Yes	0	\$11,621,866		
Homekey Program Award (Auto corrected/autopopulated based on Homekey Program (Actual))		State-HCD	Yes	0	\$11,621,866		
Homekey Program Award (Actual) Capital Baseline Award + HK Match contribution + Bonus Award (App submission prior to 1/31/22)					\$11,621,866		
Vallejo ARPA	Local		0	\$190,000			
Home ARP	Local		0	\$1,881,866			
Total Funds from other sources					\$2,071,866		
Total HCD and other funding sources					\$13,693,732		
Total Development Costs (Dev Budget tab, L126)					\$13,693,732		
Funding GAP HCD Match					\$0		

Approved as to form:

By:  for
Veronica Nebb, City Attorney

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALLEJO AUTHORIZING THE
CITY MANAGER TO ACCEPT GRANT AWARD FUNDS FOR HOMEKEY ROUND 2 –
BROADWAY PROJECT**

WHEREAS, the California Department of Housing and Community Development (“Department”) has issued a Notice of Funding Availability, dated September 9, 2021 (“NOFA”), for Homekey Program (“Homekey” or “Program”) pursuant to Health and Safety Code Section 50675.1.3 (Assem. Bill No. 2021-2022 Reg. Sess.), § 20.); and

WHEREAS, the City of Vallejo (“City”) submitted an application on January 31, 2022; and

WHEREAS, the City was successfully awarded \$12,091,866 of Homekey Round 2 funding on May 10, 2022.

NOW THEREFORE BE IT RESOLVED that City Council of the City of Vallejo does hereby authorize the City Manager or his designee to accept the Department of Housing and Community Development (Department) grant award from Homekey Round 2 in the amount of \$12,091,866.

Adopted by the Council of the City of Vallejo at a special meeting held on June 7, 2022 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK



DATE: June 7, 2022
TO: Mayor and Members of the City Council
FROM: Mike Malone, City Manager
Terrance Davis, Assistant City Manager
SUBJECT: STUDY SESSION ON ROADS & INFRASTRUCTURE BALLOT MEASURE

RECOMMENDATION

Direct staff to return on July 12 with the necessary actions to submit a 0.875 transaction and use tax ordinance for consideration by the voters on the November 8, 2022 ballot.

REASONS FOR RECOMMENDATION

The City Council has directed staff to assess community sentiment regarding a ballot measure to authorize a 0.875 general purpose or special sales tax. During tonight's meeting a representative of the FM3 polling firm will make a presentation regarding the polling results.

BACKGROUND AND DISCUSSION

As a result of deferred maintenance and underinvestment, Vallejo's roads and city facilities are in disrepair. The Vallejo local road network consists of 711 lane miles, of which 58% are in poor or failed condition as measured through Pavement Condition Index (PCI). Vallejo has a PCI of 48, as measured on a standard scale from 0-100, which places us well below Solano County's average of 67. Further, the City has numerous buildings constructed in the 1960s and 1970s that are in need of renovations to improve safety and functionality for city staff and community members.

The City Council has expressed a desire to increase local investment to augment the limited existing funding directed towards city roads and buildings, and consideration of a local sales tax measure could generate additional revenues necessary to address the City's deteriorating infrastructure. The State Transactions and Use Taxes Law authorizes cities and counties to levy transactions and use taxes for general or specific purposes. The City's current sales tax rate is 8.375 percent, which is below the State legal limit, which is set as 2.0 percent above the basic statewide tax rate of 7.25 percent. Under existing law, the City of Vallejo can seek voter approval of up to 0.875 of additional tax increment. If the City Council is interested in seeking voter support to authorize a sales tax increase during a municipal and national election, November 8, 2022, would be the first opportunity to place the measure before the voters. If the direction were to delay, the next opportunity is for the municipal and national presidential election in November 2024.

In May 2022, staff retained Fairbank Maslin, Maullin, Metz & Associates (FM3) to conduct community polling to determine likely voter interest in a sales tax initiative. FM3 has conducted polling services for the City in prior years, which provides consistency in methodology and afforded the ability to compare results to prior polls. These results will be presented during the June 7, 2022 meeting.

FISCAL IMPACT

A 0.875 sales tax measure is projected to generate approximately \$18 million in Fiscal Year 2023-24. The tax measure is expected to generate approximately \$500 million for 25 years, though it may rise or fall depending on the state of the economy.

The cost of placing this measure on the November 8, 2022 ballot, consultants to support strategic advice, planning and educational information, is estimated at \$100,000 and is included in the FY 2021-22 and FY22-23 adopted budgets.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

None

CONTACT

Terrance Davis, Assistant City Manager (707) 648-4301
terrance.davis@cityofvallejo.net