

Homekey+ Program Development Plan Guidance

The Homekey+ Notice of Funding Availability (NOFA) Section 300 (xii) requires that Homekey+ applications include a detailed development plan.

The Homekey+ NOFA Section 300 (xii) reads:

“Applicants shall provide a detailed development plan that supports acquisition of a site, completion of Rehabilitation or construction, occupancy, and fund expenditure before all program deadlines, factoring in entitlements, permits, procurement, potential construction delays and supply chain issues, and demonstrates evidence of strong organizational and financial capacity to develop the Project.”

The development plan is not a proposal, but an actual plan of how the Applicants will fulfill the Homekey+ Program requirements.

Please use this guidance document to create a development plan and upload your development plan with the completed Homekey+ Application. The Homekey+ NOFA Section 204 includes the Program Deadlines that applicants must consider when designing their development plans.

The Project specific development plan should include the following information, as applicable.

Project Name:

Project Address(es):

Assessor Parcel Number(s):

Eligible Applicant:

1. Project Overview:

- a) Neighborhood description including neighborhood amenities.
- b) Description of existing site, site plan, and any site improvement work needed to rehabilitate or construct the housing Project.
- c) Briefly describe any applicable building codes and standards the Project will meet or exceed.
- d) Unit Mix Table including size and configuration (include number of Manager units). Specify any non-Homekey+ funded units in the Project. Include target population (add Veterans and unit count, where applicable) and AMI levels for each unit type
- e) Narrative description of units, appliances, and furnishings if applicable.
- f) Supportive Service, Community and Property Management space (Note: there is no need to include experience here, only discuss the space).
- g) Number of elevators.
- h) Describe any lease(s) that might be associated with this Project or Project site.

2. Project Schedule

- a) Please review NOFA Sections 510 and 511 and Appendix C and provide a detailed construction schedule and narrative summarizing needed entitlements, necessary and discretionary land use approvals, permits, environmental clearances (i.e., Phase I, and NEPA or Phase II where required), bidding, contracting, remediation, grading, rehabilitation, unit habitability standards, amenities, utilities, upgrades, installations, CEQA/NEPA approvals, inspections, etc., as applicable.
- b) For Applicants proposing sites that will require a use change, lot split or other local approvals for Permanent Supportive Housing, include a commitment and plan to facilitate or expedite those processes, to not delay expenditure and occupancy requirements.

3. Relocation- If applicable,

- a) Explanation if a relocation consultant has been conferred with, or will be engaged, to prepare or review the Homekey+ relocation requirements for the Project.
- b) Existing status of Project, Site and Tenants including any persons, businesses, or farm operations.
- c) Explanation of any current tenants that do not qualify as Homekey+ Target Population (including any on-Veterans inhabiting units planned for Veterans). Describe how these tenants will be addressed or relocated as necessary.
- d) Confirm HCD will need to approve a Relocation Plan or a Certificate of No-Relocation (See NOFA Section 507 for more information).

4. Scope of Work

- a. Scope of Work outlining tasks to complete the Project such as technical site work, construction or rehab, and deliverables of various parties.
- b. Narrative Description of proposed building structure, materials, and plan (for new construction)
- c. Accessibility upgrades.

5. Project Timeline

- a. Expected Homekey+ Award date.
- b. Acquisition or Sales Contract.
- c. Relocation, as applicable.
- d. Construction Close.
- e. Construction start and end dates.
- f. Date units will be ready for move-in.
- g. Occupancy complete/fully operational.

6. Clear, recent, high-resolution photographs of the Project site and all improvements thereon (e.g., exterior, and interior photos of the buildings, parking lots, billboards).

7. Potential or Known Project Challenges

- a. Please describe any potential or known challenges or unique characteristics this Project will or may encounter during development. Also please describe what measures are being taken to mitigate or address these issues.

8. If any applicant is required to update their development plan during the application review process, the applicant should attach a cover sheet that summarizes the updates.