

# HOME American Rescue Plan Reentry Housing Pilot Project



## NOFA and Application Workshop

State of California  
Department of Housing and Community Development





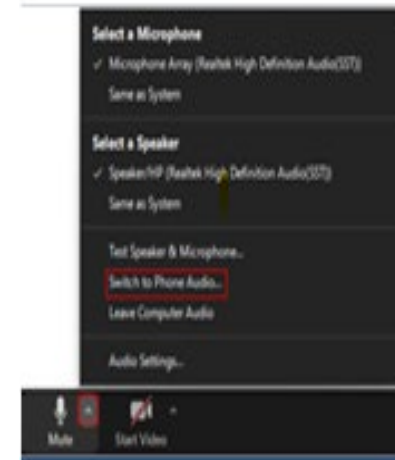
# Reentry Housing Pilot Project Workshop Webinar

## Housekeeping

### Before We Start.....

- Closed captions will be provided in a box on the bottom center of the screen
  - Click the live Transcript button and then click “show subtitle” to view closed captioning
- Webinar – close email and other programs. For technical difficulties:
  - Sign out and back in again
  - Request help in the Q&A box
  - Email: [HOMEARP-NOFA@hcd.ca.gov](mailto:HOMEARP-NOFA@hcd.ca.gov)

- Change your audio settings



- Use the Q&A box to send your questions to the speakers, the chat box has been disabled
- When Open Forum is announced, use the ‘raise hand’ feature to ask a question. The host will unmute you to speak



# Welcome and Introductions

## **Division of Federal Financial Assistance HOME-ARP Program Team**

Jason L. Bradley – Federal Programs Branch Chief

Ethan Wieser – Federal Programs Section Chief

Tamara Guy - Program Specialist

Cheryl Jeffreys – Program Specialist

Alma Rissa Salaver - Program Manager

Tammy Gauthier - Program Representative

Sam Lilly - Program Representative

Amanda Kovacs - Program Representative



# Today's Agenda

- Introduction
- HOME-ARP Background
- RHPP Timeline & Overview
- Eligibility & Eligible Use of Funds
- Program Components
- Application Review, Minimum Requirements & Scoring Criteria
- Project Feasibility & Environmental Review
- Application Navigation & Submittal: Neighborly Software System
- Award Process, Important Documents & Standard Agreements
- Feedback
- Q & A



# HOME American Rescue Plan Background

To address the need for homelessness assistance and supportive services the U.S. Congress appropriated \$5 billion in funding from the American Rescue Plan Act of 2021 (ARP).

The U.S. Department of Housing and Urban Development (HUD) allocated \$155 million to The California Department of Housing and Community Development to administer the HOME-ARP Program in compliance with HUD notice CPD-21-10 on behalf of the state.

Program funds are intended to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or other vulnerable populations.



# HOME American Rescue Plan Background

## Community Informed Programming

- Program Design
  - Extensive consultation process
  - Focus Groups, community surveys, one-on-one discussions and workshops.
- Staff Engaged
  - CoC's, homeless service providers, domestic violence agencies, Tribal communities, agencies that address those experiencing homelessness, at risk and housing instability, public and private organizations and agencies serving the needs of the reentry population
- Participant Feedback
  - HOME ARP would benefit communities throughout California by implementing:
    - Affordable housing through a Rental Housing Program
    - Supportive Services through a Housing Plus Support Program
    - Permanent Supportive Housing for formerly incarcerated individuals through a Reentry Housing Program



# HOME American Rescue Plan Background



Rental  
Housing  
Program

December 2023 - \$89 million to create affordable rental housing and increase housing stability across California



Housing Plus  
Support Program

January 2024 - \$29.7 million for non-profit service providers and Tribal entities to provide services and rental assistance to keep Californians housed and reduce homelessness

# HOME-ARP

## Reentry Housing Pilot Project (RHPP)

### Overview







# RHPP Program Timeline

**NOFA Release**

October 31, 2024

State of California, Housing and Community  
Development Seal

**Application Due Date**

December 31, 2024

**Anticipated Awards**

May 2025



# RHPP Program Overview

RHPP is the first of its kind, state-level collaboration between HCD and the Department of Corrections & Rehabilitation (CDCR) to invest in permanent housing for individuals on CDCR supervised parole exiting a CDCR institution or program.

The HCD/CDCR partnership is a groundbreaking effort to address the housing and supportive services needs of the reentry population.

Funds will be used to produce permanent supportive housing designed to meet the reentry populations specific housing and service needs through onsite or offsite services by providers who specialize in assisting the reentry population



# RHPP Program Overview

## Transition from Incarceration to community

- Ten times more likely to experience homelessness
- Multiple Barriers
- Challenges securing and maintaining housing
  - Do not qualify under definition of “homeless”
  - Not eligible for housing and/or services
  - Landlords do not accept tenants with criminal history



# RHPP Program Overview

RHPP Project seeks to accomplish the following outcomes:

1. Eliminate barriers to permanent housing for the reentry population, such as the housing denials based on criminal history and the lack of sufficient affordable housing opportunities;
2. Lower the rate of reentry individuals experiencing or at risk of homelessness by providing permanent supportive housing to those released to parole supervision; and
3. Increase the reentry population's success rates of obtaining and maintaining employment, furthering education, establishing linkages to health and behavioral health resources in the communities, and thereby reducing recidivism.



# RHPP Program Overview



## Funding

\$16 million in federal funding available to eligible applicants with extensive experience developing and operating transitional housing and permanent affordable housing for the reentry population.



## Use of Funds

RHPP funding can be used to acquire, rehabilitate, and/or construct Permanent Housing to assist individuals exiting a publicly funded institution, or correctional program.



# RHPP Reentry Population

The reentry population is defined as an individual who is:

1. **“At Risk of Homelessness”** (24 CFR 91.5) from Section IV.A.2.1 of CPD-21-10 Notice
  - a. Has an annual income at or below 30 percent of median family income for the area, as determined by HUD;
  - b. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or other place not designed for regular sleeping accommodation for human beings; and
  - c. Is exiting a publicly funded institution, or program.



# RHPP Reentry Population

## 2. **“At the Greatest Risk of Housing Instability”** (24 CFR 91.5) from Section IV.A.4.1 of CPD 21-10 Notice

- a. Has an annual income at or below 50 percent of median family income for the area, as determined by HUD; and
- b. Is exiting a publicly funded institution, or program.



# **RHPP Eligibility & Eligible Use of Funds**







# Eligible Applicant

An organization, agency (including a public housing agency) Tribal Entity, for profit entity, or nonprofit entity that applies to receive HOME-ARP funding from the Department as an owner or developer on its own or with another entity (such as a for-profit or nonprofit corporation, or another local public entity).

Applicants must demonstrate experience and capacity relevant to owning and developing affordable housing for the reentry population



# Tribal Entities

A Tribal Entity Applicant is any of the following:

- 1) Applicant meets the definition of Indian Tribe under United States Code (U.S.C.) Title 25 U.S.C. § 4103(13)(B).
- 2) Applicant meets the definition of Tribally Designated Housing Entity under Title 25 U.S.C. 4103(22).
- 3) If not a federally recognized tribe, either:
  - a. Applicant is listed in the Bureau of Indian Affairs Office of Federal Acknowledgement petitioner list pursuant to Title 25 C.F.R. § 83.1, and that has formed and controls a special purpose entity in compliance with UMR Section 8313.2; or
  - b. Applicant is an Indian Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of consultation pursuant to § 65352.3 of the Government Code and that has formed and controls a special purpose entity in compliance with UMR Section 8313.2.



## Eligible State HOME-ARP Jurisdictions

The locale must meet each of the following:

1. Must not have received a HOME-ARP allocation directly from HUD.
2. Is not a participant in an urban county agreement with a county that has received a HOME-ARP allocation from HUD; and
3. Is not a participant in a HOME consortium



# Addendum I – Non-Entitlement Jurisdictions

(RHPP NOFA Page 19)

## Eligible State HOME-ARP Jurisdictions

Eligible jurisdictions are listed below. If a jurisdiction is not listed, it is not eligible (e.g. Alameda County, Fresno County, City of Los Angeles) because it received a HOME-ARP allocation directly or the jurisdiction is part of a consortium/urban county that received a direct allocation.

If you have any questions regarding your jurisdiction's eligibility or ineligibility please contact [HOMEARP@hcd.ca.gov](mailto:HOMEARP@hcd.ca.gov)

Jurisdictions	Jurisdictions	Jurisdictions	Jurisdictions
<b>Alpine County</b> Alpine County	<b>Fresno County</b> Coalinga Clovis Firebaugh Huron Orange Cove Parlier San Joaquin	<b>Kern County</b> Arvin Delano Maricopa Taft	<b>Madera County</b> Madera County Chowchilla City of Madera
<b>Amador County</b> Amador County City of Amador Ione Jackson Plymouth Sutter Creek	<b>Glenn County</b> Glenn County Orland Willows	<b>Kings County</b> Kings County Avenal Corcoran Hanford Lemoore	<b>Mariposa County</b> Mariposa County
<b>Butte County</b> Butte County Biggs Gridley Oroville Paradise	<b>Humboldt County</b> Humboldt County Arcata Blue Lake Eureka Ferndale Fortuna Rio Dell Trinidad	<b>Lake County</b> Lake County Clearlake Lakeport	<b>Mendocino County</b> Mendocino County Fort Bragg Point Arena Ukiah Willits
<b>Calaveras County</b> Calaveras County Angels Camp	<b>Imperial County</b> Imperial County Brawley Calexico Calipatria El Centro Holtville Imperial City Westmorland	<b>Lassen County</b> Lassen County Susanville	<b>Merced County</b> Merced County Atwater Dos Palos Gustine Livingston Los Banos
<b>Colusa County</b> Colusa County City of Colusa Williams	<b>Inyo County</b> Inyo County Bishop	<b>Los Angeles County</b> Artesia Carson Glendora Industry Lakewood Pico Rivera Redondo Beach Vernon West Covina	<b>Modoc County</b> Modoc County Alturas
<b>Del Norte County</b> Del Norte County Crescent City			<b>Mono County</b> Mono County Mammoth Lakes
<b>El Dorado County</b> El Dorado County Placerville South Lake Tahoe			

<b>Monterey County</b> Monterey County Carmel Del Rey Oaks Gonzales Greenfield King City Marina City of Monterey Pacific Grove Sand City Seaside Soledad	<b>Placer County</b> Placer County Auburn Colfax Lincoln Loomis Rocklin Roseville	<b>San Luis Obispo County</b> Grover Beach	<b>Sonoma County</b> Petaluma
		<b>Santa Barbara County</b> Guadalupe	<b>Stanislaus County</b> Riverbank
		<b>Santa Clara County</b> Milpitas	<b>Sutter County</b> Sutter County Live Oak Yuba City
		<b>Santa Cruz County</b> Santa Cruz County Capitola Scotts Valley Watsonville	<b>Tehama County</b> Tehama County Corning Red Bluff Tehama
<b>Napa County</b> Napa County American Canyon Calistoga City of Napa St. Helena Yountville	<b>Riverside County</b> Calimesa Cathedral City Hemet Indio Lake Elsinore Menifee Palm Desert Palm Springs Perris Rancho Mirage Temecula	<b>Shasta County</b> Shasta County Anderson Shasta Lake	<b>Trinity County</b> Trinity County
<b>Nevada County</b> Nevada County Grass Valley Nevada City Truckee		<b>Sierra County</b> Sierra County Loyalton	<b>Tulare County</b> Tulare County Dinuba Exeter Farmersville Lindsay Porterville City of Tulare Woodlake
<b>Orange County</b> Buena Park Fountain Valley La Habra Laguna Niguel Lake Forest Mission Viejo Newport Beach Rancho Santa Margarita San Clemente San Juan Capistrano Tustin	<b>Sacramento County</b> Elk Grove	<b>Siskiyou County</b> Siskiyou County Dorris Dunsmuir Etna Fort Jones Montague Mt. Shasta Tulelake Weed Yreka	<b>Tuolumne County</b> Tuolumne County Sonora
	<b>San Benito County</b> San Benito County Hollister San Juan Bautista		<b>Yolo County</b> Yolo County Winters Woodland
	<b>San Bernardino County</b> Chino Hesperia Upland Rialto	<b>Solano County</b> Solano County Benicia Dixon Fairfield Rio Vista Suisun City Vacaville	<b>Yuba County</b> Yuba County Marysville Wheatland
	<b>San Joaquin County</b> Lodi		



# Eligible Use of Funds

HOME-ARP funds in the form of a capital loan or grant may be used to acquire, rehabilitate, or construct affordable rental housing as “housing” is defined in 24 C.F.R. § 92.2:

HCD will consider a variety of innovative housing solutions as eligible projects such as:

1. Conversion of nonresidential structures to residential dwelling units.
2. Conversion of commercially zoned structures, such as office or retail spaces, to residential dwelling units.
3. Manufactured housing, and other buildings with existing residential uses.
4. Multifamily rental housing Projects.
5. Excess state-owned properties.
6. Scattered site housing on multiple contiguous or non-contiguous sites is permitted as long as the resulting housing has common ownership, financing, and property management.

*Note that scattered site housing projects have additional threshold requirements.*

*Please see the RHPP NOFA Section 204 Scattered Site Housing Requirements for details*



# Eligible Costs

## Development Hard Costs

Actual costs of constructing or rehabilitating housing including costs:

- To meet New Construction standards (24 CFR 92.251)
- To meet property standards for Rehabilitation projects (24 CFR 92.251)
- To construct or rehabilitate laundry and community facilities located at same building as the housing and which are for the use of the project residents and their guests.
- To make utility connections or site improvements in accordance with 24 CFR 92.206 and in connection with acquisition of standard housing
- To acquire improved or unimproved real property (supported by appraisal dated no longer than one year from date of application)



## Eligible Costs

- Related Soft Costs - Reasonable and necessary costs associated with the financing, or development of new construction, rehabilitation, or acquisition of housing with HOME-ARP Assisted Units including but not limited to:
  - Architectural engineering, or related professional services
  - Costs to provide information services such as affirmative marketing and fair housing
  - Costs of environmental review and release of funds in accordance with 24 C.F.R. part 58 which are directly related to the Project.
  
- Costs relating to payment of loans
  
- Relocation Costs



# Eligible Use of Operating Assistance

## Capitalized Operating Subsidy Reserve (COSR)

- Projects must have a capital loan or grant to qualify for a COSR grant.
- The amount of the COSR grant cannot exceed the amount determined by the Department to be necessary to provide for the operating cost assistance for the HOME-ARP federal affordability period of 15 years.
- Operating cost assistance can only be used for Assisted Units restricted for occupancy by reentry qualifying households
- Operating cost assistance cannot be used for reentry qualifying households with *Project Based Vouchers*





# Operating Cost Assistance

The Capitalized Operating Subsidy Reserve (COSR) must be :

- A separate interest-bearing account
- Sized based on analysis of project operating deficits after anticipated rents from QP units are applied

Any balance remaining in the operating cost assistance reserve at the end of the 15-year minimum compliance period must be returned to HCD ***unless*** the project will continue to serve qualifying populations



# Capital Loans and Grants

Operating Costs include reasonable and necessary

## Administrative Expenses

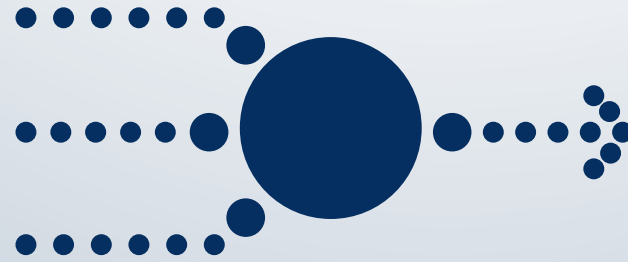
- Payroll
- Employee education, training and travel
- Housing administration goods and services

## Property Management Fees

- Day-to-day management of HOME-ARP Units
- Insurance
- Utilities
- Maintenance
- Advertising
- General Admin Costs

# Program Components

Funding, Loans & Grants,  
Occupancy & Affordability  
Minimum Compliance Period  
Disbursement of Funds  
Monitoring Fees





# Funding and Funding Limits

## Maximum Loan or Loan & Grant Amount

The maximum HOME-ARP amount available is **\$16 million** for a capital loan or grant and capitalized operating subsidy reserve (COSR) grant.

## Maximum Per-Unit Subsidy Limitations on Costs

The maximum per-unit subsidy amounts shall be equivalent to the California Tax Credit Allocation Committee's 2024 Threshold Basis Limits

<https://www.treasurer.ca.gov/ctcac/2024/2024-basis-limits-memo-update.pdf>

### Addendum III – 2024 TCAC Basis - Limits

2024 BASIS LIMITS					
COUNTY	SRO & STUDIO	1 BEDROOM	2 BEDROOMS	3 BEDROOMS	4+ BEDROOMS
ALAMEDA	\$473,390	\$645,814	\$658,400	\$842,752	\$938,878
ALPINE	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
AMADOR	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
BUTTE	\$319,236	\$368,076	\$444,000	\$568,320	\$633,144
CALAVERAS	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
COLUSA	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
CONTRA COSTA	\$473,390	\$645,814	\$658,400	\$842,752	\$938,878
DFL NORTE	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
EL DORADO	\$331,890	\$382,666	\$461,600	\$590,848	\$658,242
FRESNO	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
GLENN	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
HUMBOLDT	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
IMPERIAL	\$314,634	\$362,770	\$437,600	\$560,128	\$624,018
INYO	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
KERN	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
KINGS	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
LAKE	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
LASSEN	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
LOS ANGELES	\$437,727	\$504,695	\$608,800	\$779,264	\$868,149
MADERA	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
MARIN	\$384,234	\$443,018	\$534,400	\$684,032	\$762,054
MARIPOSA	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
MENDOCINO	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
MERCED	\$307,732	\$354,812	\$428,000	\$547,840	\$610,328
MODOC	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
MONO	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170
MONTREY	\$387,110	\$446,334	\$538,400	\$689,152	\$767,758
NAPA	\$384,234	\$443,018	\$534,400	\$684,032	\$762,054
NEVADA	\$352,022	\$405,878	\$489,600	\$626,688	\$698,170



# Funding and Funding Limits

## **Maximum COSR Amount**

Projects must have a capital loan or grant to qualify for a COSR grant. The maximum COSR amount will be calculated as forty percent (40%) of the capital loan or grant amount requested.

## **Minimum Number of HOME-ARP Units and Assistance Per Project**

Projects must have a minimum of five (5) HOME-ARP Assisted Units per rental project.



# Capital Loans and Grants

## Loans

Loans must not exceed the maximum per unit subsidy as published in this NOFA;

The loan will not bear interest unless the Department increases this rate pursuant to Health & Safety Code § 50406.7; and

Loans must have a term equal to the minimum compliance period

## Grants

Grants must have an initial term equal to the compliance period, with no residual receipts or periodic payment requirements during the life of the grant (as long as)

Grants must not exceed the maximum per Unit subsidy as published in this NOFA under which the Applicant applied for HOME-ARP funding; and

The Project is not in default under the terms of any of the Department's grant documents for that Project.



# Capital Loans and Grants

## Loan Repayment

The HOME-ARP loan shall be subject to repayment if, during the compliance period, the Project is:

- Sold or refinanced with a distribution of net equity.
- The Sponsor is not in good standing with the California Secretary of State;
- The Project is in default under the terms of any of the Department's loan.



# Occupancy

- Assisted Units restricted for occupancy must be occupied by individuals meeting the reentry population definition at time of admission to assisted unit.
- Qualifying individuals must be exiting a CDCR institution or program **and** be under CDCR supervision
- Initial income determination will be:
  - As necessary to determine affordable household contribution to rent or
  - To establish eligibility for another funding source





# Affordability

The permanent housing units produced with HOME-ARP funds must remain available for the reentry population for a 30-year period. To assist with the affordability of the units for tenants and the overall feasibility of the project during this period, HCD will encourage the Housing Provider to seek project-based rental assistance. If project-based rental assistance is not available, HOME-ARP funds may be used to provide operating assistance to cover any deficit between the income from the affordable rents and the project's operating expenses



# Minimum Compliance Period

- HOME-ARP assisted units must comply with the requirements of Notice CPD 21-10 for a minimum HOME-ARP federal affordability period of **15 years**.
- An additional 15-year state compliance period will be required (for a total of 30 years) unless the project owner can demonstrate via an Affordable Housing Covenant, Regulatory Agreement or, other mechanism that the project is not at risk for converting to market rate during years 15 through 30.
- If a project-based rental assistance Housing Assistance Payments (HAP) contract is awarded to a HOME-ARP rental project, the minimum compliance period shall be the greater of 15 years or the term of the HAP contract (generally 20 years).



# Disbursement of Funds

- Disbursement of funds for the reimbursement of eligible pre-development soft costs and acquisition costs may be made at the time of construction closing per 24 CFR § 93.201(d).
- During the construction period, disbursement for construction costs shall be made on a reimbursement basis based on percentage complete, with 10 percent (10%) retained until project completion,
- HOME-ARP program funds shall be disbursed to the Project Owner after the Standard Agreement between the Project Owner and the Department is fully executed and the Department has received a request for funds from the Project Owner.
- Final disbursement including retention will occur at permanent closing.



# Monitoring Fees

Pursuant to 24 CFR 92.214(b)(1)(i), CPD-21-10 and this NOFA, the Department charges fees to cover the cost of ongoing monitoring and physical inspection of rental projects during the period of affordability. The Department charges an annual monitoring fee, as follows:

<b>2023 Monitoring Fees*</b>	
<b>Number of Assisted Units</b>	<b>Annual Fee</b>
12 or fewer	\$6,077
13 to 24	\$9,888
25 to 36	\$12,051
37 to 48	\$12,360
49 to 60	\$14,781
61 or more	\$17,304



# Application Review, Minimum Requirements and Scoring





# Application Review

- Applications must be submitted through the Neighborly System
- Minimum requirements (Threshold) review by staff
- Those meeting minimum requirements will be scored
- Highest scores will move to feasibility review
- Applications passing feasibility & environmental review will be recommended for funding in ranking order and in accordance with Section 204 IV. of the NOFA

Applicants will have the opportunity to appeal threshold and scoring decisions.

Please see the NOFA *Basis of Appeals*



## Minimum Requirements (Threshold)

To be eligible for funding, an Applicant must demonstrate experience relevant to reentry housing projects and meet 1 through 6 below

1. Provide all certifications required under Section II of the NOFA
2. Demonstrate Site Control
3. Demonstrate adequate developer experience
4. Demonstrate adequate owner and operator experience
5. Demonstrate adequate property management experience
6. Meet all additional requirements as determined by the Department.



# Minimum Requirements (Threshold)

## Certifications

All applicants must certify to the following:

1. If a local public entity, applicant is in compliance with the state Housing Element
2. All Assisted Units will be occupied by reentry households
3. Applicant is eligible as defined in the NOFA
4. Applicant or member of development team is not debarred or suspended
5. Applicant has no unresolved audit findings
6. Applicant has no pending litigation that could affect implementation of proposed project





# Minimum Requirements (Threshold)

## Site Control

At application submittal, Applicant must demonstrate Site Control in accordance with Uniform Multifamily Regulation (UMR) §8303. **See the NOFA page 10 & 11, Section 3. 301. III. Site Control for full requirement definitions.**

Site Control must be in the name of the Sponsor OR entity controlled by the Applicant demonstrated by:

- Fee title
- Leasehold interest
- Enforceable option to purchase
- Executed disposition and development agreement
- Agreement giving the Applicant exclusive rights to negotiate for acquisition
- Land sales contract



# Minimum Requirements (Threshold)

## Site Control (cont)

- For Tribal Trust, a title status report (TSR)
- Letter of intent executed by a sufficiently authorized signatory. Other forms of site control that give the Department assurance that the Applicant will be able to complete the Project in a timely manner and in accordance with all the Program's objectives and requirements.
- For Applicants proposing sites that will require a use change for Permanent Housing, there should be a commitment and plan to facilitate or expedite those processes to not delay expenditure and occupancy requirements
- For Projects located on land held in trust by the Bureau of Indian Affairs (“BIA”) that are subject to a leasehold interest created through a long-term ground lease that is approved (or will be approved) by BIA pursuant to 25 C.F.R. Part 162 see the NOFA page 10, Section 3, 301 III. Site Control for full description.



# Minimum Requirements

## Developer, Owner and Operating Experience

Project Team Member	Criteria
Developer, co-developer, and/or general partner	Developed at least three affordable housing projects serving the reentry community or justice involved individuals within the past 10 years
<ul style="list-style-type: none"><li>• Projects must be comparable in size and scope to proposed project and listed in the experience section of the application and must include population served, project scope and size and housing type.</li><li>• Applicant must have the current capacity (adequate financial management systems and sufficient financial resources to carry the project to completion) to own and operate the proposed Project.</li></ul>	



# Minimum Requirements

## Property Management Experience

### Project Team Member

### Criteria

#### Property Management

Must have managed four projects serving the reentry community or justice involved individuals and have been in service for at least three years

- Projects must be comparable in size and scope to the proposed project



# Additional Application Requirements

In addition to minimum requirements, applicants must provide the following:

1. Project narrative/details including scope of work and financing
2. Project Milestones
3. Construction Costs
4. Information to determine if all requirements are being met
5. Copies of firm written commitments for the project
6. Adequate information to determine capacity

# Scoring Criteria

Categories	Evaluation Criteria	Max Points (Up to)
<b>Project Need</b>	Describe the extent to which the project will address the needs of the target population	7
<b>Project Description</b>	Project Narrative - Describe the proposed project	8
	Provide a comprehensive description of the anticipated outcomes at project completion and how the outcomes will address unmet housing and service needs of the reentry population.	8
<b>Capacity</b>	Describe Applicant's experience in addressing the housing needs of the target population.	7
	Describe Applicant's experience in developing projects within reasonable timeframes and budgets.	7
	Describe Applicant's experience in working with community partners and/or public agencies to address the service needs of the reentry population.	8
<b>Readiness</b>	Describe Applicant's overall readiness to proceed and begin construction upon award.	8
	Describe Applicant's current resources to provide services to occupants of the proposed project.	7
<b>Project Characteristics</b>	Utilization of non-HOME-ARP Operating Subsidy Assistance or Project Based Rental Assistance: Percentage of HOME-ARP Reentry Units with non-HOME-ARP Operating Subsidy Assistance or Project Based Rental Assistance: <ul style="list-style-type: none"> <li>• 50% or more = 10 points</li> <li>• 10 to 50% = 5 points</li> <li>• Less than 10% = 0 points</li> </ul>	10



# Scoring Criteria

	<p>Tenant Relocation: Projects that do not require tenant relocation.</p> <p>Projects that do not require residential tenants to be displaced or move temporarily or permanently from real property as a direct result of rehabilitation, demolition, or acquisition of real property.</p>	5
	<p>Percentage of HOME-ARP Assisted Units that will benefit supervised individuals exiting a CDCR institution or community reentry facility:</p> <ul style="list-style-type: none"> <li>• 90 to 100% = 15 points</li> <li>• 70 to 89% = 8 points</li> <li>• 50 to 69% = 5 points</li> <li>• Less than 50% = 0 points</li> </ul>	15
<b>Reentry Supportive Services</b>	<p>Applicant's experience in specialized reentry supportive services with a lead service provider experience serving the reentry population.</p> <ul style="list-style-type: none"> <li>• 5 + years = 10 points</li> <li>• 2 to 4 Years = 5 points</li> </ul>	10
<b>TOTAL POINTS</b>		<b>100</b>



# Project Feasibility and Environmental Review







# Project Feasibility & Environmental Review

The Department will underwrite all projects receiving funds to determine the following:

1. Projects will be feasible for the duration of the compliance period
2. Projects meet environmental requirements
3. Projects' development costs will be reasonable under 25 C.C.R. § 8311;
4. Projects will be in compliance with the Department's Transition Reserve Policy
5. Projects will return a reasonable level of profit for the Recipient; and

The Department will provide only enough HOME-ARP funds for the Project, alone or in combination with other governmental assistance, that is necessary to provide quality affordable housing.



# Project Feasibility & Environmental Review

## Feasibility Review

The Excel Application Workbook will require applicants to enter information regarding:

- Details on the proposed project
- Development Sources and Uses
- Project Unit Mix and Loan Amounts
- Development Budget
- Cash Flow
- Operating Reserve and COSR Calculation
- Additional information as needed to conduct a financial feasibility review



# Project Feasibility & Environmental Review

## Environmental Review

The environmental review will consist of the following:

- ▶ HUD's environmental review requirements as specified in 24 CFR 92.352 and CPD-21-10 apply to all HOME-ARP eligible activities.
- ▶ The environmental effects of each activity carried out with HOME-ARP funds must be assessed in accordance with the provisions of National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321 et seq.) and
- ▶ The related authorities listed in HUD's implementing regulations at 24 CFR part 58

# Application Navigation & Submittal



Neighborly Software





# Application Navigation and Submittal

1. Go to [hcd.ca.gov](https://hcd.ca.gov)
2. Click on 'Grants & Funding'
3. Click on "Programs Active"
4. Click on 'HOME American Rescue Plan'
5. On the HOME-ARP Webpage, click on 'Apply Now'

The screenshot shows the homepage of the California Department of Housing and Community Development (HCD). The navigation menu includes 'Grants & Funding', 'Manufactured & Mobilehomes', 'Building Standards', 'Planning & Community Development', 'Policy & Research', and 'About HCD'. The main content area features a banner titled 'Putting People & Community First' with a photo of a family. Below the banner, the 'HOME American Rescue Plan Program (HOME-ARP)' is highlighted. A 'Contact Us' box is visible on the right. At the bottom, a navigation bar includes 'Notice of Funding', 'Apply Now', 'Awards', and 'Reporting & Compliance'. A secondary navigation bar at the very bottom includes 'Background', 'Eligibility', 'Timeline', 'Resources', and 'HPSP'.



# Application Navigation and Submittal Getting Started

“Apply Now” Icon will take you to the Neighborly Application Portal, **new users must first register to begin an application.**



Welcome to The California Housing & Community  
Development  
Participant Portal

New users must first register their account

Sign In

Register



Neighborly Software requires all email addresses be verified prior to account registration. Please provide the email address to be used for Sign In below, and click Send Verification Code to continue.

Email Address



Send verification code






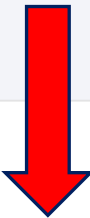
# Application Navigation and Submittal

Once registered users can simply sign in and begin a new application by selecting the “Start Application” button on the bottom of the screen.



Welcome to the California Department of Housing and Community Development’s (HCD) Participant Portal. Prior to beginning an application, all applicants are highly encouraged to review the HOME-ARP Program NOFA located on HCD’s website at (insert link). The HOME-ARP Program has an available total amount of \$89,000,000 for Rental Housing activities. The Applicant’s maximum allowable funding award cannot exceed \$20,000,000.

 **Start a New Application** Search Applications

Application Name	Description	Expiration Date	Action
HOME-ARP	<b>Reentry Housing Pilot Program:</b> Select the "Click here to start a new application" option if you are an Applicant applying for RHPP funds for rental housing activities. A text box will appear after selecting "Click here to start a new application." Enter the name of the organization (e.g., Organization Name), then click the "Start Application" button to proceed with filling out the application. Each Organization requires a new application to be completed and submitted.	12/31/2024 05:00 PM	 <a href="#">Start Application</a>



# Application Navigation and Submittal

Each application will be assigned an Application ID Number  
“Click here to continue” will take you to the HOME-ARP Reentry Housing Application Page

HOME-ARP Application  
Id: 30709

Applications must be submitted by  
12/31/2024 5:00:00 PM  
Pacific Standard Time

View Users (1) Documents  
Print Application

- Program Overview
- A. Applicant Information
- B. Applicant Certifications
- C. Site Control
- D. Developer Experience
- E. Applicant Owner and Operating Experience
- F. Property Management Company Experience
- G. Resident Services

HOME-ARP Rental Housing Application  
Id: 30120

View Users (1) Print Application  
Documents

- Program Overview
- A. Applicant Information
- B. Applicant Certifications
- C. Site Control
- D. Developer Experience
- E. Applicant Owner and Operating Experience
- F. Property Management Company Experience
- G. Resident Services
- H. Supportive Services
- I. Development Team Contacts
- J. Other Project Contacts
- K. Project Summary

Application

Please use the link below to continue the application process.

[Click here to continue](#)





# Application Navigation and Submittal

The registered user may add additional users to access and work on the application by selecting “View Users” at the top left of the screen. Adding the email address will allow access.

The screenshot displays the HOME-ARP Application interface. On the left, a sidebar contains three buttons: 'View Users (1)', 'Documents', and 'Print Application'. A red arrow points to the 'View Users (1)' button. The main content area shows the 'Users' management screen. It includes a title 'Users', a description 'Email addresses added below will have access to view information in your application and make changes.', an 'EMAIL' label, a text input field containing 'ethan.wieser@hcd.ca.gov', and a blue 'Add a User' button. A red arrow points to the 'Add a User' button.

HOME-ARP Application  
Id: 30709

Applications must be submitted by  
12/31/2024 5:00:00 PM  
Pacific Standard Time

View Users (1) Documents

Print Application

Users

Email addresses added below will have access to view information in your application and make changes.

EMAIL

ethan.wieser@hcd.ca.gov

Add a User



# Application Navigation and Submittal

The Program Overview screen will provide important information on minimum requirements and each section of the application

- Program Overview
- A. Applicant Information
- B. Applicant Certifications
- C. Site Control
- D. Developer Experience
- E. Applicant Owner and Operating Experience
- F. Property Management Company Experience
- G. Resident Services



# Application Navigation and Submittal

Section 'A'. *Applicant Information* begins the application submittal process

Applicants will go through each section and enter the requested information. Applicants can either select "Save" to save the information, or "Complete & Continue" to complete the section.

The screenshot displays the application interface. On the left, a navigation menu includes: "View Users (1)", "Print Application", "Documents", "Program Overview" (checked), "A. Applicant Information\*" (highlighted), "B. Applicant Certifications", "C. Site Control", "D. Developer Experience", and "E. Applicant Owner and". The main content area shows question "A.16. Is there a second sponsor / co-applicant?" with radio button options for "Yes" and "No". Below the question, a grey bar contains the text "No save history". Two red arrows point from this bar to two buttons: a white "Save" button and a blue "Complete & Continue" button.



# Application Navigation and Submittal

## Meeting Minimum Requirements

- ▶ To pass Threshold, all Minimum Requirements must be met
- ▶ STOP sign indicates a particular requirement has not been met
  - Reason requirement not met
  - Review requirements in the NOFA
  - Applicants may upload a letter of explanation
  - Moving forward is NOT guaranteed

C.1. At the time of application, does the Sponsor/Applicant, or its wholly controlled affiliate have site control of the property?

Yes

No

Site Control Documentation:

C.1 Site Control - Letter of Explanation \*Required

[Upload File](#) 



**Requirement Not Met** - This requirement must be met to be eligible for funding. You may continue to complete and submit the application; however, this does not guarantee the application will move forward to the rating and ranking phase of the review process. You may provide a letter of explanation and supporting evidence in the document upload section for Program to review.



# Application Navigation and Submittal

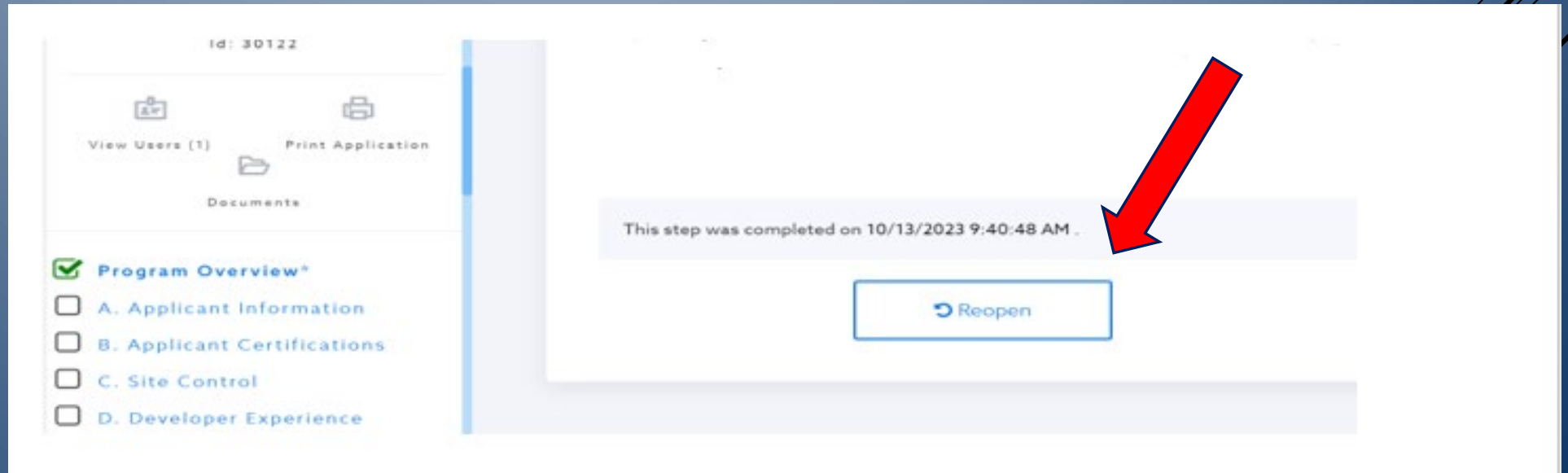
- ▶ Once the application is completed (all sections have a green check mark box to the left), applicants can sign and submit the application.
- ▶ Once the application deadlines have passed, all application will be evaluated for Minimum Requirements and ranked according to score. Those with the highest scores will move forward to the Feasibility and Environmental evaluation.

The screenshot shows a web application interface. On the left is a navigation menu with a 'Home' link and a list of sections: K. Project Summary, L. Development Funding Sources, M. Site Information, N. Land Use Entitlement Information, O. Project Amenities, P. Project Milestones, Q. Unit Information, R. Selection Criteria, S. Legal Disclosure Page, Part I Submit\*, and T. Feasibility. Each section has a green checkmark icon to its left, except for R. Selection Criteria which has an empty checkbox. The main content area on the right contains a form with a text input field containing 'None', a 'Signature' label, and a text input field containing 'Michael Scott'. Below the signature field is a yellow banner with the text: 'Electronically signed by ethan.wieser@hcd.ca.gov on 9/27/2023 2:51 PM [IP: 165.235.21.100]'. The top of the page has a 'Home' link and a small logo.



# Application Navigation and Submittal Tips

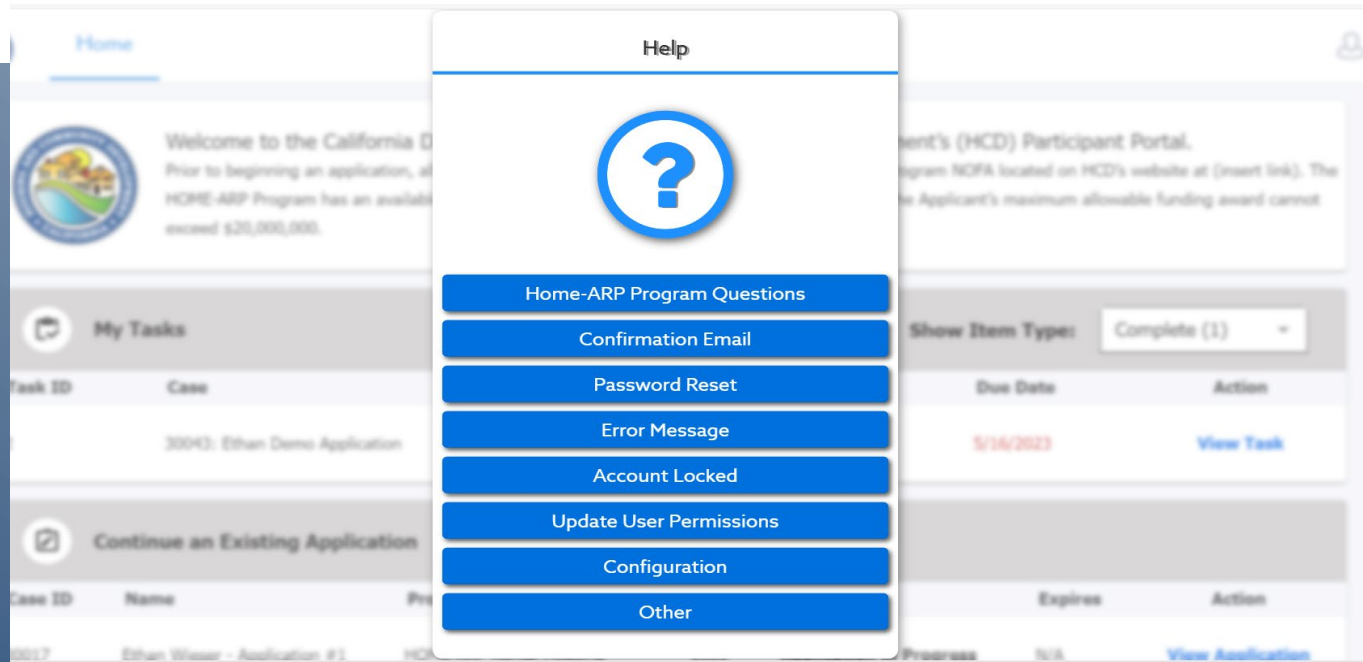
- ▶ Tips: Applicants will want to save often, and before exiting out of the Application
- ▶ Up until submittal, Applicants may reopen any completed section to make changes by selecting the “Reopen” button at the bottom of the completed section.
- ▶ After submittal, users may not make any changes to the application on their own. However, if the application deadline has not passed, Applicants can contact HCD to reopen any section to make changes. Applicants will need to resubmit the application any time it is reopened.





# Application Navigation and Submittal

- ▶ For assistance with the Neighborly application system select the “?” icon at the bottom of the screen at anytime, and a help menu will open.
- ▶ For program related question email the HOME-ARP team at [HOMEARP-NOFA@hcd.ca.gov](mailto:HOMEARP-NOFA@hcd.ca.gov)





# Award Process, Important Documents & the Standard Agreement





# Award Process and Steps to Standard Agreement



1. Application Review & Scoring



2. Scoring Letters Sent – Highest Rated Apps Move Forward



3. Feasibility Review and Project Report Development



4. Recommended Projects to the Internal Loan Committee for Approval



5. Award Notification Letters Sent



6. Standard Agreements Generated



7. Standard Agreements Signed and Executed





# The Standard Agreement

- Awardee(s) must enter into a Standard Agreement with the Department. The Standard Agreement will contain:
  - State and federal requirements,
  - Specific information about the award
  - The work to be performed
  - Deadlines consistent with HUD's HOME-ARP implementation memo
- General components include:
  - Applicable Sponsor
  - Award Amounts
  - Number of HOME-ARP assisted units
  - Commitment Deadlines
  - Expiration Dates
  - Period of affordability (compliance)
  - Loan Closing Conditions



# Important Documents

The following documents are required at application:

- Governing Resolution
- Payee Data Record
- Entity documentation including bylaws, articles of incorporation and certificate of good standing

Failure to provide these documents will delay the standard agreement process



# Application Resolution

## ➤ Authorized Representatives

- ▶ Government: Use title only; back up documentation is needed on letterhead to substantiate the person in that position.
  - ▶ Private entities: Name the person and the position
- 
- Make sure the Authorized Representative is not the person who attests to the resolution.
  - Provide the correct name/title of signatory and dollar amounts.
  - Complete Vote Counts (including “0” or “NONE”)



# Organizational Documents

## Corporation

- 1) Articles of Incorporation, including all amendments and restatements
- 2) By Laws, including all amendments
- 3) Authorizing Resolution or Loan Authorization
- 4) Certificate of Good Standing by Sec of State (dated within 30 days of application due date)
- 5) Signature Block
- 6) Payee Data Record (STD 204)
- 7) Evidence of tax-exempt status from IRS (if applicable)
- 8) Evidence of tax-exempt status from FTB (if applicable)



# Organizational Documents

## Limited Liability Company

- ) Articles of Organization, (LLC-1) including restatements
- ) Certificate of Amendment (LLC-2) (if applicable) including all applicable amendments
- ) Operating Agreement including all amendments
- ) Authorizing Resolution or Loan Authorization
- ) Certificate of Good Standing by Sec of State (dated within 30 days of application due date)
- ) Organization documents for Manager of LLC
- ) Signature Block
- ) Payee Date Record (STD 204)



# Organizational Documents

## Limited Partnership

- 1) Certificate of Limited Partnership (LP-1)
- 2) Amendments to Limited Partnership (LP-2) (if applicable)
- 3) Authorizing Resolution or Loan Authorization
- 4) Certificate of Good Standing by Sec of State (dated within 30 days of application due date)
- 5) Limited Partnership Agreement and all amendments
- 6) Signature Block
- 7) Payee Date Record (STD 204)



# Report Changes

Report all changes in authorized individuals, contact names and email addresses, or changes in organizational structure **BEFORE** the standard agreement process to:

**[HOMEARP-NOFA@hcd.ca.gov](mailto:HOMEARP-NOFA@hcd.ca.gov)**





# Feedback Question #1

- ▶ The application deadline is currently set for December 31, 2024, **would it be beneficial to extend the application deadline to February 17, 2025?**



## Feedback Question #2

- ▶ HOME-ARP is looking into including a pool of ~\$3m in supportive services funding from the HOME-ARP Housing Plus Support Program (HPSP) as an “add on” to successful applicants, separate outside of the maximum RHPP award.
  - ▶ Funding for a wide range of supportive services (case management, short-term rental assistance, mental health services, employment assistance, food, childcare, education services, etc.)
  - ▶ Direct grant award (no separate application).
  - ▶ Funds can assist any eligible reentry clients, they do not need to reside in the housing project.

**Would this be something you would be interested in?**





# California Department of Housing and Community Development



Grants & Funding

Manufactured & Mobilehomes

Building Standards

Planning & Community Development

Policy & Research

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IMPROVING LIVES & COMMUNITIES ACROSS CALIFORNIA

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