

Homekey RFP Q&A

Posted

- Question:** Do I need to make a pre-consultation with the State?

Answer: *Although the State is offering pre-consultations for potential applicants, the City will use the RFP to determine which projects will move forward to schedule pre-consultations with the State. Teams should not attempt to schedule pre-consultations with the State before their project has been selected to move forward through the RFP.*
- Question:** Do I need an appraisal?

Answer: *It is not required for the RFP response, but will be required by the time of the Homekey application in late December- early January.*
- Question:** Can you clarify if rents are limited to 30% income or 30% of the rent?

Answer: *Rent limits under CA Health and Safety Code are calculated as 30% of x% of the Median Income, x% being the applicable AMI restriction. If the Median Income is \$100,000, and the unit is restricted at 50% of AMI, then the rent is 30% of \$50,000. Divide that by 12 to get the monthly amount, and deduct any tenant-paid utilities from that limit, using the Oakland Housing Authority's Utility Allowance worksheet.*
- Question:** Regarding the conversion of an existing motel in RM-4 to permanent housing, what is the approval process like?

Answer: *An existing motel is considered transient habitation. It will require that we convert or entitle the property to permanent housing or rooming housing, which is a type of dormitory housing. You will need to go through planning and planning would review it. For the most part discretionary permits are not required for permit housing but it is going to be a case by case basis. You may still have to comply with certain things like setbacks. But once you comply with all of those the process of entitlements, it may be a simple process.*
- Question:** Can we receive a list of the requirements explained by Vivian from Contract Compliance?

Answer: *Yes, we are working with the Contract Compliance department for additional guidance and requirements on Contract Compliance requirements and we will release it as soon as this guidance is final.*
- Question:** Will a recording of the Q&A zoom session be uploaded to the website?

Answer: *Yes, a recording of the Q&A session is currently uploaded to the website along with this document and the meeting slides. <https://www.oaklandca.gov/topics/city-homekey>*
- Question:** What is the best way to get set up with CES?

Answer: *There is a flyer from the County that has all the different ways to connect clients to the Coordinated Entry System. This document will be sent out to teams and has been uploaded to the City's Homekey website.*

Commented [MC1]: Please make sure to upload asap

8. **Question:** Can a team propose multiple projects? The City is the sponsor and receives the grant for the team. What type of information is required from the team? Does the title transfer to the team?

Answer: *Through the RFP, we are asking that teams pick one project proposal per RFQ-qualified team. The City invites teams to co-apply with the City to the State. If the State awards the project, the State will grant the funds to the City, and the City will grant the funds to the project. Therefore, the funding flows through the City, and the City remains responsible for enforcing and monitoring Regulatory Agreements, Grant Agreements, as well as enforcing reporting requirements. Even though we are applying through the State for Homekey funding, your relationship is with the City.*

The City will not be involved in the chain of title. We are looking for teams to acquire properties directly and retain private ownership of properties. The exception is the City-owned land. If you have any questions about the City owned land, please forward any questions to hcdinfo@oaklandca.gov. If you are looking at acquiring an existing building, the City will just have a funding and regulatory role.

9. **Question:** Is it still a Homekey requirement that referrals come through Coordinated Entry? And if so - given how difficult it was in Round 1 - does the City have a contingency plan to meet the occupancy timelines if projects get insufficient referrals?

Answer: *Yes, it is definitely still a requirement of Homekey that referrals come through the Coordinated Entry System (CES). This round of Homekey, there is additional documentation and narrative required on this element, which we have tied into our RFP as well. There are lessons learned from the last round about referrals, and as your partner on this, the City wants to work with you and the County to make sure that referrals are meeting goals and timelines.*

We know that there was difficulty filling units in the last round of Homekey, so we want to make sure that the populations proposed are populations that have a great need for housing within our system and are on our Coordinated Entry list (or can easily get on lists). We want to make sure we can help negotiate that with the County so that we can get referrals flowing quickly. This is why we are asking for more information this round of Homekey, so we can be more prepared on the front end.

10. **Question:** Can a team that was approved individually now collaborate with another approved team on a project?

Answer: *Yes. Teams can add sponsors, but cannot replace sponsors. We simply do not have capacity to assess new qualifications at this time, therefore, we will not be accepting sponsor substitutions.*

Commented [OX2R1]: still waiting for the flyer from Lara. I'll follow up.

11. **Question:** Can you give us more input about the amount of the equity investment in properties from the City?

Answer: *We anticipate around \$10 Million of our local allocation to put towards capital match for Oakland Homekey applications. It would depend on State requirements if it has to be a grant or a loan, but we have around \$10 Million.*

12. **Question:** Are Homekey sites that are not currently zoned for residential use also exempt from discretionary entitlement approval processes (ie. zone changes and/or general plan amendments, if necessary) if converting the site to a permanent supportive housing Homekey use?

Answer: *Homekey does not exempt you from zoning and setback requirements. For instance, if residential is not allowed in an industrial zone, you cannot go and propose new residential where it is not allowed. Homekey exempts permitted use from discretionary permits or the discretionary entitlement process. You have to meet all the zoning requirements and standards just like any project (height limit, etc). For example, if you need a setback variance, etc., we may need to consult with City Attorneys to understand the interpretation of this. You would need to comply with all development and building code standards.*

13. **Question:** What is the range of HHAP funding available for Operating support?

Answer: *We have to have the City Council officially make a decision to allocate any amount of HHAP funding for operating support, but we are roughly using a placeholder of \$5-10 million that we are hopeful to be able to allocate. However, we won't know that number until late December.*

14. **Question:** How many projects are you anticipating taking to the state level?

Answer: *This will depend on how much the top scoring projects are requesting in capital match and operating dollars. We will go down the list by score, until we don't have enough money. It could be that a bunch of projects have found many other sources of funding, or are very low cost and don't need much from us. In that case we can take more projects to the State level. On the other hand, it could be that the top priority project needs a lot of funding with us and we are only able to go with that project. But our appetite is to apply for as much Homekey as local match funding allows.*

15. **Question:** Are wet signatures required for any documents or is Docusign acceptable?

Answer: *Docusign is acceptable.*