

2009 NOFA

**Application Form and Instructions for
Housing Development Financing**

City of Oakland

Community and Economic Development Agency

September 4, 2009

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APPLICATION INSTRUCTIONS

Developers requesting City and/or Redevelopment Agency funds must complete the following application including all supporting documentation, and send **one original** to:

**Community and Economic Development Agency
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612
Attn: Housing Development Unit**

Applications must be received at CEDA's office no later than 4:00 p.m. on Thursday, November 5th. Applications submitted after this deadline will not be accepted.

Use a separate application for each proposed development project. If the project has already received a commitment of City or Agency affordable housing funds and is requesting additional money, contact City staff to determine which application exhibits will be required. **Applicants are strongly encouraged to attend a meeting on the City's employment and contracting programs, and to ask questions about the NOFA, on October 1st at 10:00 a.m. at City Hall, 2nd Floor, Hearing Room 4.**

Each sponsor will be permitted to submit only one project application for this NOFA. Exceptions are only provided for sponsors submitting projects from the Oakland Community Housing, Inc. (OCHI) affordable rental property portfolio, in which case sponsors may submit a total of two applications. Projects requesting additional funds count as part of this cap.

Applications will be reviewed by staff first for completeness and then for compliance with all City/Agency requirements. Projects will be reviewed for consistency with City housing and community development objectives, developer capacity and experience, financial feasibility, cost control, and degree of leveraging of non-City/Agency funds. Projects that meet threshold requirements will be scored and ranked per the Evaluation Criteria in the NOFA (see *Scoring Criteria* section of the NOFA). If necessary, applicants will be contacted for additional information or for modification of project proposals.

Applicants must submit:

- **One original** of a complete Application for Housing Development Financing with all required supporting materials.
- Applications should be in three-ring binders of good quality and appropriate size, with numbered dividers that correspond with the Housing Development Financing Application Checklist.
- To reduce the size of applications, large application exhibits (Appraisal, Phase I, etc) should be double-sided. Please do not include full copies of Environmental Impact Reports (EIRs) or all of the backup documentation on Phase I reports (these may be requested at a later date). Cover pages for application exhibits (other than the numbered divider tabs) are not needed.
- The Checklist should be used as the Table of Contents for the application.

Some materials must be submitted electronically. The Housing Development Financing Application Checklist indicates which exhibits must be submitted electronically by email or on disk. The Development Budget, the Operating Budget (rental projects), the Financial Summary Worksheet, Unit Size and Affordability Worksheet, Rental Survey, and the Multifamily and Single-Family GreenPoint Checklist must be prepared using the City/Agency's electronic forms, which are available for download with the rest of the application at <http://www.oaklandnet.com/government/hcd/projects/NOFA.html> in the Housing Programs section, or via email upon request to ddownton@oaklandnet.com. Applicants are required to submit both paper and electronic copies of these exhibits with their application. The Displacement and Replacement Unit Analysis (if required), must be prepared using the City's spreadsheet but does not have to be submitted electronically. The 30 year Proforma should be prepared by the applicant according to the guidelines in the application and submitted electronically in Excel.

Applicants should understand that, under the California Public Records Act and the City's Sunshine Ordinance, **all documents submitted as part of this application are considered public records and will be made available to the public upon request.**

OTHER ITEMS REQUIRED AFTER INITIAL APPROVAL

Additional materials will be required to be completed and/or submitted at different stages of the development process. The City reserves the right to require additional materials. All materials must be submitted in a form acceptable to the City.

Prior to Staff Recommendation of Financing to City Council

- ♦ Application and all applicable supporting exhibits and worksheets
- ♦ If recommended by the Phase I, a Phase II must be submitted

Prior to City Council Approval of Financing

- ♦ CEQA compliance review completed by City

Prior to Loan Closing

- ♦ Full Schematic Drawings
- ♦ Final development budget, operating budget, rent schedule or sales analysis
- ♦ Firm commitments for other financing
- ♦ Evidence of equity commitment
- ♦ NEPA environmental review approved by City and HUD
- ♦ Soils, geological, and/or asbestos survey (if needed)
- ♦ Lead-based paint testing and report (if needed)
- ♦ Final Relocation Plan (if needed)
- ♦ Evidence of insurance
- ♦ Architect and developer certification regarding accessibility (Fair Housing Act, ADA, HUD Section 504)
- ♦ Contract Compliance forms such as Equal Benefits Ordinance, Living Wage, etc.
- ♦ Updated GreenPoints Tool

Prior to Start of Construction

- ♦ Hazardous materials risk assessment and abatement plan
- ♦ Planning/zoning approvals
- ♦ Design review approval
- ♦ Demolition and building permits
- ♦ Plans and specifications approved by Housing Development, Planning and Building Department
- ♦ Construction contract approved by Housing Development
- ♦ Payment and performance bonds
- ♦ Evidence of contractor's insurance
- ♦ Construction budget and schedule approved by Housing Development
- ♦ Final loan documents for all other construction financing
- ♦ Approval to proceed issued by Contract Compliance Division
- ♦ Notice to Proceed issued by Housing Development

Prior to Completion (at least 180 days before construction is completed)

- ♦ Final Marketing Plan approved by Housing Development
- ♦ Final Management Plan approved by Housing Development
- ♦ Final Resident Services Plan approved by Housing Development
- ♦ Final Operating Budget approved by Housing Development

Prior to Completion (at least 90 days before construction is completed)

- ♦ Management agent and contract approved by Housing Development
- ♦ Resident services provider approved by Housing Development

After Project Completion

- ♦ Cost Certification approved by Housing Development
- ♦ Demographic and income information of initial occupants
- ♦ Lead-based paint certification

HOUSING DEVELOPMENT FINANCING APPLICATION CHECKLIST

Please include this checklist as the Table of Contents for your Application Binder.

Applicant: _____

Project: _____

Project Address: _____

ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	FOR CITY USE ONLY		
		Date Rec'd	Complete	Not Complete
SUMMARY INFORMATION				
1. Cover Letter/Narrative Description				
2. Self-Scoring Worksheet				
3. City/Agency Application Form				
THRESHOLD INFORMATION				
4. Community Outreach Plan and Activities				
5. Evidence of Demand or Market Study				
6. Parcel Map				
7. Evidence of Site Control				
8. Preliminary Title Report				
9. Appraisal				
10. Replacement Unit Analysis (if required)				
11. Relocation Plan (if required)				
12. Letter of Conformity with Zoning Requirements				
13. Phase I Environmental Site Assessment				
13a. Phase II (if required)				
14. CEQA Preliminary Study				
15. Preliminary Design Sketches				
16. Preliminary Rehabilitation Scope of Work (if required)				
17. Development Schedule				
18. Preliminary Marketing Plan				
19. Preliminary Management Plan (rental projects only)				
20. Central City East and West Oakland Redevelopment Area Supplemental Questions				
21. Certifications and Campaign Contribution Limit Acknowledgement				

		FOR CITY USE ONLY		
ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	Date Rec'd	Complete	Not Complete
PROJECT FEASIBILITY & SCORING CRITERIA				
22. Development Budget (paper copy) Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on disk, included				
23. Operating Budget (paper copy -- Rental projects only) Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on disk, included				
24. 30 Year Proforma (paper copy -- Rental projects only) Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on disk, included				
25. Financial Summary (paper copy) Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on disk, included				
26. Unit Size and Affordability (paper copy) Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on disk, included				
27. Construction Financing				
28. Permanent Financing				
29. Acquisition and Predevelopment Financing				
30. Rental or Operating Subsidies (if required)				
31. Neighborhood Narrative and Revitalization Description				
32. Location Map				
33. Evidence of Planning Approvals				
34. Developer Experience Worksheets				
35. Joint Venture Agreement (if required)				
36. Developer Capacity Worksheet				
37. Resumes of Developer's Key Staff				
38. Resumes and Experience of Development Team				
39. Audited Financial Statements for Previous 2 Years				
40. Preservation Statement (if required)				
41. Preliminary Resident Services and Technology Plan				
42. Sustainability Plan – Green Points Tool (paper copy) Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on disk, included				

**City of Oakland
Community and Economic Development Agency**

**APPLICATION FOR CITY/REDEVELOPMENT AGENCY HOUSING
DEVELOPMENT FINANCING**

Attach each of the following exhibits in a tabbed, appropriately numbered section of your application binder.

1. Narrative Cover Letter

Applications must include a narrative cover letter that provides a basic description of the project. The cover letter should include but is not limited to the following.

Summary Information

- Amount of loan requested
- Number and size of units (number of bedrooms)
- Target population served
- Location
- Total development cost
- Any desired variance in standard loan terms
- Description of proposed financing plan (including commercial space financing if mixed use)

Site Information

- Current use of site
- Distinguishing features
- For rehabilitation projects: number/size of units before rehabilitation
- Any environmental issues

Project Challenges

- Aspects of project that could reduce the likelihood of securing additional funding
- Any exceptional circumstances affecting project development, site, etc.
- If the project needs to limit the amount of federal funds, explain why.

Physical Characteristics

- Type of construction
- Number of stories
- Architectural style
- Distinguishing features
- Location, type and number of parking spaces
- On- and off-site improvements required

Amenities and Services

- Common facilities and amenities, including computer technology
- Resident services programs (if included)

2. Self-Scoring Worksheet

Applicants are required to submit a self-score worksheet. The Scoring Criteria summary sheet should be used for self-scoring, and is available for download from the web at <http://www.oaklandnet.com/government/hcd/projects/NOFA.html>. Applicants should not assume that their self-score estimate will be the actual score that will be achieved.

3. Application Form

Project Summary

Project Name: _____

Project Address: _____

Zip Code: _____ City Council District: _____

Census Tract: _____ Parcel No.: _____

Redevelopment Area (if applicable): _____

Total Number of Housing Units: _____

Number of Affordable Units: _____

Number of Bedrooms: _____

Target Population: _____

Number of Accessible Units:

Mobility Impaired: _____ Hearing/Visually Impaired: _____

Number of Project-Based Section 8 Vouchers Requested: _____

Number of Special Needs Units: _____

Special Needs Population Targeted: _____

Number of Units for Homeless Households: _____

Other City/Agency Funds Previously Received, if any: _____

Funds Currently Requested: _____

Total Development Costs: _____

Other Expected Sources of Funding (not including private bank loans):

9% Tax Credits 4% Tax Credits/CDLAC HUD 202 or 811

AHP Project-based Section 8 CalHFA

MHP HOPE VI HOPWA

MHSA

Other: _____

Other: _____

Other: _____

Additional Applications NOT Submitted

If the City had not limited the number of projects submitted by each applicant, please list below the additional applications your organization would have submitted:

Location	# Units	Target Population	Estimated Request

Applicant Information

A. Identify Applicant

- Applicant is current owner and will retain ownership.
- Applicant is the project developer and will be part of the final ownership entity.
- Applicant is the project developer and will not be part of the final ownership entity for the project.

Applicant Name: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

Property Management Company: _____

Property Management Contact: _____ Phone: _____

B. Legal Status of Applicant

- General Partnership Individual Limited Partnership
- Corporation Nonprofit Organization Local Government
- Joint Venture Other (specify) _____

C. Status of Organization

- Currently Exists
- To be formed, estimated date: _____
- Federal Tax I.D. Number: _____

D. Name(s) of individuals who will be General Partner(s) or Principal Owner(s)

E. Developer Type

- Nonprofit For Profit Joint Venture

Site Control

Site control at the time of application is required. Indicate the level of site control currently held by the developer. Evidence of site control must be included as Exhibit 7 to the Application.

- a. Copy of Deed, for Fee Ownership
- b. Purchase agreement: Date of Expiration: _____
Provision for Extension: Yes No Cost of Extension: _____
- c. Option: Date of Expiration: _____
Provision for Extension: Yes No Cost of Extension: _____

Project and Site Information

- A. Current Site Use (complete as many as apply):
 - Residential: _____ Number of Units
 - Commercial: Vacant Occupied _____ # of Buildings _____ Sq. Ft.
If occupied, briefly describe uses: _____
 - Industrial: Vacant Occupied _____ # of Buildings _____ Sq. Ft.
If occupied, briefly describe uses: _____
 - Parking Lot: In Use Not In Use _____ # of Parking Spaces
 - Vacant Lot
- B. _____ Number of Residential Structures in planned project
- C. _____ Proposed Buildings are on a contiguous site (yes/no)
- D. _____ Number of Community Structures, if separate
- E. _____ In a floodplain (yes/no). Map used: _____
If yes, type of floodplain (# of years): _____
- F. _____ Total units per acre
- G. _____ Total square footage of lot
- H. _____ Total square footage of all project structures
- I. _____ Total gross residential square footage
- J. _____ Total square footage of all residential units
- K. _____ Total gross commercial square footage
- L. _____ Total net leasable commercial square footage
- M. _____ Total parking structure square footage
- N. _____ Total parking spaces
 - _____ Open parking spaces
 - _____ Covered parking spaces
 - _____ Structured parking spaces
 - _____ Other parking spaces, type _____

EXHIBITS 4-21: THRESHOLD INFORMATION

4. Community Outreach Plan and Activities

Include a Community Outreach Plan and evidence that a minimum level of community outreach has been completed prior to applying for funding. Applicants must contact neighborhood organizations in the vicinity of the proposed development prior to applying for financing. A list of relevant organizations can normally be obtained from the office of the City Councilmember for the district or from the area's Neighborhood Services Coordinator. Applicants must have held at least one meeting with an established neighborhood organization, preferably by attending a regular meeting of the group or groups. Applicants are encouraged to meet with more than one neighborhood organization and to hold or attend more than one meeting. Applicants with projects located in a Redevelopment Area with a Project Area Committee (PAC) must meet with at least one other community group other than the PAC.

Rehabilitation Projects: A Community Outreach Plan is not required for minor rehabilitation projects that will not change the number of units, the building envelope, decrease parking, change the use, or make other significant modifications to the property. However, if the project is an occupied rehab owned by the applicant or its affiliate, evidence of outreach to existing residents informing them of the planned rehabilitation work and the anticipated impact on tenants is required in the application.

REDEVELOPMENT AREA MEETING NEEDED: If the project site is in the Broadway/MacArthur/San Pablo, Central City East, or West Oakland Redevelopment Areas, the Project Area Committee (PAC) for that area should be given a presentation. *Applicants should plan to make presentations to the appropriate PAC at the earliest possible meeting. Applicants should contact Housing staff at 238-3502 immediately to discuss scheduling.* This will allow the PAC to provide informed advice to City Council on NOFA proposals. (The City Council, acting as the Redevelopment Agency, must seek the advice of the PACs before making funding decisions.) For information on Oakland's redevelopment areas go to <http://www.business2oakland.com/main/redevelopment.htm>.

The Community Outreach Plan should describe how you will build support for your project and address community concerns, including a list of all individuals and organizations with whom you have met or will meet to discuss the project, and the approximate dates of each phase of the plan. The Nonprofit Housing Association has useful resources on building support for affordable housing. Refer to their website at www.nonprofithousing.org.

Evidence of Community Outreach must include the following information regarding the required meeting with a community organization referenced above:

- ♦ Copy of announcements of the meetings (flyers, advertisements, etc.)
- ♦ Copy of the agenda for the meetings
- ♦ Copy of handouts or other information used, including reductions of material presented on easel boards
- ♦ Sign-in sheets from the meeting
- ♦ Minutes of the meeting

Housing proposals often encounter concerns and opposition. Applicants need to encourage clear expression of these issues as soon as possible, and must document plans for addressing them. *Evidence of Community Outreach* should also include:

- From the above meetings and any other source, provide summaries of concerns expressed, and major points made in support or opposition.
- Describe any involvement by the City Councilmember's office or others to facilitate discussion and clarification of concerns.
- Describe plans to address the concerns you have heard or expect.

Additionally, please provide:

- Letters of support from neighborhood residents or organizations. (Letters from individuals or organizations involved in the development are of limited importance. Similarly, while appreciated, letters of support from public officials from outside the immediate area, or from citywide organizations, including social service or housing advocacy groups, do not constitute community support.)

5. Evidence of Demand or Market Study

Applicants must verify the market demand for the proposed housing by providing the below information.

Ownership Projects: Provide comparable sales prices for recently sold homes within one mile similar in square footage and unit type to the proposed units. Applicants may include lists of recently sold homes from websites such as www.zillow.com or www.realestateabc.com (whichever site has the most recent sales), or local newspaper or other listings of recent home sales.

Rental Projects: A market study or rental survey must be submitted. In lieu of a full market study, developers may submit a rental survey including the following information:

- A concise description of the neighborhood housing stock and how it compares to the proposed project's construction type, density and design;
- Rehabilitations of existing affordable housing should provide information on the property's current waiting list and vacancy rates;
- A description regarding how the proposed project provides for needed housing as identified in the City's Consolidated Plan (Available at <http://www.oaklandnet.com/government/hcd/policy/docs/conplan2005-10.pdf>);
- Include on the following worksheet, a summary of the closest three affordable and three market rate comparables, including their distance from the project, population served, number of units by bedroom size, rent by unit size, service and on-site amenities. Download the form at www.oaklandnet.com/government/hcd/projects/NOFA.html or request via email to ddownton@oaklandnet.com. This worksheet does not need to be submitted electronically.

Mixed Use Projects: In addition to the above, also provide:

- Evidence of demand for commercial/retail space and marketability of space, or at least half the commercial/retail space pre-leased;
- Information from brokers on vacancy rates, turnover rates, and market rents in the neighborhood;
- Evaluation of the neighborhood's retail environment and relative merits of the newly proposed commercial space.

Exhibit 5: Evidence of Demand, Rental Survey							
Enter Data in Green or Blank Fields	Subject	Comparable	Comparable	Comparable	Comparable	Comparable	Comparable
Date of Rental Survey: (Date)	Project Name	Name	Name	Name	Name	Name	Name
	Street Address	Street Address	Street Address	Street Address	Street Address	Street Address	Street Address
	City	City	City	City	City	City	City
	Phone	Phone	Phone	Phone	Phone	Phone	Phone
Type ("M"arket, "L"ow Income)	L	M	M	M	L	L	L
Distance in Miles from Subject		0.00	0.00	0.00	0.00	0.00	0.00
Number of Units (total)	0	0	0	0	0	0	0
# Studios							
# 1 BR units							
# 2 BR units							
# 3 BR units							
# 4 BR units							
Vacancy Rate		0%	0%	0%	0%	0%	0%
Waiting List ("Y"es or "N"o)							
Unit Size in SF (specify range or avg)							
Unit Type: Studio							
Unit Type: 1BR							
Unit Type: 2BR							
Unit Type: 3BR							
Unit Type: 4BR							
Base Rent (avg)							
Unit Type: Studio							
Unit Type: 1BR							
Unit Type: 2BR							
Unit Type: 3BR							
Unit Type: 4BR							
# of stories							
Elevator ("Y"es or "N"o)							
# of Bedrooms							
# of Bathrooms							
Rent Concessions							
Age (built or last renovated)							
Utilities Paid by Tenant							
Electricity							
Heat ("G"as or "E"lectric)							
Hot Water (G or E)							
Cooking (G or E)							
TV ("C"able or "S"atellite)							
Water							
Sewer							
Trash							
Parking/Transportation (# spaces)							
Surface Parking							
Carport							
Garage							
Project Amenities							
Clubhouse/Community Room							
Swimming Pool/Spa/Jacuzzi							
Exercise Room							
Picnic Area							
Tot Lot/Playground							
Athletic Court (eg basketball, tennis)							
On Site Manager							
Laundry Room							
Computer Room/Business Ctr							
Security							
Gated							
Courtesy Patrol							
Surveillance Camera							

6. Parcel Map

Provide an existing parcel map. If changes in parcel configuration are involved, please also provide a map or description of the proposed future parcel configuration.

7. Evidence of Site Control

Attach evidence of site control including one of the following:

- Grant Deed evidencing fee title ownership
- Purchase agreement, including evidence that the agreement be of a term sufficient to hold the property until the anticipated date of purchase
- Option to purchase or lease, including evidence that options are renewable until the start of construction
- Long term lease agreement
- Executed land sales contract or other enforceable agreement for acquisition
- Alternate site control documents may be accepted for properties in the Oakland Community Housing, Inc. (OCHI) rental affordable housing portfolio and will be evaluated by staff on a case-by-case basis.

8. Preliminary Title Report

The Preliminary Title Report must be dated within 90 days of the application deadline.

9. Appraisal

An appraisal completed within six months of the application deadline must be submitted for staff review (unless no acquisition costs are included in the development budget). Appraisals must conform to the Uniform Standards of Professional Appraisal Practice, in particular Standards 1 and 2. In addition, appraisals must comply with the appraisal requirements of the Appraisal Institute's Regulation 3. All appraisers must be California State Licensed/Certified. Appraisal guidelines may be obtained from the City's Real Estate Division, at (510) 238-3541.

So-called "Letter Appraisals" are not acceptable. A "Limited Restricted Appraisal Report," per USPAP guidelines is the minimum acceptable form of appraisal, provided the evaluation includes both improvements and environmental issues, if either is present. The appraisal must include a separate as-is value for any improvements to be retained, or a demolition cost for any to be removed. Similarly, the estimate of environmental costs must be discussed in the appraisal. Site value must be as-is, with no presumed condition like a rezoning or cleanup.

10. Replacement Unit Analysis

If your project involves demolition of existing residential structures, even if units are currently vacant, complete the following worksheet (available for download at www.oaklandnet.com/government/hcd/projects/NOFA.html or via email to ddownton@oaklandnet.com).

This worksheet does not need to be submitted electronically.

Proposal Includes Substantial Renovation: No/Yes
 Proposal Includes Demolition and New Construction: No/Yes

Current Configuration of Site

Number of Residential Buildings:
 Total Number of Units:

Unit Number	Number of Bedrooms	Monthly Gross Rent	Household Size	Household Income	Check one				Is Unit Currently Occupied?	Is Unit Accessible?
					Under 30% AMI	Under 50% AMI	Under 80% AMI	Market Rate		

Summary

# units with annual rents = 30% of 30% AMI	
# units with annual rents = 30% of 50% AMI	
# units with annual rents = 30% of 80% AMI	
# units with annual rents = 30% of 120% AMI	
# market rate units	

11. Relocation Plan (if required)

If the project involves temporary or permanent relocation of residential or commercial tenants, please provide a narrative Relocation Plan and a Relocation Budget. If the proposed project is financed with federal funds, the provisions of the Uniform Relocation Act will apply. Additional federal and/or state relocation requirements may also apply. If the project is financed with non-federal public funds, State relocation requirements contained in California Government Code 7260, et seq., and implementing regulations, may apply.

Developers considering a project which may result in temporary or permanent displacement should contact City staff at the earliest date possible for assistance in relocation matters. Proper notice to current and future occupants can reduce the cost of relocation.

12. Letter of Conformity with Planning and Zoning Requirements.

Provide a “Zoning Summary for Affordable Housing Notice of Funding Availability (NOFA) Application” letter from the Zoning Division certifying that the proposed use and number of dwelling units comply with current zoning and the General Plan. The Zoning Summary letter will also include a brief summary of the open space, building height, building setbacks and parking requirements and any required determinations, variances, conditional use permits, and/or density bonus concessions specific to the project site.

To obtain this letter, applicants must submit a written request and payment of \$126.23 made payable to the City of Oakland. If the project is particularly complex and requires more than one hour for review, additional fees may be due. Requests should be mailed to the attention of Robert Merkamp, 250 Frank H. Ogawa Plaza – Suite 2114, Oakland, CA 94612. You may also e-mail the request to rmerkamp@oaklandnet.com. **The deadline to contact Planning and Zoning with this information is Wednesday, October 7, 2009. Letters requested after this date are not likely to be ready by the NOFA deadline. Plan ahead.**

- Include the following information in the request:
- Detailed project and location description
 - Type (e.g., senior housing) and number of units proposed
 - Project name, contact name, phone number, and mailing address
 - Site and architectural drawings, if available.

Please note that applicants are responsible for obtaining the letter and including it in their application; Planning and Zoning will not forward the letter to Housing Development. If the project does not comply with the current zoning or general plan designation, provide a plan for how zoning and planning approvals will be achieved.

13. Phase I & II Environmental Site Assessment

Provide the Executive Summary and other narrative pages which summarize the findings and recommendations of the assessment. *Do not provide all the back-up data in the application.* This back-up may be requested at a later date. For projects involving rehabilitation or demolition, an assessment of lead-based paint and asbestos hazards should be provided.

Phase II Environmental Site Assessment

If recommended in the Phase I, a Phase II Environmental Site Assessment must be provided before a project will be recommended to the City Council (likely in February, 2008). With the Phase II, please include a discussion of the impact of any recommendations on the project design, budget, etc.

14. CEQA Preliminary Study

Applicants must submit a preliminary study addressing CEQA prepared by a third party consultant. For developments likely to be exempt from CEQA, the study should verify the reasons for exemption. For developments which will need more extensive environmental review, the study should define the scope of that work and present a plan for completing it.

The study must briefly review and comment on the following areas of impact, as presented in the *Guidelines for Implementation of California Environmental Quality Act, Title 14, California Code of Regulations*:

- Traffic
- Noise
- Historic Resources
- Exposure to Hazardous Materials (consultant analysis/commentary on the Phase I Environmental Assessment, and Phase II where recommended)
- Creek, wetland, and seismic issues, when applicable

Except as it relates to the above, the preliminary study need not repeat or summarize information from elsewhere in the application.

Additional studies and environmental review may be required during the entitlement process or based on significant changes to project plans. If CEQA clearance is already achieved for the site, a Preliminary Study is not required, but evidence of the CEQA approval should be provided.

As stated in the *Program Description and Underwriting Guidelines*, developers should assume they may be awarded federal HOME funds, which would require NEPA review. Though NEPA requirements do not have to be covered in this exhibit, it may be useful to consider them.

15. Preliminary Design Sketches

We recognize that the project design is likely to be modified as the design process continues. Full schematic drawings will be required prior to Loan Closing. If schematics are available to submit with your application, please provide them. If they are not available, please provide **Preliminary Design Sketches** consisting of:

- a site plan with the building footprint,
- elevations or massing for each building,
- the basic unit configurations/plans.

The sketches must be to scale. Floor plans of rental projects should include unit numbers and approximate unit square footages. Including furniture in unit plans is helpful.

16. Rehabilitation Scope of Work, Property Inspection, and Cost Estimate (if applicable)

If the project is a rehabilitation, please include:

- a preliminary Scope of Work;
- a third-party physical needs assessment, property inspection report, or predesign report;
- a preliminary independent cost estimate;
- the basic unit configurations/plans.

17. Development Schedule

Use this form or your own document in the same format. Download the form at www.oaklandnet.com/government/hcd/projects/NOFA.html or request via email to ddownton@oaklandnet.com. This worksheet does not need to be submitted electronically.

	Initiation/Application Date	Approval/Completion Date
TCAC Financing	_____	_____
HUD Financing (specify)	_____	_____

AHP Financing	_____	_____
Construction Financing	_____	_____
Permanent Financing	_____	_____
Other Financing (specify)	_____	_____

Other Financing (specify)	_____	_____

Toxics Report	_____	_____
Soils Report	_____	_____
Design Documents	_____	_____
Design Review	_____	_____
Conditional Use Permit	_____	_____
Land Acquisition	_____	_____
Variance Approval	_____	_____
Construction Documents	_____	_____
Building Permit	_____	_____
Construction	_____	_____
Marketing	_____	_____
Cost Certification	_____	_____

Homeownership Proposals only:

	Date	# of Units Closing
Month 1 of Unit Sales	_____	_____
Month 2 of Unit Sales	_____	_____
Month 3 of Unit Sales	_____	_____
Month 4 of Unit Sales	_____	_____
Month 5 of Unit Sales	_____	_____
Month 6 of Unit Sales	_____	_____
Month 7 of Unit Sales	_____	_____
Month 8 of Unit Sales	_____	_____
(Please continue on another sheet if necessary)		
Final Project Closeout	_____	_____

18. Preliminary Marketing Plan

See Addendum, *Affirmative Fair Marketing Plan* for guidelines. For ownership projects, also see Addendum, *Affordable Homeownership Development Program*. Marketing plans for ownership projects must at a minimum provide information on the marketing process, method for educating buyers on resale restrictions, and a description of the proposed homebuyer counseling program (pre- and post-purchase). A Final Marketing Plan will be required 180 days prior to construction completion (for rental projects) or prior to beginning of marketing units (for ownership projects) and must be approved before marketing can begin.

19. Preliminary Management Plan (Rental Projects Only)

A Final Management Plan will be required 180 days prior to construction completion and a Management Contract must be submitted to the City 90 days prior to construction completion. The Management Plan should address, at a minimum, the following information:

- The name and contact information for the Management Company
- The role and responsibility of the Sponsor and its delegation of authority, if any, to the management agent;
- Staffing arrangements and personnel policy;
- Plans and procedures for publicizing vacancies and achieving occupancy
- Procedures for determining tenant eligibility and selecting tenants and for initially certifying and annually recertifying household income and size;
- Plans for carrying out maintenance and repair;
- A program for maintaining adequate accounting records;
- An approach to enhancing tenant relations;
- Procedures for grievances and appeals;
- Reasonable accommodation policy and procedures;
- Plans for damages collections and processing of evictions and terminations;
- Table of rent/income restrictions from all funding sources identifying most restrictive requirements and final rent schedule (required for the final plan).

20. Central City East and West Oakland Redevelopment Area Supplemental Questions (if applicable)

In preparation for seeking the support of the Project Area Committees (PACs), applicants must address questions and criteria developed by the Central City East (CCE) PAC and the West Oakland PAC in their applications. **Please contact Diana Downton at 238-6923 by September 14th to schedule a presentation to the PAC.**

Central City East Redevelopment Area: The PAC has adopted preferences for affordable housing developments within CCE – see *Addendum 8, Central City East PAC Housing Goals*. Projects located within the CCE Redevelopment Area must complete supplemental questions of the PAC. Applicants should anticipate presenting their proposals twice to the CCE PAC.

Please briefly answer the following questions. These responses will be provided to the PAC:

- Briefly describe the project and how the income levels targeted in the project compare with income levels in the surrounding neighborhood.
- Summarize how the proposed project will provide high quality design with density, height and scale harmonious with the surrounding area. Briefly describe the building materials intended to be used.
- If applicable, describe the on-site management plan, particularly how the plan addresses security issues. Also explain how the management team intends to enforce the plan.
- Summarize the experience and history of the proposed management team.
- Discuss the long-term maintenance plan for the project. For ownership projects, include any plans for a homeownership association.
- Summarize the community participation process you have already completed and intend to use in the future, particularly how you will incorporate the PAC's and other community concerns.

West Oakland Redevelopment Area: Applicants should review *Addendum 9, West Oakland PAC Redevelopment Area Goals and Guidelines* created by the West Oakland PAC (WOPAC). Each sub-area of the Redevelopment Area has also developed a Vision Statement. Projects proposed in the West Oakland Redevelopment Area should contact Hui Chang Li at 510-238-6239 to find out which sub-area the project is located in and obtain the Vision Statement for that sub-area. Applicants should anticipate presenting their projects to the WOPAC planning subcommittee, and then twice to the full WOPAC.

The PAC has created checklists to help them evaluate how a development aligns with the PACs stated goals and guidelines for new developments. Applicants must complete the following three forms and submit in the NOFA application and for PAC review:

- Development Proposal Questionnaire,
- Healthy Development Checklist,
- Implementation Plan Goals Checklist.

Download the forms at www.oaklandnet.com/government/hcd/projects/NOFA.html or request via email to ddownton@oaklandnet.com.

21. Required Certifications and Campaign Contribution Limit Acknowledgement.

Complete and execute the Certifications and Acknowledgement included at the end of the Application Instructions.

More information on the City's Contracting requirements can be found on the City of Oakland's website, <http://cces.oaklandnet.com/cceshome/>.

For the purposes of these forms, the applicant is considered to be the "Contractor."

EXHIBITS 22-40: PROJECT FEASIBILITY AND SCORING CRITERIA

Use the City spreadsheets for your development budget and other budget forms. Electronic versions of the spreadsheets can be downloaded from <http://www.oaklandnet.com/government/hcd/projects/NOFA.html>, or requested via email from ddownton@oaklandnet.com.

Applicants must submit a hard copy of each completed spreadsheet under the appropriate exhibit in the application. Electronic copies of applicable spreadsheets must also be submitted with your NOFA application, either on disk or via email to ddownton@oaklandnet.com.

Please round requested City loan amounts to \$1,000 increments. Further instructions for completing the spreadsheets are included with the electronic files.

Rental projects must submit:

- Development Budget (Rental)
- Operating Budget (Rental)
- Unit Size and Affordability Analysis (Rental)
- Financial Summary
- 30-Year Operating Proforma (in applicants own Excel format)

If the proposal includes market-rate units, the operating budget should include the costs for all units in the project. If you expect management costs for affordable and non-affordable units to differ, provide a detailed description of how and why. Note that additional information about financing sources for both the affordable and market-rate portions of the project is required.

Ownership projects must submit:

- Development Budget (Ownership)
- Unit Size and Affordability Analysis (Ownership)
- Financial Summary

The calculation of "Post Construction Sources" for both affordable and market rate units is done in the Financial Summary exhibit. Note that proposed market-rate sales prices must be supported by your market study, and additional information about financing sources for both the affordable and market-rate portions of the project is required.

22. Development Budget

Rental Projects	Entire Project	Affordable Portion	Market Rate Portion	Commercial Portion	Affordable Units Source		
	Item	Total Costs	Residential Costs	Residential Costs	Commercial Costs	City/Agency Development Funds	Other City/Agency Loans
1. Acquisition*							
Option Payments	\$ -						
Acquisition*	\$ -						
Total Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Off-Site Improvements**	\$ -						
3. Hard Costs							
Demolition/Site Clearance	\$ -						
Construction	\$ -						
Contingency	\$ -						
Other: _____	\$ -						
Other: _____	\$ -						
Total Hard Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Soft Costs							
Appraisal	\$ -						
Architecture/Engineering	\$ -						
Survey	\$ -						
Construction Bond Premium	\$ -						
Construction Testing/Inspection	\$ -						
Soils Report/Geological Survey	\$ -						
Environmental: Phase I, II, lead, asbestos	\$ -						
Environmental Review: CEQA/NEPA	\$ -						
Plan Check	\$ -						
Permits & Fees	\$ -						
Accounting/Audit/Tax Prep./Cost Cert.	\$ -						
Legal	\$ -						
Utility Fees	\$ -						
Construction Management	\$ -						
Relocation	\$ -						
Title/Recording/Closing Costs	\$ -						
-Construction/Acquisition Closing	\$ -						
Title/Recording/Closing Costs	\$ -						
-Perm. Loan Closing	\$ -						
Marketing	\$ -						
Other: _____	\$ -						
Other: _____	\$ -						

5. Carrying Costs							
Property Taxes During Construction	\$	-					
Insurance During Construction	\$	-					
City Loan Fee (1% of Total City Loan)	\$	-					
Construction Loan Fees	\$	-					
Construction Loan Interest	\$	-					
Bridge Loan Interest	\$	-					
Other:	\$	-					
Other:	\$	-					
Total Carrying Costs	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Syndication Costs							
Syndication Accounting	\$	-					
Syndication Legal	\$	-					
Syndication Consultant Fees	\$	-					
LIHTC Fees	\$	-					
Other:	\$	-					
Other:	\$	-					
Total Syndication Costs	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Capitalization of Reserves							
Vacancy Loss Reserve (18 months)	\$	-					
Operating Reserve (long term)**	\$	-					
Replacement Reserve**	\$	-					
Other	\$	-					
Other	\$	-					
Total Reserves	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Developer Fee	\$	-					
9. Furnishings/Other**	\$	-					
Total Project Costs	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Costs Per Unit		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Project Costs Per Sq. Foot		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

*If property has been donated, include the value of the donated property, and show as a source of funds in the financial summary.

**This item is ineligible for HOME funding but may be an eligible cost if no HOME funds are awarded.

Homeownership Projects	Entire Project	Affordable Portion	Market Rate Portion	Affordable Portion of Project - Sources				
	Total	Total	Total	City/Agency Development Funds**	Other City/Agency Loans**	Developer Equity**	Construction Loan**	Proceeds from Sales**
Construction Sources:								
City/Agency Development Loan	\$ -	\$ -	\$ -		0	0	0	
Other City/Agency Loans	\$ -	\$ -	\$ -	0		0	0	
Developer Equity	\$ -	\$ -	\$ -	0	0		0	
Construction Loan	\$ -	\$ -	\$ -	0	0	0		
Other Source: _____	\$ -	\$ -	\$ -	0	0	0	0	
Other Source: _____	\$ -	\$ -	\$ -	0	0	0	0	
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction Uses:								
Land Costs								
Land*	\$ -	\$ -	\$ -					
Closing Costs	\$ -	\$ -	\$ -					
Other: _____	\$ -	\$ -	\$ -					
Other: _____	\$ -	\$ -	\$ -					
Total Land Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Hard Costs								
Site Development	\$ -	\$ -	\$ -					
Building Costs	\$ -	\$ -	\$ -					
Hard Cost Contingency (10% new const., 15% rehab)	\$ -	\$ -	\$ -					
Utility Hookups	\$ -	\$ -	\$ -					
Other: _____	\$ -	\$ -	\$ -					
Other: _____	\$ -	\$ -	\$ -					
Total Hard Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Soft Costs								
Architect/Engineer	\$ -	\$ -	\$ -					
Developer Fee during Construction	\$ -	\$ -	\$ -					
Marketing/Model Homes/Counseling	\$ -	\$ -	\$ -					
Financing Fees/Closing Costs/Interest Reserve	\$ -	\$ -	\$ -					
Interim Interest (during construction/sales period)	\$ -	\$ -	\$ -					
Legal/Accounting	\$ -	\$ -	\$ -					
Appraisal/Market Study	\$ -	\$ -	\$ -					
Taxes (during construction/sales period)	\$ -	\$ -	\$ -					
Insurance (Liability, Builder's Risk)	\$ -	\$ -	\$ -					
Permits/Testing/City Inspections	\$ -	\$ -	\$ -					
Survey/Soils/Miscellaneous	\$ -	\$ -	\$ -					
Construction Loan Inspections	\$ -	\$ -	\$ -					
Soft Cost Contingency/Site Security/Maintenance	\$ -	\$ -	\$ -					
Predevelopment Loan Interest	\$ -	\$ -	\$ -					
Other: _____	\$ -	\$ -	\$ -					
Other: _____	\$ -	\$ -	\$ -					
Total Soft Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Construction Period Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Downpayments and First Mortgages Should Match Total Sales Proceeds Calculated in Unit Affordability Worksheet

Post Construction Sources:								
Downpayments	\$	-	\$	-	\$	-		
First Mortgages	\$	-	\$	-	\$	-		
Other: _____	\$	-	\$	-	\$	-		
Other: _____	\$	-	\$	-	\$	-		
Other: _____	\$	-	\$	-	\$	-		
Other: _____	\$	-	\$	-	\$	-		
Total Post Construction Sources	\$	-	\$	-	\$	-	\$	-
Post Construction Costs:								
Construction Loans Takeout	\$	-	\$	-	\$	-		
Soft Costs During Sales								
Developer Fee from Sales	\$	-	\$	-	\$	-		
Commissions and Closing Costs at Sale	\$	-	\$	-	\$	-		
Post Construction Contingency	\$	-	\$	-	\$	-		
Post Construction Construction Defect Insurance	\$	-	\$	-	\$	-		
Other: _____	\$	-	\$	-	\$	-		
Other: _____	\$	-	\$	-	\$	-		
Subtotal Soft Costs during sale	\$	-	\$	-	\$	-	\$	-
Total Post Construction Costs	\$	-	\$	-	\$	-	\$	-

*If property has been donated, include the value of the donated property, and show as a source of funds in the financial summary.
 ** Not expected to be a source of income for shaded costs.

SUMMARY

The below table doesn't calculate total sources of funds, rather it summarizes the total cost for the project and provides cost per unit & square foot.

Total Construction Period Costs	\$	-	\$	-	\$	-	\$	-	\$	-
Post Construction Soft Costs only	\$	-	\$	-	\$	-	\$	-	\$	-
Total Project Costs	\$	-	\$	-	\$	-	\$	-	\$	-
Total Costs Per Unit	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Costs Per SF	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

23. Operating Budget (Rental Projects)

Operating Expenses	HUD		
	Number	Total Annual	Per Unit Cost
Management			
Management Fee	6320		0
Administrative Rent Free Unit	6331		0
sub-total Management Expenses:		0	0
Administration			
Seminars & Training	6203		0
Advertising	6210		0
Office Supplies	6311		0
Office Rent	6312		0
Computer Charges	6314		0
Legal	6210		0
Other Professional Fees	6349		0
Audit	6350		0
Bookkeeping	6351		0
Telephone (office, fax, data, entry system)	6360		0
Bad Debts	6370		0
Social/Dues/Travel/Equip. maint.	6390		0
Credit Reports	6394		0
Mileage/Travel	6395		0
Bank Charges	6396		0
Other:	6390		0
sub-total Administration Expenses:		0	0
Personnel			
On-Site Manager(s)	6330		0
Desk Clerk/Security	6530		0
Grounds, Janitorial, Repairs and Maintenance	6540		0
Payroll Taxes	6711		0
Worker's Compensation	6722		0
Health Benefits	6723		0
Retirement Benefits			0
Unemployment Insurance			0
Other Salary/Benefit Expenses	6540		0
sub-total Personnel Expenses:		0	0
Taxes, Licenses and Permits			
Real Estate Taxes	6710		0
Miscellaneous Taxes, Licenses, Permits	6719		0
Expenses:		0	0
Insurance			
Property and Liability Insurance	6720		0
Fidelity Bond Insurance	6721		0
Other Insurance	6729		0
sub-total Insurance Expenses:		0	0
Utilities			
Electricity	6450		0
Water	6451		0
Gas	6452		0
Sewer	6453		0
Trash Removal	6525		0
sub-total Utilities Expenses:		0	0
Maintenance			
Cleaning Supplies	6515		0
Contract Cleaning	6517		0
Pest Control	6519		0
Security	6533		0
Fire Alarm Expense (incl. phone)	6534		0
Grounds, Repairs & Maintenance	6537		0
Grounds, Repairs & Maintenance Supplies	6541		0
Elevator Maintenance (incl. phone)	6545		0
Plumbing, Electrical, HVAC Maintenance	6546		0
Painting and Decorating	6561		0
Exterior Paining	6565		0
Furniture			0
Window Covering & Carpeting	6566		0
Vehicle and Maintenance Equipment			0
Operation and Repairs	6571		0
Cable/Tools			0
Miscellaneous Operating & Maintenance	6590		0
sub-total Maintenance Expenses:		0	0
Services			
Social Service Coordination*			0
sub-total Services Expenses:		0	0
Total Operating Expenses		0	0

Reserves, Debt Service, & Fees	Total Annual	Per Unit Cost
Reserves		
Operating Reserve Deposit		0
Replacement Reserve Deposit		0
Other:		0
sub-total Reserve Deposits:	0	0
Debt Service		
Lender:		0
Lender:		0
Lender:		0
sub-total Debt Service:	0	0
Other Fees		
Deferred Developer Fee		0
Partnership/Asset Management Fee**		0
sub-total Other Fees:	0	0

* Social Service Coordination is an eligible operating cost. Direct Social Service provision cannot be funded by operations

** Only applicable for tax credit projects up to a maximum total partnership/asset management fee of \$25,000 annually.

24. 30 Year Proforma

For rental proposals, provide a 30 Year Pro-Forma analysis following the format below which should be submitted electronically in Excel. Gross Potential Residential Income used here for the initial year must match that figure calculated in the Unit Size and Affordability Analysis. Additionally, use the following assumptions:

- 5% annual vacancy/collection loss for family, senior, and preservation projects
- 10% annual vacancy/collection loss for SRO or special needs projects
- 3.5% annual increase for expenses (other than property taxes and replacement reserves deposit). A higher annual increase of 5% is recommended for utilities.
- 2% annual increase for property tax
- 2.5% annual increase for income
- First year operating expenses should equal annual total shown in the Operating Budget
- Annual replacement reserves deposit of at least 0.6% of the replacement cost of the structure up to a maximum of \$600 for family projects and \$500 for senior projects; and operating reserves as described in the discussion of reserves in the *Program Description and Requirements* section.
- If Section 8 or other rental or operating assistance is assumed, an additional operating proforma should be included that assumes the contract will expire after its initial term. Applicants are encouraged to budget transition reserves due to the risk that rental assistance contracts are not renewed.
- Partnership/Asset Management fees (for tax credit projects only) may not exceed a combined total of \$25,000 annually but may increase by 3% per year.

Gross Potential Residential Income	
plus Commercial Income	
plus Laundry and Other Income	
Gross Scheduled Income	
(Less Vacancy Allowance and Collection Loss)	
Effective Gross Income	
(Less Operating Expenses)	
Net Operating Income	
(Less Debt Service)	
(Less Operating Reserves)	
(Less Replacement Reserves)	
(Less Deferred Developer Fee - if applicable)	
(Less Partnership/Asset Management Fee - if applicable)	
Cash Flow	
City Loan Residual Receipts Payment (50%)	
Incentive Management Fee (50%)	
Debt Coverage Ratio	

25. Financial Summary Worksheet

Applicants must submit a hard copy of the worksheet in the application. Electronic copies of the worksheet must also be submitted with the NOFA application, either on disk or via email to ddownton@oaklandnet.com.

	Entire Project	Affordable Portion	Market Rate Portion	Commercial Portion
Total Number of Units, including manager's unit(s)	0			
Total Number of Bedrooms	0			

Known and Anticipated Sources (Residential Portion Only)	Total	Affordable Portion Total	Market Rate Portion Total	Commercial Portion Total	Per Unit	Per Bedroom
Previous City/Agency Funding ¹	\$ -				#DIV/0!	#DIV/0!
Current Request for City/Agency Funds	\$ -				#DIV/0!	#DIV/0!
Subtotal City/Agency Funds	\$ -	\$ -			#DIV/0!	#DIV/0!
Developer Equity	\$ -				#DIV/0!	#DIV/0!
Funding Source: _____	\$ -				#DIV/0!	#DIV/0!
Funding Source: _____	\$ -				#DIV/0!	#DIV/0!
Funding Source: _____	\$ -				#DIV/0!	#DIV/0!
Funding Source: _____	\$ -				#DIV/0!	#DIV/0!
Funding Source: _____	\$ -				#DIV/0!	#DIV/0!
Funding Source: _____	\$ -				#DIV/0!	#DIV/0!
Subtotal Non-City/Agency Funds	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
Total Development Cost	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
City/Agency funds % of TDC (Affordable Portion Only)		#DIV/0!				
Site Acquisition cost ² (all sources)	\$ -				#DIV/0!	#DIV/0!
TDC less Site Acquisition cost	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!

¹ Do not include City predevelopment loans.

² Includes option payments, acquisition, and holding costs directly related to acquisition. Include value of donated property as a source.

³ Shaded cells represent ineligible uses of City/Agency funds

26. Unit Size and Affordability Worksheet

Applicants must submit a hard copy of the worksheet in the application. Electronic copies of the worksheet must also be submitted with the NOFA application, either on disk or via email to ddownton@oaklandnet.com.

1. Rental: Affordable Units

✓ if appropriate

Unit Number(s)	# of Units	Unit Type (#BR / #Bath)	Square Footage	Accessibility (Mobility, Visual/Hearing, N/A)	Maximum Tenant Income*	Indicate percentage of AMI used to calculate rents (e.g., 30% of 50% of AMI)	Per Unit Monthly Rent **	Total Monthly Rents	Project-based Section 8***?	HOPE VI (incl. offsite) unit(s)?	Per Unit Monthly Utility Allowances*	Gross Monthly Rent (Per Unit Rent plus Utility Allowance)*
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
Total # Units	0							Total Monthly Rental Income	\$0			

2. Managers' Units***

Unit Number(s)	# of Units	Unit Type (#BR / #Bath)	Square Footage	Proposed Monthly Rent	Total Monthly Rents
					0
					0
					0
Total # Units	0			Total Monthly Rental Income	0

Rents in this column may not exceed Maximum Rents Per Addendum, Income, Rent, & Housing Payment Limits

3. Market Rate Units

Unit Number(s)	# of Units	Unit Type (#BR / #Bath)	Square Footage	Proposed Monthly Rent	Total Monthly Rents
					0
					0
					0
Total # Units	0			Total Monthly Rental Income	0

4. Affordability Summary/City Restrictions

This summary reflects the rent restrictions according to the City's requirements only and won't necessarily match the actual rent structure detailed in table 1 above.

0 Total Project Units		% of Units
# units with annual rents ≤ 30% of 35% AMI		#DIV/0!
# units with annual rents ≤ 30% of 60% AMI		#DIV/0!

7. Tenant-Paid Utility Breakdown

Indicate which utilities will be paid by tenant (T) and which utilities will be paid by landlord (L).

	Gas	Electric
Space Heating		
Lighting		
Cooking		
Hot Water		
Water		
Garbage		

5. Annual Rental Revenue

Total Monthly Rents for ALL units	\$0
	x12
Total Annual Rents for ALL Units	\$0

To be used for initial year revenue from rents in 55 year proforma

6. Unit Type Summary

Unit Type	# of Units
SRO	0
Studio	0
1 bedroom	0
2 bedroom	0
3 bedroom	12
4 bedroom	8

* See Addendum: "Income, Rent, Utility Allowance, Housing Payments Limits" for current utility allowances and rents.

** Including project-based rental assistance from Section 8, Public Housing ACC, HOPWA, Shelter Plus Care or similar project-based assistance.

*** Rent for manager's unit(s) should be listed as income here and an expense on the operating budget.

1. Ownership: Affordable Units

Address or Unit Number(s)	Unit Type (#BR / #Bath)	Square Footage*	Accessibility (Mobility, Visual/Hearing, N/A)	# of Units	Maximum Owner Income (as % of AMI)**	% of AMI used for calculating affordable housing price***	Per-Unit Sales Price	Total Sales Proceeds
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Total # Units				0	Total Sales Proceeds			\$ -

Should equal "Downpayments and First Mortgages" for affordable units on Development Budget (cell C64).

2. Market Rate Units

Address or Unit Number(s)	Unit Type (#BR / #Bath)	Square Footage*	# of Units	Per Unit Sales Price	Total Sales Proceeds	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Total # Units				0	Total Sales Proceeds	\$ -

Should equal "Downpayments and First Mortgages" for market rate units on Development Budget (cell D64).

3. Affordability Summary/City Restrictions

This summary reflects the sales price restrictions according to the City's requirements only and won't necessarily match the actual sales price structure detailed above.

Total Project Units	# of Units	% of Units
# units with affordable housing cost ≤ 30% of 70% AMI		#DIV/0!
# units with affordable housing cost ≤ 35% of 90% AMI		#DIV/0!
# units with affordable housing cost ≤ 35% of 110% AMI		#DIV/0!
# of market rate units		#DIV/0!

4. Unit Type Summary

Unit Type	# of Units
Studio	
1 bedroom	
2 bedroom	
3 bedroom	
4 bedroom	
5 bedroom	

5. Utility Breakdown

Indicate which utilities will be gas and which electric.

	Gas	Electric
Space Heating		
Lighting		
Cooking		
Hot Water		

* Not Including garage.

** See Addendum: "Income Limits Under Federal, State, and City/Agency Housing Programs" for current income levels.

*** See Addendum: "Affordable Homeownership Development Program" for guidance on how affordable prices are calculated.

27. Construction Financing

List **all** sources of funds for the project in the construction phase in the following format. Use as many rows as necessary.

To score points for leveraging outside funding, attach evidence of enforceable financing commitments. A Letter of Interest is not considered an enforceable commitment.

For a commitment to be considered enforceable, it must:

- 1) be in writing, stating the essential terms of the financing;
- 2) be subject only to conditions within the control of the applicant, but for obtaining other sources such as City/Agency financing; and
- 3) be executed by an authorized officer of the grantor, lender (other than a mortgage broker), or other agency providing the commitment or award.

If private funding commitments contain language requiring that the City/Agency Regulatory Agreement, Affordability Agreement, or Declaration of Resale Restrictions be subordinated, they will not receive points.

If land or buildings will be donated, the value of the donation should be included as an acquisition cost, and as a source of funds in the Financial Summary and in the tables below.

Name of Lender/Source Address Contact Name, Phone	Amount of Funds	Type of Financing (e.g. loan, grant, or equity)	Interest Rate	Term, Months	Committed? (attach commitment)
1.					
2.					
Total Funds					

28. Permanent Financing

List all permanent sources of funds for the project in the format shown above. Use as many rows as necessary. Attach evidence of enforceable commitments for all sources listed.

29. Acquisition and Predevelopment Financing

List all acquisition and predevelopment sources of funds for the project using the format above. Use as many rows as necessary. Attach evidence of enforceable commitments for all sources listed.

30. Rental or Operating Subsidies

New Section 8 Project-Based Assistance is not available this year from the Oakland Housing Authority (OHA) through the NOFA. If the project expects to receive a source of rental or operating subsidies, please provide a description of the source and amount of subsidy, whether or not the subsidy is committed to the project (if committed, please provide evidence of commitment), and specify the term of the subsidy.

31. Neighborhood Narrative and Revitalization Description

1. Neighborhood Narrative: Describe the site and neighborhood which the development will be located in, including:
 - The current uses of the project site and surrounding area.
 - a general description of the neighborhood character including typical land uses
 - local building construction type and condition
 - availability of transportation, retail, and other public services (health and social services, recreation/open space, elementary and secondary schools)

2. Neighborhood Revitalization Description: Describe how the proposed project will contribute to the overall enhancement and revitalization of the neighborhood. Specifically, discuss:
 - How the proposed project will impact its immediate surroundings.
 - If the proposed development is located in a Redevelopment Area, identify the Area.
 - If there is a current neighborhood-specific revitalization plan where the project is proposed (other than a Redevelopment Plan), and who participated in its creation.
 - Types and locations of proposed housing in the current neighborhood revitalization plan, if there is one.
 - How the proposed project relates to the current neighborhood revitalization plan, if there is one.
 - How the proposed project will prevent the displacement of low-income residents.
 - The average income of the census tract in which the project is located.
 - If a rehab, describe the property's code violations, how the property is a neighborhood nuisance or blight, or provide other evidence that the property in its existing condition is detrimental to the surrounding community and its revitalization.

3. Neighborhood Revitalization Activities: List other revitalization and development projects within a ½ mile of the project site that are planned, underway, or recently completed. Identify the approximate distance of other development projects from the project site.

4. Photos: Attach recent, clearly labeled, photos of the project site and surrounding area and buildings. At a minimum, include separate photos of:
 - Site
 - Street, both sides and from both directions

Digital photos, submitted both in hard copy and on disk/CD with the application or via email to ddownton@oaklandnet.com, are preferred.

5. Attach a copy of any current and relevant neighborhood revitalization plans. Copies of Redevelopment Area Plans are not required.

32. Location Map

Include transit lines/stations/transfer points and major neighborhood services (e.g. full-service grocery stores, drug stores, and/or schools and community/recreation centers that serve your target population). Map should clearly indicate which amenities and transit stops are within a quarter mile and a half mile from the project site and should provide a key with street addresses on a separate sheet.

33. Planning Approvals

Include evidence of discretionary land use approvals that have been received for the project (Approval Letter, Conditions of Approval, and any extensions to planning approvals received).

34. Developer Experience Worksheets

Provide the following information, in roughly the same format, for **all projects** developed within the last five years. Developers must have completed at least three projects (not necessarily within the last five years) to qualify for the NOFA. Developers who have successfully completed more than the minimum number of required projects within the last five years will be given preference.

This worksheet does not need to be submitted electronically. However, it is available for download at <http://www.oaklandnet.com/government/hcd/projects/NOFA.html>.

Project Name:	Completion Date:
City:	Total Project Cost:
Number of Units:	Rental or Ownership:
New Construction or Rehabilitation:	

Major Funding Sources

Project References - Individual in Local Governing Body most familiar with project.

(Include Name, Organization, Title or Relationship to Project, Address, and Phone)

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Completion (Relative to schedule and budget at start of construction)

Budget

On time, delayed (by ___ months), etc.	Project over budget by ___%
----------------------------------------	-----------------------------

If applicable, explain why project was delayed or over budget:

Project Key Staff	Name	Current Title	Role in Current Project
Project Manager			
Director of Real Estate Development			
Executive Director			
Other			
Other			

35. Joint Venture Agreement

If the applicant is a Joint Venture, a Joint Venture Agreement is required, clearly describing the roles and responsibilities of each partner, who is the lead partner, or if the responsibilities are approximately equally split between the partners.

36. Developer Capacity Worksheet

Provide the following information for project staff of the proposed project. This worksheet does not need to be submitted electronically. However, it is available for download at <http://www.oaklandnet.com/government/hcd/projects/NOFA.html>.

Project Staff	Name	Role in other current or planned developments (List role, project name, number of units, beginning and completion dates)	Years of Hsg Devt Experience	Years with this Developer
Project Manager				
Director of Real Estate Development				
Executive Director				
Other				
Other				
Other				
Other				

37. Resumes of the Developer’s Key Staff

Include resumes for the developer's key staff that will be assigned to the proposed project. See Addendum, *Minimum Developer Qualifications* for specific requirements.

38. Resumes and Experience of Other Members of the Development Team

As a cover page to this Exhibit, indicate which of the following Development Team Members have been selected and identify them.

- _____ Developer, if different from applicant
- _____ Architect(s)/Engineer(s)
- _____ Attorney(s) and/or Tax Professionals
- _____ Property Management Agent
- _____ Financial and Other Consultant(s)
- _____ General Contractor
- _____ Investor

For each Team Member other than the developer, provide the following supplemental information. See Addendum: *Minimum Developer Qualifications* for specific requirements for each type of participant.

- Descriptions of at least 3 previous projects, including the address, number of units, total cost, completion date and funding sources.
- Resumes of the assigned project staff.

39. Audited Financial Statements

Provide Audited Financial Statements for all project sponsors from the past two years.

40. Preservation Statement (if applicable)

Projects at risk of conversion to market rate rents, either through prepayment of a federally-insured mortgage, through non-renewal of a project-based Section 8 contract, or by the expiration of tax credits must include a short description of:

- Evidence of likelihood of conversion to market-rate rents. If project owner has filed a federal or State notice of intent to prepay mortgage or terminate Section 8 contract, include a copy.
- Date of expiration of current subsidy contract, affordability restrictions, or expected date of mortgage prepayment.
- For projects which have project-based Section 8 contracts: Strategies for ensuring that the project will remain financially solvent and in compliance with City affordability guidelines if Section 8 funding is discontinued.

Existing affordable housing projects not at risk of conversion to market rate, but that are applying for capital improvement funds should explain the most urgent physical needs of the building, provide the background of what caused the need for renovation, and explain the reasons why existing replacement reserves are not sufficient and identify other funding sources that have been contacted.

41. Preliminary Resident Services and Technology Plan

Resident Services Plans should be well defined, identify committed or proposed funding sources (projects with committed funding receive preference), have an identified provider, and show evidence of consultation with established service providers. A preliminary budget, or sources and uses of funds, should be included if possible.

Services may include free or sliding-scale services such as computer classes and the provision of a common computer room, credit counseling, child care, employment and training programs, ESL classes, after school programs, individual case management, counselors, health services, or other services relevant for the community served.

Resident service coordination reasonable for the programs provided and size and type of population being served may be funded as an operating cost. Direct resident service provision may not be supported by cash flow or other funds from project operations. Restricted Deferred Developer Fee, if available, may be contributed back to the project to fund direct service provision (see Addenda *Guidelines for Developer Fees on Housing Development Projects*). For questions about potential sources of services funding, contact Susan Shelton in the City of Oakland's Department of Human Services at rsshelton@oaklandnet.com.

Technology Plan: Projects must provide the capacity for high-speed internet access in each unit by a means that does not impede use of the primary telephone line. This requirement may be waived for minor rehabilitation projects if infeasible. Please address how the project will meet or exceed this requirement. Descriptions of training and computer facilities provided for residents should also be included as an element of the Resident Services Plan.

Special Needs Projects: If a project reserves units for Special Needs and/or Homeless populations, the Plan must demonstrate that the essential supportive and social service needs of the target population will be met (e.g., health services for people with chronic health conditions; mental health services for people with mental illness) and must include individual case management services.

Provide any current MOU's or other agreements with supportive service providers for the project, or information regarding contacts made with services providers. Provide information on potential and committed services funding to be used for the project.

The Corporation for Supportive Housing's website, www.csh.org, can provide useful resources on development of Supportive Services Plans, as well as the on the development, financing, and management of permanent supportive housing projects.

Ownership Projects: The Resident Services Plan is optional for ownership projects. Note that ownership projects must include a description of the homebuyer counseling program in the Preliminary Marketing Plan.

42. Sustainability Plan

Applicants must complete the *Multifamily Green Point Checklist* or the *Single Family Green Point Checklist* developed by StopWaste.org and Build It Green.

It is understood that most proposals are in early stages of design development, and therefore, applicants are asked to complete the GreenPoint checklists based on their intent to incorporate green building components. Projects that are awarded City/Agency funding will be evaluated for the actual design prior to start of construction and will be required to achieve the same GreenPoint score range as was achieved for NOFA scoring.

All projects are now required to be GreenPoint rated and certified. For more information, see the *NOFA Scoring Criteria* and *Program Description* sections. Projects must meet at least the minimum scores in each category set forth in the GreenPoint Checklist (energy, community, health, water, and resources) and achieve at least a total score of 50 points.

Applicants should download the appropriate Green Point Checklist from www.oaklandnet.com/government/hcd/projects/NOFA.html or request via email.

Fill out the appropriate form and include hard copies in the application. Please include the checklist on a disk with your application or e-mail the form to ddownton@oaklandnet.com.

Rehabilitation Projects: Rehab projects that do not include substantial demolition of project structures are only required to complete the "Systems", and "Finishes and Furnishings" sections and will only be scored on those sections (see *NOFA Scoring Criteria* for more information).

CERTIFICATIONS

Applicant hereby certifies:

1. Truth of Application

That the information submitted in the Loan Application and any supporting materials is true, accurate, and complete to the best of its knowledge. Applicant acknowledges and understands that if facts and/or information herein are found to be misrepresented, it shall constitute grounds for the default of the loan for which application is being made.

2. No Conflicts of Interest

That, to the best of its knowledge, no "covered person" (as defined below) associated with the City has or will obtain a financial interest or benefit from this loan or the Project, or has or will obtain an interest in any contract, subcontract or agreement with respect to the loan, the Project or the proceeds thereunder, either for themselves or those with whom they have immediate family or business ties, during that covered person's tenure with the City or for one year thereafter. A "covered person" for purposes of this paragraph includes any employee, agent, consultant, officer, or elected or appointed official of the City who, with respect to activities assisted with HUD funds, (a) exercises or have exercised any functions or responsibilities, or (b) is in a position to participate in a decision making process, or (c) is in a position to gain inside information. No officer, employee, agent, or consultant of Applicant or Applicant's affiliates may occupy a Project Unit. Applicant's attention is directed to the conflict of interest rules for the HOME program codified in 24 CFR §92.356.

Applicant warrants and represents, to the best of its present knowledge, that no public official of City who has been involved in the making of this loan, or who is a member of a City board or commission which has been involved in the making of this loan, has or will receive a direct or indirect financial interest in this loan or the Project in violation of the rules contained in California Government Code Section 1090, et seq., pertaining to conflicts of interest in public contracting. Applicant shall exercise due diligence to ensure that no such official will receive such an interest. If Applicant, a general partner of Applicant, or an affiliate of Applicant or Applicant's general partner is a nonprofit corporation, Applicant warrants and represents, to the best of its present knowledge, that any such public official of City who is an employee or a noncompensated director or officer of said nonprofit corporation has disqualified himself or herself from participating in City's decision to make this loan.

Applicant further warrants and represents, to the best of its present knowledge and excepting any written disclosures as to these matter already made by Applicant to City, that (1) no public official of City who has participated in decision making concerning this loan or the Project or has used his or her official position to influence decisions regarding this loan or the Project, has an economic interest in Applicant or the Project, and (2) neither the Project nor the loan will have a direct or indirect financial effect on said official, the official's spouse or dependent children, or any of the official's economic interests. Applicant agrees to promptly disclose to City in writing any information it may receive concerning any such potential conflict of interest. Applicant's attention is directed to the conflict of interest rules applicable to governmental decision making contained in the Political Reform Act (California Government Code Section 87100, et seq.) and its implementing regulations (California Code of Regulations, Title 2, Section 18700, et seq.).

3. No Use of Suspended/Disbarred Contractors

That Applicant its principal and its contractors:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

- (b) Have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; or violation of Federal or State antitrust statutes or commissions of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the subsection (b) above; and
- (d) Have not within a three-year period preceding this Application had one or more public transactions (Federal, State, or local) terminated for cause or default.

If Applicant is unable to certify as to any of the above statements, Applicant has attached a written explanation to this Agreement.

4. Choice-Limiting Actions During NEPA Review Are Prohibited

That the applicant acknowledges that any choice limiting actions or actions that have environmental consequences as defined in the *Program Description and Requirements* section will not be undertaken during the period between application submittal and the completion of the City's environmental review process.

5. Applicant Will Abide by Program Rules

That if Applicant is successful in receiving funds as a result of this Application, it will abide by all applicable rules and regulations governing the program.

6. Applications are Public Records

That Applicant acknowledges that the information submitted as part of this application may be made available to the public pursuant to a request under the California Public Records Act and the City of Oakland's Sunshine Ordinance.

7. Material Changes to Project.

That Applicant acknowledges that any material changes to the Project not disclosed to and approved by City may result in termination of funding for the Project. Material changes include but are not limited to: changes to the Project's design, amenities, and number and size of units; changes to the development budget; changes to the proposed sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff and consultants identified in the Application, or changes to other Application items.

8. Acknowledgement of Financing Commitment Timeline

That Applicant acknowledges their understanding that, 24 months after receiving City Council approval for the Project's City/Agency financing commitment, the Project must have received enforceable commitments for all other financing sources, or the Project will risk losing its City financing commitment and risk receiving negative points on future applications for City funding.

Applicant Name(s):

Signature/Date:

ATTENTION: CONTRACTORS DOING BUSINESS
WITH THE CITY OF OAKLAND

**IMPORTANT NOTICE OF CAMPAIGN CONTRIBUTION
REPORTING REQUIREMENTS**

The Oakland Campaign Reform Act prohibits contractors doing business or seeking to do business with the City of Oakland, the Oakland Redevelopment Agency or the Oakland Unified School District from making campaign contributions to Oakland candidates **between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations.**

Effective July 27, 1999, if you are a contractor doing business with, or submitting a proposal to do business with, the City of Oakland or the Oakland Redevelopment Agency, you are required pursuant to the City's Campaign Reform Act to sign and date the attached ACKNOWLEDGEMENT OF CAMPAIGN CONTRIBUTION LIMITS FORM at the time you formally submit a bid, proposal, qualification or contract amendment.¹

The attached ACKNOWLEDGEMENT must be received at the same time the bid, proposal, qualification or contract amendment is submitted. **Contracts may not be awarded to any contractors who have not signed this certification.** In addition, failure to file this form with any proposal or submittal subject to section 3.12.140 of the Oakland Campaign Reform Act, or filing a false acknowledgement, shall subject you to the criminal and civil enforcement provisions contained in the Act. The Oakland Public Ethics Commission is charged with enforcement of the provisions of the Act.

The City Clerk shall keep an updated list of current contractors available for inspection. The Campaign Reform Act, Oakland Municipal Code section 3.12, is available for your review at the City Clerk's Office, One Frank Ogawa Plaza, 2nd Floor, Oakland, CA. You may also access the Campaign Reform Act on the City's website at: www.oaklandnet.com.

¹ The attached ACKNOWLEDGEMENT is required for contractors seeking to do business with the City of Oakland and Oakland Redevelopment Agency. For contracts with the Oakland Unified School District, please contact the Oakland Unified School District.

Contractor Acknowledgement of City of Oakland Campaign Contribution Limits

To be completed by City Representative prior to distribution to Contractor

City Representative _____ Phone _____ Project Spec No. _____

Department _____ Contract/Proposal Name _____

This is an Original Revised form (check one). If Original, complete all that applies. If Revised, complete Contractor name and any changed data.

Contractor Name _____ Phone _____ - _____ - _____

Street Address _____ City _____, State _____ Zip _____

Type of Submission (check one) Bid Proposal Qualification Amendment

Majority Owner (if any). A majority owner is a person or entity who owns more than 50% of the contracting firm or entity.

Individual or Business Name _____ Phone _____ - _____ - _____

Street Address _____ City _____, State _____ Zip _____

The undersigned Contractor's Representative acknowledges by his or her signature the following:

The Oakland Campaign Reform Act limits campaign contributions and prohibits contributions from contractors doing business with the City of Oakland and the Oakland Redevelopment Agency during specified time periods. Violators are subject to civil and criminal penalties.

I have read Oakland Municipal Code Chapter 3.12, including section 3.12.140, the contractor provisions of the Oakland Campaign Reform Act and certify that I/we have not knowingly, nor will I/we make contributions during the period specified in the Act.

I understand that the contribution restrictions also apply to entities/persons affiliated with the contractor as indicated in the Oakland Municipal Code Chapter 3.12.080.

If there are any changes to the information on this form during the contribution-restricted time period, I will file an amended form with the City of Oakland.

_____/_____/_____
Signature Date

Print Name of Signer Position

To be Completed by City of Oakland after completion of the form

Date Received by City: ____/____/____ By _____

Date Entered on Contractor Database: ____/____/____ By _____