



City of
**South
Gate™**

Community Development Department

**Request for Proposals
for
Affordable Rental Housing**

**HOME Investment Partnership Program –
American Rescue Plan (HOME-ARP)**

Proposals Due: Thursday, May 23, 2024 before 5:00 p.m.

City Clerk's Office
ATTN: HOME-ARP
8650 California Avenue
South Gate, CA 90280



Request for Proposals

I. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

Background

The American Rescue Plan (“ARP”) was appropriated \$5 billion in ARP funds by Congress to be administered through the U.S. Department of Housing and Urban Development (“HUD”) HOME Investment Partnerships Program (“HOME”). The HOME-American Rescue Plan (“HOME-ARP”) program was designed with the goal of reducing homelessness and increasing housing stability for qualifying populations and low-income households.

The City of South Gate (“City”) has been awarded \$2,584,579 of HOME-ARP funds. Funds will support the needs of the South Gate community by primarily benefiting qualifying individuals and families of vulnerable populations.

Request for Proposals

The City is seeking to select development teams and/or qualified nonprofits that can be certified as a Community Housing Development Organization (“CHDO”) to utilize HOME Investment Partnerships – American Rescue Plan (“HOME-ARP”) funds for the development of at least seven (7) affordable rental housing units to serve qualifying populations. All proposed projects must align with the HOME-ARP Final Rule requirements and the [City’s Housing Element](#). Interested parties are encouraged to carefully review [Notice CPD 21-10](#), and all other resources referenced.

II. SCOPE OF SERVICES

The City has distributed its HOME-ARP funds to two eligible activities: administration and planning, and the development of affordable rental housing. The City will use the allowed 15% limit (\$387,686) for administration and planning of the HOME-ARP plan and activities. The remaining 85% (\$2,196,893) of HOME-ARP funds has been allocated towards the development of affordable rental housing that will primarily benefit individuals or families who meet the criteria outlined as Qualifying Populations (“QPs”). Additionally, up to \$2,000,000 in HOME and CHDO set-aside funds are available for this RFP to support the development of affordable rental housing. There is no minimum or maximum grant amount that can be requested in response to this Notice. Funding allocations will be dependent on the quality and quantity of responses.

Qualifying Populations

Eligible individuals or families are defined as a qualifying population if they meet one of the following criteria defined by the HOME-ARP Final Rule [Notice CPD 21-10](#), as referenced below and as outlined in **Appendix C**:



- **Homeless**, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“**McKinney-Vento**”);
- **At risk of homelessness**, as defined in section 401 of McKinney-Vento;
- **Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking**;
- **Other populations** where providing supportive services or assistance under section 212(a) of the Act (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability;
- Veterans and families that include a veteran family member that meet the criteria of one of the prior qualifying populations.

QPs are eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria.

Eligible Applicants

In order to meet the City’s goals, the City is soliciting proposals for the development of affordable rental housing projects from developers who are experienced, very knowledgeable of affordable housing programs and its requirements, financially creative and capable of developing, managing and maintaining high quality housing.

The selected developer must have a demonstrated history of working cooperatively with surrounding neighborhoods in all phases of project development. Both nonprofit and for profit developers are eligible to apply, either individually or in partnership with other entities. Developers who can demonstrate the capability to make other funds a significant part of the financing mix for their proposed project will score higher in the selection process than those who cannot.

To be eligible to apply, the Respondent’s development team must propose an affordable rental housing development in which at least seven (7) units will be produced to primarily benefit individuals or families considered eligible as a QP as defined by the HOME-ARP Final Rule [CPD Notice 21-10](#), as outlined in **Appendix C**.

Eligible applicants whose development teams are interested in becoming certified and/or recertified as a Community Housing Development Organization (“CHDO”) with the City of South Gate are invited to submit their qualifications. Interested applicants must first be qualified based on the criteria established by the [HOME Investment Partnerships Program Final Rule](#), and as referenced in **Appendix D**. Applicants must reference **Appendix D** and complete **Appendix E, F,**



and G. An application for CHDO Certification and supporting documentation may be submitted at any time prior to or along with a project proposal.

Eligible Activities

The City has set aside \$2,196,893 of HOME-ARP funds for the acquisition, construction, and/or rehabilitation of affordable rental housing – with a minimum of seven (7) units to be produced. Additionally, the City may allocate up to \$2,000,000 of HOME and CHDO set-aside funds to this project to support the development of additional rental units. Acquisition of vacant land or demolition may be undertaken only with respect to a HOME-ARP project for which construction is expected to start within 12 months of commitment.

Eligible HOME-ARP rental housing includes “housing” as defined at [24 CFR 92.2](#), including but not limited to manufactured housing, single room occupancy (SRO) units, and permanent supportive housing. Emergency shelters, hotels and motels (including those currently operating as non-congregate shelters), facilities such as nursing homes, residential treatment facilities, correctional facilities, halfway houses, and housing for students or dormitories do not constitute housing in the HOME-ARP program. However, HOME-ARP funds may be used to acquire and rehabilitate such structures into HOME-ARP rental housing.

Minimum/Maximum Investment Amounts

The minimum amount of HOME-ARP funds that must be invested in a rental housing project is \$1,000 multiplied by the number of HOME-ARP-assisted units in the project as established in [24 CFR 92.205\(c\)](#). The minimum only applies to the HOME-ARP funds in a project and does not include any other funds.

Per [Notice CPD 21-10](#), ARP has suspended the maximum per-unit subsidy for HOME-ARP units enabling HOME-ARP funds to pay the entire cost to acquire, rehabilitate and/or construct the HOME-ARP rental units. Until [Notice CPD 21-10](#) is amended, superseded, or rescinded, HOME-ARP enforces the suspension of a maximum per-unit subsidy requirement.

Projects subsidized by the HOME Program must comply with the maximum per-unit subsidy, as established by HUD. Current [maximum per-unit subsidies](#) for the Los Angeles-Long Beach Metropolitan Area are effective as of April 7, 2023, as follows:

0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 & 5 Bedrooms
\$173,011	\$198,331	\$241,176	\$312,005	\$342,482



Requirements for All Developments

The following requirements will apply to each project developed through this RFP:

- Must comply with all applicable HOME-ARP/HOME regulations and guidance issued by HUD and/or the City, as amended from time to time.
- Housing must be permanent, not transitional, or with time limits.
- Tenants must execute lease agreements.
- Acceptance of services should not be a condition of occupancy.
- Cannot terminate tenancy or refuse to renew lease of tenant of HOME-ARP unit except for serious or repeated violations of lease terms/conditions, applicable Federal, State or local laws, other good cause.
- Management agents must implement low-barrier tenant screening procedures and tenant selection plans. Tenants may not be screened out for active or a history of substance use, limited or no previous rental history, prior evictions, or a history of victimization (e.g., domestic violence, dating violence, sexual assault or abuse, stalking, or human trafficking). Any criminal background screening must be low-barrier and approved by the City.
 - If the development will have project-based rental assistance, the management agent may not implement screening criteria based on credit history or a minimum income standard.
- Must implement an eviction prevention plan and utilize eviction only as a last resort. Eviction prevention plans must be approved by the City.
- If the development is supportive housing:
 - Housing must be based on the Housing First model.
 - Comprehensive case management and supportive services must be accessible to tenants where they live and offered in a manner designed to maximize housing stability, choice, and self-sufficiency. The supportive service provider must utilize a harm reduction approach.
- In accordance with the U.S. Department of Housing and Urban Development's CPD Notice 21-10, rental housing developments may use a Continuum of Care's Coordinated Entry system, a Continuum of Care's Coordinated Entry system and other referral sources, or a project-specific 9 waitlist, to select qualifying households for HOME-ARP units restricted for occupancy by qualifying populations. The City will make this determination on a project-by-project basis.

Affordability Requirements

A minimum compliance period of 15 years is required for all HOME-ARP assisted rental units irrespective of the amount of subsidy per unit. If HOME funds are awarded in conjunction with HOME-ARP funds, the covenant period can increase to 20 years. HUD provides the following maximum HOME-ARP rent limits – the maximum HOME-ARP rents are the lesser of:



- 1) The fair market rent for existing housing for comparable units in the area as established by HUD; or
- 2) A rent that does not exceed 30% of the adjusted income of a family whose annual income equals 65% of the median income for the area, as determined by HUD, with adjustments for number of bedrooms in the unit. The HOME-ARP rent limits provided by HUD will include average occupancy per unit and adjusted income assumptions.

Occupancy Requirements

A HOME-ARP unit is a term that refers to the units within a HOME-ARP project for which occupancy restrictions, or any combination of the foregoing, apply.

Qualifying Households: Units restricted for occupancy by qualifying households must be occupied by households that meet the definition of a qualifying population at the time of admission to the HOME-ARP unit. A qualifying household after admission retains its eligibility to occupy a HOME-ARP rental unit restricted for qualifying populations, irrespective of the qualifying household's changes in income or whether the household continues to meet the definition of a qualifying population. As such, a unit restricted for a qualifying household remains in compliance with the HOME-ARP unit restriction if the unit is occupied by a qualifying household that met the definition of a qualifying population at the time of admission.

Low-Income Households: At initial occupancy, units restricted for low-income households must be occupied by households that meet the definition of low-income in 24 CFR 92.2. If a tenant's income increases above the applicable low-income limit during the compliance period, the unit will be considered temporarily out of compliance. Noncompliance must be addressed in accordance with the HOME-ARP Final Rule [CPD Notice 21-10](#).

Income Targeting

Individuals or families that meet one of the criteria of a QP, as defined by the HOME-ARP Final Rule [Notice CPD 21-10](#), and as outlined in **Appendix C**, are eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria. HOME-ARP funds can only be invested in units that are restricted for Qualifying Populations or low-income households as follows:

- i. Not less than 70% of the total number of rental units assisted with HOME-ARP funds by the PJ must be restricted for occupancy by households that are qualifying households at the time of the household's initial occupancy; and,
- ii. Not more than 30% of the total number of rental units assisted with HOME-ARP funds by the PJ may be restricted to low-income households. These rental units do not have to be restricted for occupancy by qualifying households, however rental units restricted to low-



income households are only permitted in projects that include HOME-ARP units for qualifying households.

Projects subsidized by the HOME-ARP Program must comply with income limits, as established by HUD. Current [HOME Income Limits](#) are effective as of June 15, 2023. The current income limits for the Los Angeles-Long Beach Metropolitan Area are as follows:

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$26,500	\$30,300	\$34,100	\$37,850	\$40,900	\$43,950	\$46,950	\$50,000
50% AMI	\$44,150	\$50,450	\$56,750	\$63,050	\$68,100	\$73,150	\$78,200	\$83,250
80% AMI	\$70,650	\$80,750	\$90,850	\$100,900	\$109,000	\$117,050	\$125,150	\$133,200

Expenditure Requirements

The 2013 HOME Final Rule states that projects must be completed within four (4) years of that date of the agreement between the City and the development team/CHDO.

Other Federal Requirements

Respondent understands that it must have knowledge of HOME-ARP, HOME, and other Federal requirements related to affordable rental housing. Development Teams should carefully review [CPD Notice 21-10](#) and the [HOME Investment Partnerships Program Final Rule](#), prior to submitting a proposal. All proposed projects and development teams must comply with all applicable HOME-ARP regulations, HOME Program regulations, and other federal requirements, including but not limited to the following requirements outlined below:

- Environmental Review ([24 CFR Part 58](#))
- Non-discrimination and Equal Access
 - [Fair Housing and Equal Opportunity](#) (24 CFR Part 1; 42 U.S.C 3601-3620 and 24 CFR Part 100-115; Executive Order 11063 as amended by Executive Order 12259 and 24 CFR Part 107; 24 CFR Part 146)
 - [Affirmative Marketing](#) – Approved applicant(s) are required to market all units in assisted projects in accordance with the City’s Affirmative Fair Marketing Procedures and all State and Federal Fair Housing Laws
- Handicapped Accessibility
 - [Americans with Disabilities Act](#) (42 USC 12131; 47 U.S.C 155, 201, 218 and 225)



- Fair Housing Act (42 U.S.C. 3601-19 and 24 CFR 100.205)
- Removal of Physical Barriers (Section 504 of Rehabilitation Act of 1973)
- Employment and Contracting
 - Section 3 of the Housing and Urban Development Act (24 CFR Part 135)
 - Minority/Women’s Business Enterprise (Section 21 of the National Affordable Housing Act and 24 CFR 35.36(e))
- State and/or Federal Labor Standards/Prevailing Wages (Davis-Bacon and related provisions)
- Acquisition and Relocation (Uniform Relocation Act; 49 CFR Part 24)
- Lead-based Paint Evaluation and Control (24 CFR Part 35)
- Procurement Requirements (24 CFR Part 85)
- Use of Debarred Contractors Prohibited (24 CFR Part 85)

III. RFP PROCESS

1. RFP Timeline

Provided below is the anticipated schedule of events. The City reserves the right to amend the schedule, including but not limited to adding or eliminating specific events to meet the unique needs of this RFP.

Thursday, April 4, 2024	RFP Released to the General Public
Thursday, April 18, 2024 at 10:00am PST	RFP Workshop
Thursday, May 2, 2024 at 5:00pm PST	Deadline for Questions
Thursday, May 9, 2024	RFP Questions Answered
Thursday, May 23, 2024 at 5:00pm PST	Proposal Due Date

2. Selection Process

Evaluation of all proposals will be completed by a selection committee consisting of staff from the City. Respondents must be responsive and responsible as described in Part 3 Section 2 and 3 below. Selection is at the sole discretion of the selection committee.

3. Minimum Requirements/Responsive Respondent

Complete Compliant Proposal

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Section 5 of Part 2 and includes the submission and receipt by the City of all items enumerated in Section 7 of Part 2 of this RFP.

Financial Capacity

All team members must demonstrate financial capacity to administer the program through the submission of complete 2022 and year-to-date 2023 financial statements. Financial statements



must be submitted for the developer, owner, management company, and primary supportive service provider.

Past Award Performance (if applicable)

Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks, and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by the City or in default with the City will be disqualified. Applicants are not required to submit documentation to attest to past award performance. The City will review documentation from previous awards to evaluate Respondent’s past award performance, if applicable.

Commitment

By submitting a proposal, Respondent agrees to participate in all mandatory meetings, if selected.

Nonprofit Status (if applying for operating assistance and/or CHDO Certification)

If Respondent is applying for operating assistance CHDO Certification, it must submit proof of their status as a certified 501(c)(3) or 501(c)(4) nonprofit.

Local Funding Commitment

If Respondent is proposing a development with HOME funds, it must provide a commitment of local funds to be used as a capital funding source.

4. Responsible Respondent Requirements

The City shall not award any funds until the selected Respondent has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent’s existing commercial and governmental business commitments;
3. Have a satisfactory performance record with the City;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have supplied all requested information;
7. Be legally qualified to contract in the State of California.
8. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred.



If a Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP and the Respondent shall be advised of the reasons for the determination.

5. Evaluation Criteria

A developer/owner may not submit more than one response to this RFP. However, a management company or service provider partner may be attached to multiple proposed projects. The following factors will be the City's primary consideration in the selection process. Therefore, Respondent must comply with the following requirements:

1. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in III. RFP Process – Section 3 “Minimum Requirements” and III. RFP Process – Section 4 “Responsible Respondent Requirements” and must submit all documentation listed in III. RFP Process – Section 7 “Submission Items” to receive consideration in the selection process.
2. Identification of Team Members: Submit a narrative (not to exceed 2 pages) describing the composition of the development team. Team must consist, at a minimum, of a developer, a management company, and if proposing supportive housing a supportive service provider. Include the following information:
 - a. Identification of developer.
 - b. Identification of owner (if different than developer).
 - c. Identification of management company. If developer/owner will self-manage, Respondent must specifically state this information.
 - d. Identification of a primary supportive service provider. (Only applicable if proposing supportive housing.)
3. Experience of Respondent: Submit a narrative (not to exceed 1 page per organization) describing the relevant experience of the developer, owner, management company, and supportive service provider. Respondent must include the following information for each team member. **NOTE: Priority will be given to Respondents that have completed a prior City project. See bonus points in III. RFP Process – Part 6 below.**
 - a. Experience administering federal programs, specifically any experience administering a HOME grant for affordable rental housing development and any experience managing a project with Project Based Vouchers
 - b. Experience owning and operating affordable housing and, if applicable, permanent supportive housing
 - c. Experience serving persons experiencing homelessness and at risk of homelessness, including persons fleeing domestic violence, dating violence, sexual assault, stalking, and human trafficking.
 - d. Summary of any previous collaboration, if applicable, between team members



4. **Program Description:** Submit a narrative (not to exceed 5 pages) describing the overall project concept. Respondent must include the following information.
 - a. Proposed project location, number of units, and design, including if the proposed development will operate as supportive housing. Note: site control and architectural plans are not required at this phase – however, they can be included and are desirable if available.
 - b. Identification of which HOME-ARP Qualifying Population(s) will be served. If Respondent proposes to preference or limit occupancy to any subpopulations, identify such preferences/limitations.
 - c. Preliminary development and supportive services budget, include sources and uses. A supportive services budget is only required if the proposed development is supportive housing. Final budgets will be submitted by selected Respondents with their HOME-ARP funding application.
 - d. If developing supportive housing, description of scope of supportive services to be provided by the primary service provider and, if applicable, other complementary supportive service providers. Include a proposed plan on which services will be offered onsite to residents and a proposed staffing model for supportive services.
 - e. Description of how tenant selection and supportive service delivery will support diversity, inclusion, and equity to ensure that housing stability services are being provided equitably to persons of color, persons with disabilities, etc.
 - f. Proposed program implementation timeline.
5. **Key Staff:** For each team member (developer, owner, management company, and supportive service provider), identify key staff who will implement the program.
 - a. For each person identified, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected and their anticipated role in the program.
 - a. Provide a current organizational chart for each organization.
6. **Problem Statement/Unmet Need:** Submit a narrative (not to exceed 5 pages) describing the unmet need in the community which the proposed development will address. Respondent should provide relevant data which may include data about available housing, housing concerns, demographic or economics factors, homelessness, etc. in the community. Respondent should define the extent to which the unmet need impacts the community and how current resources do not address the unmet need.



6. Scoring Criteria

Proposals will be scored according to the point system described in this section. Proposals which fail the minimum threshold criteria will not be scored.

Scoring Criteria	Potential Points
Identification of Team Members	20
Experience of Respondent	20
Program Description	20
Key Staff	20
Problem Statement/Unmet Need	20
Bonus Points – if a prior development has been completed with the City	10
Total Points:	110

7. RFP Submission Items

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in Sections 3, 5, and 6 of III. RFP Process, of this RFP. Therefore, Respondent must review Sections 3, 5, and 6 of III. RFP Process, of this RFP carefully before submitting its response.

Checklist of Submission Requirements

1. Proposal Coversheet. Refer to **Appendix A**.
2. Certificate of Status from Secretary of State. Must be dated within the last twelve (12) months of the proposal date.
3. Not for Profit Status. Only required if requesting HOME-ARP operating assistance or applying for CHDO Certification. 501 (c)(3) or (4) certificate from IRS.
4. Financial Capacity. 2022 and year-to-date 2023 financials for developer, owner, management company, and primary supportive service provider.
5. Narratives addressing all applicable questions in Section 5 of III. RFP Process, of this RFP:
 - Identification of Team Members
 - Experience of Respondent
 - Program Description
 - Description of Key Staff
 - Problem Statement/Unmet Need
6. Key Staff. Identification of key program staff, resumes, narratives, and organizational chart.
7. Local Commitment: If Respondent is proposing a development with HOME funds, it must provide a commitment of local funds to be used as a capital funding source.



8. CHDO Checklist: If respondent is applying for CHDO Certification, the CHDO Checklist and all supporting documentation must be submitted with the RFP response in order to be considered for eligibility. Applicants must reference **Appendix D** and complete **Appendix E, F, and G**.

8. Format for Submission, Mailing Instructions, and Due Date

Applications and proposals will be accepted until Thursday, May 23, 2024, at 5:00 P.M. All respondents must submit two (2) hard copies. Submittals may be dropped off in person or mailed to:

**City Clerk's Office
ATTN: HOME-ARP
8650 California Avenue
South Gate, CA 90280**

No late proposals will be accepted. Responses submitted by fax or email will NOT be accepted.

Conditions for Funding

Funding allocations available through this RFP are contingent upon approval by the City of South Gate and sufficient funding availability.

The Housing Division reserves the right to request additional information on proposals submitted and may reject any and all proposals at its direction. Following the City Council's decision, the City will finalize a contract with the selected applicant(s). Funding for selected project(s) will proceed following the completion of the Environmental Review and/or other mandatory requirements including contracts and documents, as required by the HOME Program regulations.

The use of HOME-ARP, HOME, and CHDO funds will be conditional in nature until all necessary financing is secured, a budget and production schedule is established, underwriting, market assessment, and subsidy layering is complete.

A funding agreement to committing funds to the project is conditioned on the City's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review ([24 CFR Part 58](#)). If the City has committed funds to a project that can no longer proceed (i.e. other required funding is no longer available, site is not feasible due to environmental issues, etc.), the City reserves the right to re-distribute funds to the next highest ranked proposal.



City's Rights and Options

This solicitation does not commit the City to award a contract, to any cost incurred with preparation of a proposal, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all submittals received in response to this request, to negotiate with any qualified source, request additional documentation, or cancel in whole or part this process in its sole and absolute discretion. Subsequent to negotiations, prospective awardees may be required to submit revisions to their proposals. All persons or entities responding to the Request for Proposals should note that any contract pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the City Council.

The City reserves the right to postpone selection for its own convenience, amend the Anticipated Schedule, to withdraw the Request for Proposals at any time, and to reject any and all submittals without indicating any reason for such rejection. As a function of the Request for Proposals process, the City reserves the right to remedy any technical errors in the response to the Request for Proposals and modify the published scope of services. The City reserves the right to request that specific personnel with specific expertise be added to the team, if the City determines that specific expertise is lacking in the project team. Proposals and other information provided by applicants will not be returned.

The City reserves the right to abandon the Request for Proposals process and/or change its procurement process for the contract at any time if it is determined that abandonment and/or change would be in the City's best interest.

The City will not be liable to any contractor for any costs or damage arising out of its response to the Request for Proposals.



Appendix A

Proposal Coversheet



City of
**South
Gate™**

Community Development Department

Request for Proposals

for

Affordable Rental Housing

**HOME Investment Partnership Program –
American Rescue Plan (HOME-ARP)**

Proposal Coversheet

PLEASE PROVIDE NAME OF RESPONDENT'S ORGANIZATION BELOW:



Appendix B

Proposal Application



Proposal Application

Organization Name		
Physical Address		Suite/Unit No.
City	State	Zip Code
<i>If applicant's mailing address is different from physical address, please provide the physical address.</i>		
Mailing Address		Suite/Unit No.
City	State	Zip Code
Organization Phone No.	Organization Fax No.	
Organization E-mail Address		Website URL
Federal Tax ID	UEI No.	
<i>Please provide information for the designated representative.</i>		
Organization Representative		
Phone No.	E-mail Address	

The organization is seeking:

CHDO Certification

CHDO Recertification

Not Applicable

Please indicate below funding and amounts being requested:

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Authorized Signature

To the best of my knowledge, the information provided on this application is true, and I am authorized to submit this application on behalf of the applicant agency.

Print Name

Title

Signature

Date



Appendix C
Fact Sheet
Qualifying Populations



Fact Sheet

Qualifying Populations

The following information included in this Fact Sheet refers to the definition of Qualifying Populations as per HOME-ARP Final Rule [CPD Notice 21-10](#).

1. **Homeless**, as defined in [24 CFR 91.5](#) Homeless (1), (2), or (3):
 - 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or 4
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
 - 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
 - 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the



presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

2. **At risk of Homelessness**, as defined in [24 CFR 91.5](#) At risk of homelessness:
 - 1) An individual or family who:
 - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and
 - (iii) Meets one of the following conditions:
 - A. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - B. Is living in the home of another because of economic hardship;
 - C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - F. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
 - 2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
 - 3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.
3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**, as defined by HUD.



For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic violence, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence which is defined in [24 CFR 5.2003](#) means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.

Sexual assault which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.



Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
 - 2) Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
4. **Other Populations** where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:
- 1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.
 - 2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:
 - (i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);
 - (ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at [24 CFR 91.5](#):
 - A. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - B. Is living in the home of another because of economic hardship;
 - C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;



- F. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.



Appendix D
Fact Sheet
Community Housing Development Organization - CHDO



Fact Sheet

Community Housing Development Organization - CHDO

The following information included in this Fact Sheet refers to the definition of Community Housing Development Organization (CHDO) as per [24 CFR Part 92](#) of the HOME Investment Partnerships Program Final Rule.

Community housing development organization means a private nonprofit organization that:

- 1) Is organized under State or local laws;
- 2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
- 3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
 - (i) The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
 - (ii) The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
 - (iii) The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
 - (iv) The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.
- 4) Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 ([26 CFR 1.501\(c\)\(3\)-1](#) or [1.501\(c\)\(4\)-1](#)), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of “community housing development organization;”
- 5) Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization



that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;

- 6) Has standards of financial accountability that conform to [2 CFR 200.302](#), 'Financial Management' and [2 CFR 200.303](#), 'Internal Controls;'
- 7) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;
- 8) Maintains accountability to low-income community residents by:
 - (i) Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
 - (ii) Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
- 9) Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of [§ 92.300\(a\)\(2\)](#). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization; and
- 10) Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations



may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.



Appendix E

CHDO Checklist



CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule.

Please check each applicable item to be submitted with the CHDO Checklist. This checklist must accompany the application packet in order to be considered for eligibility.

I. LEGAL STATUS

A. The nonprofit organization is organized under State or local laws, as evidenced by:

- A Charter, OR**
 Articles of Incorporation

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

- A Charter, OR**
 Articles of Incorporation

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:

- A 501(c) Certificate from the IRS.**

D. Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:

- Charter,**
 Articles of Incorporation
 By-laws, OR
 Resolutions
 A HUD approved audit summary



II. CAPACITY

A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems," as evidenced by:

_____ **A notarized statement by the president or chief financial officer of the organization;**

_____ **A certification from a Certified Public Accountant; OR**

_____ **A HUD approved audit summary**

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____ **Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR**

_____ **Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.**

C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

_____ **Statement that documents at least one year of experience in serving the community, OR**

_____ **For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.**

NOTE: The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.



III. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board's membership for residents of low income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

- _____ **By-Laws,**
- _____ **Charter, OR**
- _____ **Articles of Incorporation**

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

- _____ **The organization's By-laws,**
- _____ **Resolutions, OR**
- _____ **A written statement of operating procedures approved by the governing body**

C. A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

- _____ **By-Laws,**
- _____ **Charter, OR**
- _____ **Articles of Incorporation**

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

- _____ **By-Laws,**
- _____ **Charter, OR**
- _____ **Articles of Incorporation**



IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

_____ **The organization's By-laws, OR**
_____ **A Memorandum of Understanding (MOU).**

B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

_____ **The for-profit organization's By-laws; AND**

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

_____ **By-Laws,**
_____ **Charter, OR**
_____ **Articles of Incorporation**



Appendix F

Board Member Information Form



Appendix G

Board Member Information Form



BOARD MEMBER INFORMATION

As a board member of a designated Community Housing Development Organization (CHDO), please provide the following information.

BOARD MEMBER NAME:	
HOME ADDRESS:	
PHONE:	
OCCUPATION:	

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY TO YOU:

- I am a resident of a low-income neighborhood. (This does not mean that you must qualify for low-income status, only that your residence is located in a low-income neighborhood.)
- I am a low-income resident of the community. (Community is defined as: neighborhood, city, county, or metropolitan area.)
- I am an elected representative of a low-income neighborhood organization. (Low income organizations are composed primarily of residents of a low-income neighborhood. Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)
- I am a representative of the public sector. (A public sector representative is any elected public official, any appointed public official, any public/government employee of a public agency or department, or any individual who is appointed by a public official to serve on a CHDO board.)

I certify that the information is true and correct.

Board Member _____ Print Full Name _____ Title _____ Date _____
Signature



****HUD income limits are published annually***

Family Size	Total Annual Family Income is Above	Total Annual Family Income is at or Below	2023 HUD Income Limits for Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area*
1	<input type="checkbox"/>	<input type="checkbox"/>	\$70,650
2	<input type="checkbox"/>	<input type="checkbox"/>	\$80,750
3	<input type="checkbox"/>	<input type="checkbox"/>	\$90,850
4	<input type="checkbox"/>	<input type="checkbox"/>	\$100,900
5	<input type="checkbox"/>	<input type="checkbox"/>	\$109,000
6	<input type="checkbox"/>	<input type="checkbox"/>	\$117,050
7	<input type="checkbox"/>	<input type="checkbox"/>	\$125,150
8	<input type="checkbox"/>	<input type="checkbox"/>	\$133,200