

HHAP Listening Session & 2024 Tribal Homekey+ NOFA Workshop

January 15, 2025



Workshop Overview

- Welcome
- Recap of Homekey Tribal Success
- Tribal Homekey+ NOFA Overview & Timeline
- Application Requirements
 - Threshold
 - Fiscal Integrity & Feasibility
 - Other Program Requirements
- Supportive Service Plans
- Application & Application Portal





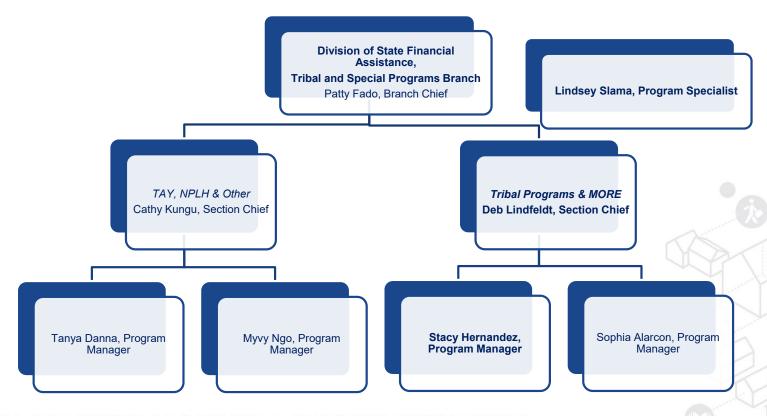
Homekey Tribal Team

- Stacy Hernandez, Program Manager
- Deborah Lindfeldt, Program Section Chief
- Josephine Hernandez, HKT Program Representative
- Katherine Yang, HKT Program Representative
- Jared Muti, HKT Program Representative
- Laura Bateman, Specialist II



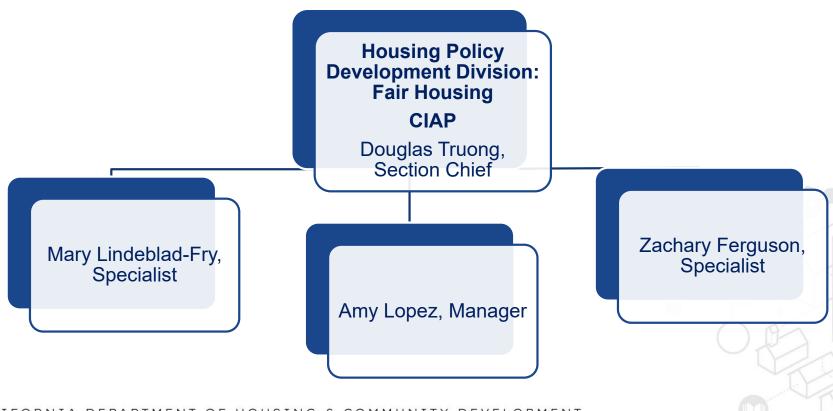
Welcome & Introduction

Division Organizational Structure





Division Organization Structure - HPD





2023 Homekey Tribal NOFA

Recap & Successes





2023 Homekey Tribal NOFA

- Department's 1st Tribal-specific NOFA
- \$81 million dedicated to Tribal Entities
- First time oversubscribed
 - 14 applications received totaling over \$117 million
- Most funds awarded
 - 10 awards to date
 - 1 projects to be recommended this month, January 2025



2024 Tribal Homekey+ NOFA

- Retains many Tribal Homekey provisions
- Increased funding
- Improved application and review processes





2024 Tribal Homekey+

NOFA Overview and Timeline





2024 Tribal Homekey+ NOFA







Funds Available

- Approximately \$121 Million
 - \$89.4M Behavioral Health Infrastructure Bond Act (Proposition 1, 2024) approved by voters on March 5, 2024, and
 - \$32.3M Homeless Housing, Assistance and Prevention (HHAP) supplemental funding



Funding Type and Purpose

- Grants will be awarded through a non-competitive, overthe counter process to provide funding for Permanent Supportive Housing for households:
- Experiencing, or At Risk of Homelessness, and
- Having a Behavioral Health Challenge, including mental illness, or substance abuse disorder





NOFA TIMELINE

Fall 2024

- DRAFT NOFA RELEASE
- STAKEHOLDER FEEDBACK

Winter 2024-2025

- FINAL NOFA RELEASED 11/26
- APPLICATION RELEASE 1/2025
- NOFA WORKSHOPS 1/2025
- PREAPPLICATION MEETINGS 1/2025

Spring 2025

- AWARD ANNOUNCEMENTS
- ONGOING UNTIL FUNDS ARE EXPENDED

Summer 2025

- STANDARD AGREEMENTS ISSUED
- APPLICATION END DATE



2024 Tribal Homekey+ NOFA

Section Summary

- Threshold Part I: Eligible Applicants, Projects, Uses & Costs
- Grant Funding Limits
- Threshold Part II: NOFA Section 300
- Threshold Part III: Fiscal Integrity and Project Feasibility
- Supportive Service Plans
- Other Program Requirements
- Application Submission & Review
- ILC, Awards, Standard Agreement & Disbursements
- Application



Eligible Applicant, Uses, Costs & Projects

NOFA Article II (page 8 through 10)



Threshold Part I: Eligible Applicant

Tribal Entities, including:

- Federally Recognized Tribes
- Tribally Designated Housing Entities (TDHE), or
- California Tribes which are:
 - Listed on the Bureau of Indian Affairs (BIA) petitioner list, or
 - Listed on the California Native American Heritage Commission contact list, and
 - Has formed a separate legal entity, which is controlled by the Tribal applicant

Threshold Part I: Eligible Applicants

Eligible Co-applicants

Eligible Tribal Entities may apply individually or jointly with other Tribal Entities, local jurisdictions, for-profit or non-profit corporations, limited liability companies or limited partnerships as co-applicants.

Threshold Part I: Eligible Uses

Development of Permanent Supportive Housing projects serving Eligible Homekey+ Populations including:

- New construction of dwelling units
- Acquisition and Rehabilitation of existing units
- Conversion of existing non-residential buildings to residential housing
- Relocation of displaced households or businesses, and
- Capitalized Operating Subsidies



Threshold Part I: Eligible Costs

Eligible Costs

- Necessary and Reasonable
- No duplication of Benefit
 - Costs funded by other sources, including federal programs
- Substitution of Prior HCD Awards
 - Requires withdrawal of prior award
 - Necessary to ensure project feasibility
 - Substitution for "convenience" prohibited



Threshold Part I: Eligible Costs

Eligible Costs Include:

- Predevelopment Activities
 - Directly related to planning and execution of the project
- Offsite Improvements
 - Infrastructure related to the Rental Housing Development
- Onsite Improvements
 - Sitework and structures related to the Rental Housing Development
- Developer Fees
 - Subject to limits of UMR 8312 and NOFA section 202 (D)(4)

Threshold Part I: Eligible Projects

Permanent Supportive Rental Housing

- Having at least 5 units
- "Unit" is an individual residential dwelling space (apartments, townhouses, multi-plexes or single-family homes), or bedroom in shared housing.
- "Assisted Units" are those units receiving Homekey+ funding and subject to the income, rent, and occupancy requirements of the program
- Occupancy is restricted to Eligible Homekey+ Populations

Threshold Part I: Eligible Households

Eligible Homekey+ Populations

- Households experiencing, or At Risk of Homelessness <u>and</u> experiencing a Behavioral Health Challenge, and having incomes at or below 60% of Area Median Income (AMI)
- Homeless or At Risk of Homelessness as defined in 24 CFR 578.3, or the Tribal Admissions and Occupancy Standards, as applicable
- Behavioral Health Challenge means a serious mental health or addiction disorder

Threshold Part I: Eligible Households

Eligible Homekey+ Populations (continued)

- "Assisted Units" Homekey+ units, subject to program income, rent, and occupancy requirements
- Household income at or below 60% AMI
- "AMI" means the current TCAC median income for the county where the project is located, or the United States median income. Applicants may choose which AMI is most beneficial to the project
- For projects proposing Low Income Housing Tax Credits (LIHTC), incomes may exceed 60%, subject to LIHTC rules for income averaging

Project Types

- New Construction
- Rehabilitation
- Conversion
- Single Family Scattered Site
- Shared Housing



Scattered Sites

- Located on multiple contiguous or non-contiguous sites
- Common ownership, financing and management



Single Family Scattered Site

NOFA Section 302:

Up to \$12M may be awarded per project for the Acquisition, Rehabilitation and Operating costs of single-family structures

- Limitations: Maximum of 5 sites per project
- Threshold Exceptions:
 - Within 60 days of conditional award:
 - Site control of all sites
 - PTR/TSR for each site
 - Within 90 days of conditional award:
 - Relocation
 - Appraisals for all sites



Single Family Scattered Site (continued)

- Rehabilitation
 - Scope of work
 - PNA/CNA
- Requirements of NOFA section 300





Shared Housing

- Single Structure
- Two or more Households
- Individual leases & full rights of tenancy
- Separate private bedrooms with locks





Shared Housing (continued)

- Each bedroom counts as one, zero-bedroom unit
- Property Management Plan:
 - Occupancy requirements
 - Occupant rules & expectations
 - Conflict management plan





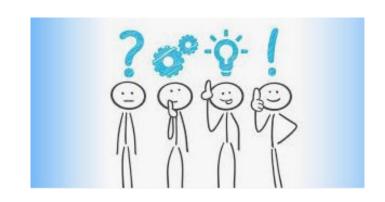
Threshold Part I: Program Deadlines

Deadlines

*beginning 60 days after award

	Ground Breaking	Construction Complete	Expenditure Complete	Complete Occupancy
New Construction	6 months	24 months	27 months	27 months
Rehabilitation	N/a	12 months	15 months	15 months





Questions? Comments? Concerns?



Grant Funding Limits

NOFA Sections 206 & 207 (pages 11 through 14





Funding Limits: Capital Grant

The Capital Funding Grant amount shall be the lesser of

- A base amount of \$300,000 per Assisted Unit, adjusted for bedroom size and deeper affordability;
- Gap funding, not to exceed total eligible costs required, including other financing and tax credit equity; or
- \$10,000,000 per project

Funding Limits: Capital Grant

... Continued

Grants are calculated based on the number of Homekey+
 Assisted Units

 Up to 100% Homekey+ funding if 100% of units are Homekey+ Assisted Units



Funding Limits: Extraordinary Costs

The Capital Grant may exceed the baseline limit if:

- The applicant demonstrates that the project is infeasible without supplemental assistance
- The Total Development Cost (TDC) does not exceed 130% of NAHASDA TDC limits (PIH Notice 2022-16)
- The total Grant, including baseline plus supplemental funding, does not exceed \$12 million

Funding Limits: Extraordinary Costs

Examples:

- Local Government conditions of approval
- Remote location or geographic challenges requiring extensive infrastructure, costs of housing and transporting workers, or labor force shortages
- Other unique project-specific circumstances
- "Normal" business costs are excluded



Operating Subsidies & Limits

- Per Assisted Unit Limit:
 - \$1,400 per assisted unit per month
- Eligible Uses
 - Necessary, recurring Operating Expenses
 - Supportive Services



Operating Subsidies & Limits (continued)

- Prohibited Uses
 - Costs associated with non-assisted units
 - Debt Service
 - Reserve Deposits
 - Developer Fees
 - Distributions



Operating Subsidies & Committed Match

- Basic requirements:
 - Minimum 3 years match = 3 years Tribal Homekey+
 - 4 years match = 4 years Tribal Homekey+
 - 5+ years match = 5 years Tribal Homekey+
- Duration
 - Tribal Homekey+ funds expended w/in 10 years of occupancy
 - May be extended up to 15 years



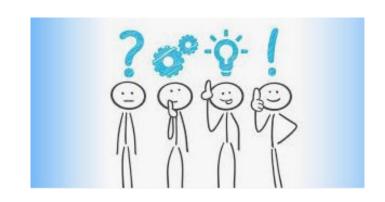
Operating Subsidies & Committed Match (continued)

- Exceptions:
 - HCD may waive match requirement in whole, or in part
- Long-term feasibility
 - Source identified, but not committed at application



Affordability Term

- 55 years if subject to CEQA & seeking exception under HSC 50675.1.5; otherwise
- 30 years if outside Indian Country; or
- 25 years if inside Indian Country, including fee land or trust land, subject to long-term ground lease requiring BIA approval



Questions? Comments? Concerns?



CALIFORNIA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

NOFA Section 300

Threshold Requirements – Part II





CALIFORNIA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Required at time of Application*

Eligible Applicant	Eligible Project – Threshold Part I
Authorizing Resolution	Org docs
Funding Commitments	Initial Supportive Service Plan
Development Plan	Site Control
Misc. reports & documents	Fiscal Integrity – Threshold Part III

*do not delay submitting



Applicant Capacity & Experience

- Capacity
- Development Experience
- Property Management Experience
- Lead Service Provider





Applicant Experience

- Development Experience
 - Completed at least one project of similar size, scope, amenities and services
- May rely on Co-Applicant Experience MHP 7303(g) if:
 - Co-Applicant's experience documented in application
 - Co-Applicant performs "substantial management duties" UMR 8313.2 for at least 7 years
 - Sharing of Developer Fee
 - Option to purchase



Applicant Experience

- Property Management Experience
 - Minimum 3 years serving the Tribal Homekey+ Populations
 - Certification that this requirement will be met
 - May contract with a property management company



Applicant Experience

- Lead Service Provider
 - 3 or more years serving persons of the Homekey+ populations
 - May contract for services
 - Letter of Intent or Memoranda of Understanding required at time of application
 - Fully executed contract required prior to occupancy



Application Complete

 Includes the completed excel application and all required documents and third-party reports as specified

 Includes sufficient information to perform staff review and assessment of project feasibility



Application Complete (continued)

- Outstanding reports
 - Seeking funding to complete threshold-required reports
 - Letter of Intent
 - Itemized list of outstanding items
 - Assurance to submit reports within 3 mos.



Resolution(s)

- Authorizing Resolution
 - Required for Applicants and Co-Applicants
 - Resolution or Ordinance of the applicable governing body
 - Grants authority to submit application and execute Program documents
 - Identifies Authorized Representative



Funding Commitments

- Funding Commitments for operations and services
 - "Match" committed at time of application
- "Or reasonable assurances"
 - Source of funding identified
 - Ensures feasibility through 15 years (min.)



Funding Commitments

- Enforceable Commitment
 - Grantee's name
 - Project
 - Amount/terms
 - Unacceptable conditions





Initial Supportive Service Plan

- Option to use the standard SSP or Tribal SSP
- Reasonably detailed and comprehensive to include:

Case management	24/7 online, telephone or in-person support
Behavioral Health care	Physical Health care
Benefits counseling	Housing retention skills

Final SSP required prior to occupancy



Development Plan

- Development Plan and timeline
 - Supports acquisition, development and completion within a timely manner
 - Demonstrates ability to meet program deadlines
 - Demonstrates strong organizational and financial capacity
 - Should include description of roles and responsibilities of Applicants and Co-applicants



Site Control

- Fee Title
 - Grant Deed
 - Uncertified title status report (TSR)
- Leasehold Interest
 - Specifically allows improvements & encumbrances
 - Has or will have BIA approval, as applicable



Site Control (continued)

- Sales contract or enforceable agreement (e.g. Purchase/Lease Option)
 - Expiration date no sooner than construction closing/construction start date
- Agreement with public agency (e.g. Disposition and Development Agreement or Exclusive Right to Negotiate)

Misc. Reports & Documents

- Relocation Narrative
- Appraisal
- Market Analysis or Market Study
- PTR/TSR
- Environmental Reports
- PNA/CNA



Relocation Narrative

- Concise narrative including:
 - Site description including location and existing improvements
 - Description of persons or businesses that will/may be displaced
 - Estimated cost of relocation, if applicable
 - Including methodology
 - Identify relocation consultant or service provider, if applicable
 - Include contract or Letter of Intent
- Does not replace the Relocation Plan, if required under NOFA section 504

Appraisal(s)

- Required when cost is included in the development budget
- Prepared by licensed, independent, third-party
- Must support stated cost
- Valuation of site in Indian Country



Market Analysis or Market Study

- Projects within Indian Country: Market Analysis
 - Prepared by individual or firm
 - Ability to conduct analysis of Tribe's demographics and housing needs
 - Understands and can describe methodology used
 - Describes preparer's qualifications



Market Analysis or Market Study (continued)

- Projects in public domain: Market Study
 - Prepared by third-party
 - Meets TCAC Market Study Guidelines
 - Includes supplemental Tribal information



Preliminary Title Report (PTR)

- Verifies Title status (ownership)
- Identifies Encumbrances
- Includes APN & legal description





Title Status Report (TSR)

- Applicable to Trust Land
- Uncertified TSR with application
- Certified TSR prior to disbursements





Environmental Reports & Documents

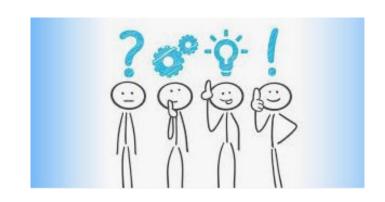
- Local Jurisdiction & NEPA Responsible Entity Verification
- Phase I Site Assessment (within 12 mos. of application)
- Phase II Soils Reports (within 12 mos. of application)
 - If recommended by Phase I
- Rehab Only
 - Mold, Lead-based Paint* & Asbestos Reports*
 - *structures built prior to 1978



Documents - Rehabilitation Only

- Physical Needs Assessment (PNA), Capital Needs Assessment (CNA), or similar
- Proposed Scope of work
- Cost Estimate





Questions? Comments? Concerns?



CALIFORNIA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Fiscal Integrity & Project Feasibility

Threshold Part III: NOFA Section 303 & UMRs



CALIFORNIA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Development Budget: Sources and Uses

- Development Budget
 - Complete & reasonable
 - Shows costs attributable to each source
- Limitations on Development Costs
 - Land Costs:
 - Appraised Value
 - Related Parties



Development Budget: Sources and Uses (continued)

- Limitations on Development Costs (continued)
 - Contingencies (RNC or Conversion 5%, Rehab 10%)
 - Builder Overhead, Profit & General Requirements Not to exceed
 14% of site work + structures
- Permanent Funding Sources = Total Development Costs



Reserves - UMR 8308 & 8309

- Operating Reserve
 - Covers unanticipated operating shortfalls
 - At least equal to 4 mos. (3 mos. if LIHTC) Operating Costs +
 Replacement Reserves + Mandatory Debt
 - Funded from Development sources



Reserves - UMR 8308 & 8309 (continued)

- Replacement Reserve
 - Covers capital repairs & replacements
 - \$500 per unit, per year
 - May be funded from Operating cash, Development sources, or a combination of both



Underwriting Standards - UMR 8310

- Vacancy rate 10%
- Operating expenses are "reasonable"
- 1st year Debt Service Coverage Ratio (DCR)
 - At least 1.10:1, not to exceed 1.20:1
 - 12% rule
- 15 years positive cash-flow
 - Break even if relying on Operating Subsidies



Rents & Unit Mix

- Restricted Rents
 - "Gross Rent" = maximum AMI Rent
 - "Net Rent" = Gross Rent Utility Allowance





Rents & Unit Mix (continued)

- Proposed Rents
 - Represent the net rent charged to tenants
 - Not reduced by Utility Allowance
 - Comparable to AMI rents?



Rents & Unit Mix (continued)

- Utility Allowance Schedule
- Subsidies
 - Type, Source and Annual amount





1st Year Operating Budget

• Includes anticipated:

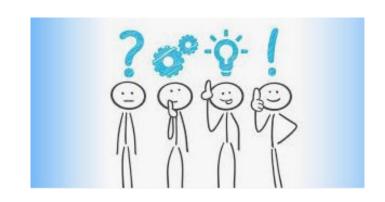
Income	Expenses	
RentsSubsidies	Operating costs & Supportive ServicesReservesMandatory Debt	

 Reasonable & Sufficient - Based on project size, scope and services



15-year Cash-flow

- Shows anticipated project performance over time
 - Derived from 1st year Operating Budget
 - Inflation factors: Income = 2.5%, Expenses = 3.5%
- "Above-the-Line"
 - Income, Operating Expenses, Reserves & Debt Service
- "Below-the-line"
 - Asset Management Fees, Deferred Developer Fees
 - Distributions (50% Sponsor, 50% HCD/residual receipts)



Questions? Comments? Concerns?



NOFA Section 301 (pages 21 through 24)



Supportive Services Plan Basics

- Description of population to be served
- Description of services offered
- Staffing Plan
- Budget



Final SSP & Project Management Plan

- Description of services offered
 - Type of service
 - Provider
 - On-site/Off-site
 - Flexible & individualized
- Tenant Participation voluntary
- Tenancy not conditioned upon participation



Required Services

Case Management	Peer Support
Mental Health	Substance Use
Physical Health Support	Benefits Counseling
Housing Retention Skills	Recreational/Social
Educational	Employment

SH0



Can we delete this and make a verbal note regarding "other" since we really can't "Require" "other". Hernandez, Stacy@HCD, 2025-01-08T21:10:26.632 SH0

Staffing: Management

- 16 or more units require on-site manager, maintenance, or other responsible party, except:
- Front-desk or security staffing available 24/7
- May not be applicable inside Indian Country



Enhanced Services – Connections to:

Out-placements	Representative Payees
Legal assistance	Attendant care
Adult day-care	Parenting education
Financial counseling	Domestic violence support



Policies and Procedures

Rent Payment if/when hospitalized	Coordination for resolution of tenant complaints
Initial & periodic staff training	Description of unique population and any sub- population to be served
Tenant engagement plan	Tenant safety and security
Transportation availability/services	Culturally competent
Outcome measures	Use of best-practices in service delivery



Services Staffing Plan

Sufficient to meet needs of unique populations

- Household to staff ratios:
 - Homeless Youth: 15:1
 - Homeless with Disabilities: 25:1
 - Other special needs populations: 40:1

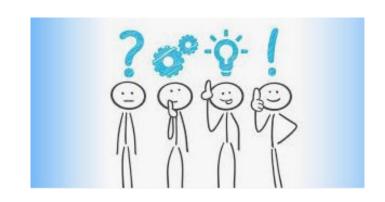


Services Budget

Itemized Costs

- Funding sources
 - Including services funded in operating budget





Questions? Comments? Concerns?



NOFA Article V (pages 32 through 35)



Pursuant to State or Federal Law

Housing First	Relocation
Tenant Selection	Prevailing Wages
Data Collection	Environmental Clearances
Accessibility & Non-discrimination	



Federally Recognized Tribes - Exemptions

Tenant selection and operations	Building codes and enforcement
Prevailing wages and Tribally Determined Wages	Accessibility and Nondiscrimination
Environmental clearances	Relocation



FRT – Exemption Documents

- Tribal Admissions & Occupancy Standards
 - Adopted by resolution or ordinance prior to application
- Prevailing Wages
 - State Prevailing Wage (PWL)
 - Davis-Bacon & Related Acts
 - Statement of Assurances





FRT – Exemption Documents (continued)

- Tribal Wage Determination
 - "NAHASDA Exception"
 - Adopted by resolution or ordinance
- Relocation
 - Inside Indian Country: State relocation is N/A
 - Certification of compliance with federal law

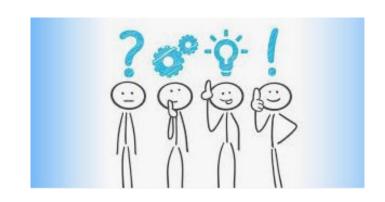




FRT – Exemption Documents (continued)

- Relocation
 - Outside Indian Country: State & Federal requirements
 - Relocation Plan
 - Certification of No Relocation Required
- Environmental Clearances
 - CEQA: N/A inside Indian Country
 - NEPA: If project has federal funding





Questions? Comments? Concerns?



Application Submission & Review Process

NOFA Article IV (pages 29-31)



Over-the-Counter

- Non-competitive
- First submitted, first reviewed
- Corrections and completion prior to award



Over-the-Counter (continued)

- Mandatory pre-app meeting and technical assistance throughout process
- Complete, accurate and timely submission encouraged
- Continuous awards until funds are exhausted



Application Review & Communications

- Initial Review
 - Completed within 45 days of submission
- Email Notification
 - Identifies outstanding items & necessary corrections
 - Continuous email string



Application Review & Communications *(continued)*

- Project Report
 - Information/Corrections/Updates entered here: DO NOT SUBMIT REVISED APPLICATIONS
- Regular Meetings



Internal Loan Committee & Awards

- Project Reports
 - Draft
 - Sponsor Review
 - LAD Review
 - Final
- ILC Meeting
- Conditional Award Letter





Standard Agreement

- Documents
- Checklists
- Exhibits





Standard Agreement (continued)

- LWSI
- Meetings
- Review/Approval/Execution
- Handoff to MGM





Standard Agreement

Standard Agreement (continued)

STD 213 (Rev. 04/2020)	AGREEMENT NUMBER	PURCHASING AUTHORIT	Y NUMBER (if applicable)
	23-HKT-		
This Agreement is entered into between the Contracting Agency and Age	he Contractor named below:		
CONTRACTING AGENCY NAME DEPARTMENT OF HOUSING AND COMMUNITY DEVELOP	PMENT		
CONTRACTOR'S NAME Name of Tribal Entity			
2. The term of this Agreement is:			
START DATE			
Upon HCD Approval			
THROUGH END DATE 15 years after date of Approval			
3. The maximum amount of this Agreement is: \$12,000,000			
4. The parties agree to comply with the terms and conditions of the follow	ring exhibits, which are by this refe	rence made a part of the Agre	
EXHIBITS TITLE			PAGES
Exhibit A Authority, Purpose and Scope of Work Exhibit B Budget Detail and Payment Provisions			12 3
Exhibit C* State of California General Terms and Conditions			GTC - 04/2017
Exhibit D Homekey Tribal General Terms and Conditions	B		20
Exhibit E Project - Specific Provisions and Special Terms and Condition	ons, Permanent Rental Housing		10
TOTAL NUMBER OF PAGES ATTACHED Items shown with an asterisk (*), are hereby incorporated by reference at the component of th			45
These documents can be viewed at https://www.dgs.ca.gov/OLS/F			
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Standard Agreement (continued)

 Tribal Program | California Department of Housing and Community Development

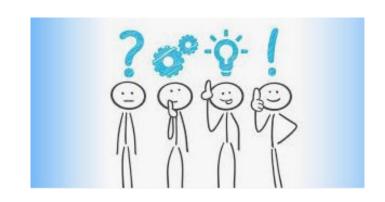
State of California General Terms and Conditions GTC -610.pdf



Grant Fund Disbursements

- Standard Agreement Executed
- Conditions precedent to disbursement met
- Request for Funds submitted
 - Up to 100% of total grant funds may be disbursed, subject to conditions specified in the standard agreement
 - May include costs incurred no earlier than January 1, 2024





Questions? Comments? Concerns?



2024 THK+ NOFA Application

Overview, Q&A



HCD Connect

Application Portal HCD Connect





HKTribal@hcd.ca.gov

Tribal Homekey+ | California Department of Housing and Community Development



QUESTIONS & ANSWERS







Stay in the know: Sign up for HCD email at www.hcd.ca.gov





Homekey

Funding to acquire or rehabilitate buildings and create housing for people experiencing or at-risk of homelessness.



Statewide Housing Plan

Interactive report that lays out a vision to ensure every Californian has a safe, stable, affordable home.



Accessory Dwelling Units

An innovative and effective option for adding affordable housing in California.



Housing Open Data Tools

Learn about and track progress on homelessness and the planning and construction of safe, affordable homes.