

City of Oakland, Housing & Community Development
Notice of Funding Availability New Construction 2021
Questions & Answers Response #3
Questions Submitted to Staff through 12/24/21)

Q1: Do applicants have to complete the separate HUD Utility Model in the Financial Model Workbook (purple worksheets) or can applicants enter the utility information in #24a in the CDS application, which is simpler than the HUD Utility Model?

A1: All projects that have not received a commitment of Project Based Section 8 or VASH from the Oakland Housing Authority must complete the HUD Utility Schedule Model, which is located in the Financial Model Workbook (see NOFA website or CDS Application to download the excel workbook). The HUD Utility Model is in the purple worksheet tabs in the Financial Model Workbook. These worksheets contain 2020 HUD data and City staff reserves the right to request updates from applicants, if necessary. Projects that have received a commitment of operating subsidy from Oakland Housing Authority may enter the requested information in #24a in the CDS application and do not need to complete the HUD Utility Schedule Model. If an applicant needs assistance completing the HUD Utility Schedule Model, the City recommends reviewing the online HUD guidance -- (see link below) and/or ask for assistance from your financial consultant who may be more familiar with the model. City staff is unable to provide specific guidance on the model.

<https://www.huduser.gov/portal/resources/utilallowance.html>

Q2: If a Phase II has been completed, does the Phase II have to be dated within 1 year (and if so, is an assurance or reliance letter acceptable)?

A2: If a Phase II report is available, it should be reviewed by an environmental professional. That consultant should provide a determination whether the report is representative of current conditions, and whether an additional Phase II report is necessary or whether the existing report is sufficient for the proposed site use.

Q3: No more than fifteen percent (15%) of unassisted affordable units may be designated for moderate-income households. Does this mean that for a project with 60 affordable units, we can have up to 9 units that are designated for moderate-income households? And in that case, would those 9 units be unassisted by the City, and the remaining 51 assisted by the City?

A3: Yes, that is correct. Up to 15 percent of all units may be designated for moderate-income households and those units will be unassisted by the City.

Q4: Can we use another referral system for PSH units for homeless families rather than the Coordinated Entry System (CES)?

A4: Yes, the applicant is allowed to use another Coordinated Entry System, if the referral system captures and can evidence the focus on housing and service coordination designed to link homeless people to the most appropriate housing solutions. The City reserves the right to review the alternate system and to determine if the system is suitable for use. Please include detailed information about the proposed alternative system and rationale in the application.

Q5: I have noticed some issues with the Financial Model that I am working on. How can I fix the issues/errors?

A5: The City has noted errors in the Financial Model. If you have started to enter information into the model, please contact Arlecia Durades (adurades@oaklandca.gov) to have the Financial Model unlocked for your project. If you have not yet started to enter information into the Financial Model, a blank, unlocked Financial Model Template will be saved on the NOFA website under "Exhibits."

Q6: We have applied for CHDO Certification in September 2019, and the information regarding our board members remain unchanged. May we submit the same Board Member combined certifications that were signed off on in 2019 from our Board Members?

A6: All Board members need to re-sign and date their certification form to confirm that the information is still correct. Electronic signatures are fine to submit.

Q7: Do we need to complete a new appraisal, if the appraisal is beyond 6 months from the date of acquisition?

A7: If the appraisal is beyond the 6-month threshold that is noted in the Program Guidelines, the City reserves the right to review each appraisal on a case-by-case basis to determine the applicable course of action, and may require an appraisal update from the applicant.