

**City of Oakland, Housing & Community Development**  
**Notice of Funding Availability 2022**  
**Acquisition and Conversion to Affordable Housing (ACAH) Program**

***Questions & Answers, Response #4, issued February 15, 2023***

**IMPORTANT NOTE: Applications are due through the City's website application portal at <https://citydataservices.net/> by no later than 4:00 pm on Friday, February 17, 2023.**

**Q1: May we submit our own proforma template instead of the City of Oakland's financial model template provided in the application materials?**

**A1:** Applicants must use the City's Excel Financial Model to ensure consistency in review across the applications.

**Q2: We are planning to submit an application for an existing project that was submitted previously by the community land trust with which we are partnering. We want to know whether we should apply as a joint venture, or whether our organization should apply as the lead applicant. The CLT owns the land and we own the building and improvements.**

**A2:** A community land trust must be an applicant under the requirements of the CLT/LEHC Subprogram, but can joint venture with another organization. As the organization partnering with the CLT, you may take the lead on preparing and submitting the application, but the CLT must be a co-applicant and your organization must joint venture with the CLT. The City does not require the CLT to re-submit organizational and legal documents; however, you should submit organizational and legal documents from your organization if you did not submit with the previous application. Please provide resumes for the development team (this is item #6 in Exhibit D to the NOFA) for the full team (including your organization and the community land trust).

**Q3: We are submitting an application through this NOFA for an existing funded project with 3 sites. We do not have any project-based section 8 vouchers but we do have tenant vouchers. Typically we do not underwrite tenant based vouchers since tenants take those with them when they depart; we would underwrite using the maximum rent we can charge at turnover. What is the City's preference? Also, would you like us to combine the financials into one proforma for all 3 sites, or prepare separate proformas.**

**A3:** The City will review the proforma Rents and Cash Flow looking at both the underwriting using the maximum allowable rents based on the bedroom size and AMI levels selected in the Rents tab chart (columns B and C inputs will result in the max rent allowed in Column M), as well as underwriting based on the current in-place existing rents (column K). Please prepare proformas for each separate property. Describe in your narrative cover letter, in particular the financing narrative portion, how much of the City's ACAH funding is planned for each project out of its current funding allocation as well as what your organization is applying for through this funding round.

**Q4: For the scoring sheet section #3 for previously funded projects, are the points awarded for items that 'have been' addressed/corrected, or for 'need to be' addressed/corrected? We are reading it as the planned scope of work will address health and safety, code violations, accessibility or structural work as evidenced by the PCA or other forms of documentation.**

**[Up to 20 points]** Rehabilitation scope of work prioritizes health and safety code, accessibility, and structural work on the property, as evidenced by Home Inspection Report (for 1-4 unit properties) or Preliminary Needs Assessment/Capital Needs Assessment (for 5+ unit properties) and updated rehabilitation estimates:

- **[5 points]** for each correction of health and safety hazard, immediate health deficiency and/or code violation;
- **[3 points]** for each accessibility improvement and/or structural rehabilitation work such as roofing replacement, seismic strengthening, foundation, drainage, exterior wall restoration, energy efficiency improvements, electrical and plumbing system improvements; and/or
- **[1 point]** – for each other rehabilitation scope of work item (based on City approval).
- **[Tiebreaker]** In case of a tie, the City reserves the right to select the Project with the more severe rehabilitation needs.

**A4:** Yes, your understanding is correct. The points will be awarded for rehab work that still needs to be done, not rehab work that has occurred in the past.

**Q5: We are hoping to apply with potential new projects, but they are fairly early on in the acquisition process and I want to confirm that there is no penalty if we happen to be awarded funds but cannot move forward with the sale for some reason?**

**A5:** There is no penalty for not being able to move forward with a sale.