

**2009 NOFA**  
**APPLICATION FORM AND INSTRUCTIONS**  
**FOR PRESERVATION AND REHABILITATION**  
**OF EXISTING AFFORDABLE RENTAL HOUSING**

**CITY OF OAKLAND**

**COMMUNITY AND ECONOMIC DEVELOPMENT AGENCY**

SEPTEMBER 4, 2009

**CITY OF OAKLAND  
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCY  
2009 Preservation and Rehabilitation NOFA**

***APPLICATION INSTRUCTIONS***

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Developers requesting City and/or Redevelopment Agency funds must complete the following application including all supporting documentation, and send **one complete original application** 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, October 22<sup>nd</sup>, 2009. Applications submitted after this deadline will not be accepted.**

Applications will be reviewed by staff first for completeness and compliance with all City requirements. Projects will be reviewed for consistency with City housing and community development objectives, urgency of need, financial characteristics, project attributes, and applicant's capacity and experience. If necessary, applicants will be contacted for additional information or for modification of project proposals.

Applications should be submitted in a three-ring binder, with each item contained in a separately tabbed section. Tab numbers should match the Preservation and Rehabilitation Application checklist. The Preservation and Rehabilitation Checklist should be included as the table of contents.

**Some materials must be submitted electronically.** The Preservation and Rehabilitation Application Checklist indicates which exhibits must be submitted electronically by email or on CD. The Development Budget, Operating Budget, Financial Summary Worksheet, 30-year Proforma and Unit Size and Affordability Worksheet must be prepared using the City's electronic forms, which are available for download with the rest of the application at <http://www.oaklandnet.com/government/hcd/> in the Housing Programs section, or via email upon request to Leslie Mullins at [lmullins@oaklandnet.com](mailto:lmullins@oaklandnet.com). Applicants are required to submit both paper and electronic copies of these exhibits with their application.

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***

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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

### ***Prior to Loan Closing***

- Final development budget, operating budget, rent schedule
- Firm commitments for other financing (if needed)
- NEPA environmental review approved by City and HUD
- Final Temporary 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.
- Preliminary title report
- HOME financial analysis
- Scope of work, plans and specification
- Green rehabilitation narrative
- Management plan
- Marketing plan
- Social services plan (if applicable)
- Tenant notification and participation plan
- Any other items listed in the City's provided checklist.

### ***Prior to Start of Rehabilitation***

- Plans and specifications approved by Housing Development and Planning
- Evidence of contractor's insurance
- Evidence of liability insurance
- Construction budget and schedule
- Construction/Architectural contract
- Final loan documents for all other construction financing (if needed)
- Approval to Proceed issued by Contract Compliance Division
- Notice to Proceed issued by Housing Development
- Demographic and income information of occupants
- Lead-based paint certification
- Accessibility certification
- Preconstruction meeting
- Tenant notification letters
- Any other items listed in the City's provided checklist.

# **PRESERVATION AND REHABILITATION 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
1. Cover Letter/Narrative Description				
2. City Application Form				
3. Parcel Map				
4. Evidence of Site Control				
5. Preliminary Title Report				
6. Temporary Relocation Plan (if applicable)				
7. Tenant Outreach Plan				
8. Evidence of meeting with Building/Code Department				
9. Lead Abatement and Asbestos Report				
10. Rehabilitation Scope of Work, Property Inspection, and Cost Estimate				
11. Replacement Reserve Analysis				
12. Rank/Prioritize Scope of Work*				
13. Rehabilitation Schedule				
14. Urgency of Need *				
15. Rehabilitation Budget (paper copy) * Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on CD, included				
16. Operating Budget (paper) * Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on CD, included				
17. Reserve Analysis				
18. 30 Year Proforma *				
19. Operating Statements				
20. Rent Summary *				
21. Detailed Explanation for Refinance Request (if applicable)				
22. Financial Summary (paper copy) * Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on CD, included				
23. Evidence of Outside Funding				
24. Unit Size and Affordability (paper copy) * Electronic copy: <input type="checkbox"/> via email <input type="checkbox"/> on CD, included				
25. Resumes and Experience of Development Team				
26. Resumes and Experience of Management Team				

ITEMS TO BE SUBMITTED (in separately tabbed sections)	Check if Enclosed	FOR CITY USE ONLY		
		Date Rec'd	Complete	Not Complete
27. Audited Financial Statements for Previous 2 Years				
28. Preservation Statement (if applicable)				
29. Central City East, Broadway/MacArthur/San Pablo or West Oakland Redevelopment Area Questions				
30. Certifications				

\* The asterisk (\*) denotes items that must be submitted electronically as well as in hard copy format. Electronic versions of the spreadsheets can be downloaded from <http://www.oaklandnet.com/government/hcd> or requested via email from Leslie Mullins at [lmullins@oaklandnet.com](mailto:lmullins@oaklandnet.com).

**CITY OF OAKLAND  
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCY  
2009 PRESERVATION AND REHABILITATION NOFA**

***APPLICATION FOR PRESERVATION AND REHABILITATION***

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***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.

***Site Information***

- Location of project
- Number and size of units (number of bedrooms per unit)
- Target population served
- Current condition of site/project
- Age of building
- Distinguishing features
- Any environmental, safety, or hazardous issues

***Rehabilitation Plan***

- Rehabilitation work completed to date (describe scope of work and include dates)
- Proposed scope of rehabilitation
- Green design components

***Financing Information***

- Amount of loan requested (include amount of loan award received in 2008 NOFA, if applicable)
- Total rehabilitation budget costs
- Description of other (non City) funds that are being considered for the rehabilitation, and if not available, why not a feasible source
- If requesting 100% City financing, describe why other financing options are not viable.
- Any desired variance in standard loan terms
- Description of proposed financing plan
- Describe existing reserve balances and justify requests for capitalizes reserves.

***Project Challenges***

- Any exceptional circumstances affecting project development, site, etc.

**2. APPLICATION FORM**

***Project Summary***

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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: \_\_\_\_\_

Age of Structure: \_\_\_\_\_

Target Population: \_\_\_\_\_

Number of Accessible Units

Mobility Impaired: \_\_\_\_\_ Hearing/Visually Impaired: \_\_\_\_\_

Number of Special Needs Units: \_\_\_\_\_

Special Needs Population Targeted: \_\_\_\_\_

\_\_\_\_\_  
List all existing loan and regulatory agreements that are associated with the project.  
Include title, date, and loan amount.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of City Funds Awarded in 2008/09 (if any): \_\_\_\_\_

Funds Currently Requested: \_\_\_\_\_

Current Reserve Balances:

Replacement Reserve \_\_\_\_\_

Operating Reserve \_\_\_\_\_

Does project have existing rental/operating subsidy contract? \_\_\_\_\_

\_\_\_\_\_  
If So, Contract Expiration date:

\_\_\_\_\_  
Total Rehabilitation Costs: \_\_\_\_\_

Other Expected Sources of Funding:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List Project Name, Location, Number of Units, and Estimated Rehabilitation Budget of projects that would have been submitted if the number of applications were not restricted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Applicant Information***

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#### **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 I.D. No.: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Project and Site Information***

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- A. \_\_\_\_\_ Number of residential structures in planned project  
B. \_\_\_\_\_ Total square footage of all project structures  
C. \_\_\_\_\_ Total gross residential square footage  
D. \_\_\_\_\_ Total square footage of all residential units  
E. \_\_\_\_\_ Total gross commercial square footage  
F. \_\_\_\_\_ Total parking structure square footage  
G. \_\_\_\_\_ Total parking spaces  
    \_\_\_\_\_ Open parking spaces  
    \_\_\_\_\_ Covered parking spaces  
    \_\_\_\_\_ Structured parking spaces

**3. PARCEL MAP**

Provide an existing parcel map.

**4. 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 is 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

Alternative site control documents may be accepted for properties in the OCHI portfolio and will be evaluated by staff on a case by case basis.

**5. PRELIMINARY TITLE REPORT**

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

**6. RELOCATION PLAN (IF APPLICABLE)**

If the project involves temporary 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.

**7. TENANT OUTREACH PLAN**

Provide a tenant outreach notification plan and schedule that includes drafts of tenant notification mailings.

Applicants are required to work closely with tenants and give them sufficient written notice about the rehabilitation plans for the project. The notification(s) should include scope, timing, whether or not temporary relocation is likely to be required and if so, the estimated length of time. It is also important that the notice(s) reassures tenants that the upcoming rehabilitation work will not result in any permanent relocation and that if temporary relocation is required, tenants will be moved to vacant units in the building to the greatest extent possible. The notice(s) must also detail that, if off-site temporary relocation is required, tenants will be assisted financially per local/state/federal laws.

If any notifications have been sent or meetings have already been held with tenants, include the notice(s), provide a summary of comments at the meeting, a copy of the meeting announcement and any other relevant materials.

**8. EVIDENCE OF MEETING WITH BUILDING/CODE DEPARTMENT**

Applicants are required to meet with the Building Services Department to research all building code requirements and to determine if additional code regulations may be triggered by the proposed scope of rehabilitation work. The meeting must be held prior to submitting the NOFA application. Applicants are required to go to the Building Department counter (250 Frank Ogawa Plaza, Second Floor) and ask to speak with the Engineer of the Day about the proposed project.

A detailed copy of meeting notes will be required for verification of this Building Code Department meeting. Meeting notes must include time and date of the meeting, building staff's name and title, description and list of permits that may be required for the project, timeline of the Building Department requirements, and a description of any obstacles/challenges pertaining to the project.

**9. LEAD ABATEMENT AND ASBESTOS REPORT**

A detailed assessment of lead-based paint and asbestos hazards should be provided with an Executive Summary, which summarizes the findings and recommendations of the assessment.

**10. REHABILITATION SCOPE OF WORK, PROPERTY INSPECTION, AND COST ESTIMATE**

Please include:

- a preliminary Scope of Work;
- a third-party physical needs assessment, property inspection report, or pre-design report that was completed not more than 12 months prior to date of application;
- a preliminary independent cost estimate; and
- the basic unit configurations/plans.

**11. REPLACEMENT RESERVE ANALYSIS**

Submit a 20-year replacement reserve analysis on all major systems. The analysis must have been performed by a licensed contractor, architect or third party consultant.

**12. RANK/PRIORITIZE SCOPE OF WORK – (TOP PRIORITIES ONLY)**

Submit a list ranking the top priorities of the scope of work with their associated costs that is being proposed in Exhibit 10: Rehabilitation Scope of Work section. Use the electronic City spreadsheet to complete this section.

<p><b>Project Name:</b> _____ <b>No. of Units</b> _____</p> <p>Rank/Prioritize Scope of work</p> <p>Provide here a brief summary of the top priority items (in order). Include the pay offs of loans, reserves (or portion thereof) and the administration fee</p> <hr/> <p><b>Top Priority Capital Needs</b> Scope items that we are prioritizing are _____ issues and include the following: List the top priority items here</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td style="text-align: right;">Subtotal</td><td style="text-align: right;">\$ _____</td></tr> </table> <p style="text-align: right;"><b>Cost Estimate including Contractor's overhead and profit</b> \$ _____</p> <p><b>Top Priority - Capitalized Reserves</b> Operating Reserve (3 to 6 mos., what do you need as top priority?): \$ _____ Replacement Reserve: _____</p> <p><b>Top Priority - Administrative Fee</b> _____</p>		\$		\$		\$		\$		\$		\$		\$		\$	Subtotal	\$ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Total Development Budget - Top Priority Items only</th> </tr> <tr> <td colspan="2"><b>Hard Costs</b></td> </tr> <tr> <td>Construction</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Contingency (required 15% of Const.)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right;"><b>Total Hard Costs</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2"><b>Soft Costs (simplify the list)</b></td> </tr> <tr><td>Appraisal</td><td></td></tr> <tr><td>Architecture/Engineering</td><td></td></tr> <tr><td>Survey</td><td></td></tr> <tr><td>Construction Testing/Inspection</td><td></td></tr> <tr><td>Environmental: Phase I, II, Lead, Asbestos</td><td></td></tr> <tr><td>Permits &amp; Fees</td><td></td></tr> <tr><td>Legal</td><td></td></tr> <tr><td>Construction Management</td><td></td></tr> <tr><td>Relocation</td><td></td></tr> <tr><td>Title/Recording/Closing Costs</td><td></td></tr> <tr><td>Soft Costs Contingency</td><td></td></tr> <tr><td>Services Reserve</td><td></td></tr> <tr> <td style="text-align: right;"><b>Total Soft Costs</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2"><b>Carrying Costs</b></td> </tr> <tr> <td>Insurance During Construction</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total Carrying Costs</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2"><b>Capitalization of Reserves</b></td> </tr> <tr> <td>Capitalize Operating Resv.</td> <td></td> </tr> <tr> <td>Recapitalize Replacement Resv.</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total Reserves</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2"><b>Administrative Fee</b></td> </tr> <tr> <td style="text-align: right;"><b>Total Project Costs</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right;"><b>Total Project Costs Per Unit</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2"><b>Summary of Sources of Funds</b></td> </tr> <tr> <td>City Funds Requested</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Total Other Funds</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Total Development Budget - Top Priority Items only		<b>Hard Costs</b>		Construction	\$ _____	Contingency (required 15% of Const.)	\$ _____	<b>Total Hard Costs</b>	\$ _____	<b>Soft Costs (simplify the list)</b>		Appraisal		Architecture/Engineering		Survey		Construction Testing/Inspection		Environmental: Phase I, II, Lead, Asbestos		Permits & Fees		Legal		Construction Management		Relocation		Title/Recording/Closing Costs		Soft Costs Contingency		Services Reserve		<b>Total Soft Costs</b>	\$ _____	<b>Carrying Costs</b>		Insurance During Construction		<b>Total Carrying Costs</b>	\$ _____	<b>Capitalization of Reserves</b>		Capitalize Operating Resv.		Recapitalize Replacement Resv.		<b>Total Reserves</b>	\$ _____	<b>Administrative Fee</b>		<b>Total Project Costs</b>	\$ _____	<b>Total Project Costs Per Unit</b>	\$ _____	<b>Summary of Sources of Funds</b>		City Funds Requested	\$ _____	Total Other Funds	\$ _____
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**13. REHABILITATION SCHEDULE**

Submit a detailed rehabilitation schedule for the project. Include estimated dates for loan closing, tenant notifications, start/end of rehabilitation work and tenant relocation.

**14. URGENCY OF NEED**

Check all the items that apply to the proposed project and provide the PNA reference page number(s) associated with each item. Attach evidence for all code violations that are listed as cited code violations. Use the electronic City spreadsheet to fill out the urgency of need section.

**Urgency of Need Table**

Check all that apply	PNA Reference Page Number	
		<b>Cited Code Violations issued by a Fire Marshall, Health Officer or Code Enforcement Officer (list all cited code violations)</b>
		<b>Emergency Repairs</b>
		Major roof repairs
		Sewer repairs
		Major structural repairs
		Major mechanical repairs
		Major electrical repairs
		Major plumbing repairs
		Other:
		Other:
		Other:
		<b>Existing major building and structural components that are in critical condition</b>
		Elevator system repairs
		Repair or replacement of boilers
		Repair extensive dry rot
		Waterproofing improvements
		Pest control issues
		Mold issues
		Accessibility improvements
		Repair drainage issues
		Repair electrical issues
		Repair heat and/or cooling systems
		Smoke detectors

		Fire extinguishers
		Fire signage
		Security system and cameras
		Other:
		Other:
		Other:
		Other:
		Other:
		Other:

**15. REHABILITATION BUDGET**

Use the electronic City spreadsheet to fill out the rehabilitation budget section. Please round requested City loan amounts to \$1,000 increments.

Project Name		
	<i>Total</i>	<i>Affordable Portion</i>
Total Square Feet		
# of Units		
Total # of Bedrooms		
* assume 1 person per SRO, 1.5 per bedroom or studio		

Item	Entire Project		Affordable Units Sources			
	Total Costs	Residential Costs	City/Agency Development Funds	Other City/Agency Loans	Other Sources	Total
<b>1. Acquisition</b>						
Option Payments	\$ -					
Acquisition	\$ -					
<b>Total Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2. Off-Site Improvements</b>	\$ -					
<b>3. Hard Costs</b>						
Construction	\$ -					
Contingency	\$ -					
Other: _____	\$ -					
Other: _____	\$ -					
<b>Total Hard Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>4. Soft Costs</b>						
Appraisal	\$ -					
Architecture/Engineering	\$ -					
Survey	\$ -					
Construction Testing/Inspection	\$ -					
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	\$ -					
Marketing	\$ -					
Other: _____	\$ -					
Other: _____	\$ -					

<b>Total Soft Costs</b>		\$	-	\$	-	\$	-	\$	-	\$	-
<b>5. Carrying Costs</b>											
Insurance During Construction	\$	-									
Construction Loan Fees	\$	-									
Construction Loan Interest	\$	-									
Other: _____	\$	-									
Other: _____	\$	-									
<b>Total Carrying Costs</b>		\$	-	\$	-	\$	-	\$	-	\$	-
<b>6. Capitalization of Reserves</b>											
Operating Reserve (long term)	\$	-									
Replacement Reserve	\$	-									
Other _____	\$	-									
Other _____	\$	-									
<b>Total Reserves</b>		\$	-	\$	-	\$	-	\$	-	\$	-
<b>7. Administrative Fee</b>		\$	-								
<b>Total Project Costs</b>											
<b>Total Project Costs Per Unit</b>											
<b>Total Project Costs Per Sq. Foot</b>											

## 16. OPERATING BUDGET

Use the electronic City spreadsheet to fill out the operating budget section. Attach a copy of existing rental/operating subsidy contracts.

Project Name		HUD	
Total Square Feet		Number	Total Annual
# of Units	1		Per Unit Cost
Total # of Bedrooms			
<b>Operating Expenses</b>			
<b>Management</b>			
Management Fee	6320	0	0
Administrative Rent Free Unit	6331		0
<b>sub-total Management Expenses:</b>		<b>0</b>	<b>0</b>
<b>Administration</b>			
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
<b>sub-total Administration Expenses:</b>		<b>0</b>	<b>0</b>
<b>Personnel</b>			
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
<b>sub-total Personnel Expenses:</b>		<b>0</b>	<b>0</b>
<b>Taxes, Licenses and Permits</b>			
Real Estate Taxes	6710		0
Miscellaneous Taxes, Licenses, and Permits	6719		0
<b>Expenses:</b>		<b>0</b>	<b>0</b>
<b>Insurance</b>			
Property and Liability Insurance	6720		0
Fidelity Bond Insurance	6721		0
Other Insurance	6729		0
<b>sub-total Insurance Expenses:</b>		<b>0</b>	<b>0</b>
<b>Utilities</b>			
Electricity	6450		0
Water	6451		0
Gas	6452		0
Sewer	6453		0
Trash Removal	6525		0
<b>sub-total Utilities Expenses:</b>		<b>0</b>	<b>0</b>
<b>Maintenance</b>			
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 Painting	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
<b>sub-total Maintenance Expenses:</b>		<b>0</b>	<b>0</b>
<b>Services</b>			
Social Service Coordination*			0
<b>sub-total Services Expenses:</b>		<b>0</b>	<b>0</b>
<b>Total Operating Expenses</b>		<b>0</b>	<b>0</b>

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

**17. RESERVE BALANCES AND ANALYSIS**

Provide a copy of each reserve account bank statement associated with the project, with the purpose of the reserve clearly indicated (replacement, operating, etc). Include an explanation as to why replacement reserves are not sufficient enough to address the rehabilitation scope of work. If use of reserves is restricted by another Agency or lender (such as HUD), please describe those restrictions.

**18. 30-YEAR PROFORMA**

Provide a 30-Year Pro-Forma analysis following the format below. This analysis must be submitted electronically in Excel as well. Gross Potential Residential Income used 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)
- 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 based on the replacement reserve analysis; and operating reserves as described in the discussion of reserves in the *Program Description and Requirements* section.
- If project based 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 may not be 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.

<b>Gross Potential Residential Income</b>	
Plus Commercial Income	
Plus Laundry and Other Income	
<b>Gross Scheduled Income</b>	
(Less Vacancy Allowance and Collection Loss)	
<b>Effective Gross Income</b>	
(Less Operating Expenses)	
<b>Net Operating Income</b>	
(Less Debt Service)	
(Less Operating Reserves)	
(Less Replacement Reserves)	
(Less Deferred Developer Fee - if applicable)	
(Less Partnership/Asset Management Fee - if applicable)	
<b>Cash Flow</b>	

**19. OPERATING STATEMENTS**

Applicants must submit both the prior year’s operating statement and the current year to date operating statement showing all operating expenses for the property.

**20. RENT SUMMARY**

Provide a summary of rents collected for the whole building (not by individual units) within the past 10 years. Include annual rent increases and vacancy rates if available. Use the electronic City spreadsheet to fill out the rent summary section.

<b>Year</b>	<b>Total Amount of Annual Rents Collected</b>	<b>Vacancy Rate</b>	<b>Annual Rent Increases</b>
2008			
2007			
2006			
2005			
2004			
2003			
2002			
2001			
2000			
1999			
1998			

**21. DETAILED EXPLANATION FOR REFINANCE REQUEST (IF APPLICABLE)**

The applicant must demonstrate that concessions from lenders whose loans would be refinanced, such as interest rate reductions, deferrals or partial forgiveness, are insufficient to address the need for refinancing. The applicant must also demonstrate that other alternatives to refinancing such as modifying management practices to reduce expenditures or raising rents to increase revenues are inappropriate or insufficient to address the need for refinancing. If inappropriate management practices such as disinvestment in the property are found to be contributing to an operating deficit, a change in management may be required as a condition of funding under this NOFA.

**22. FINANCIAL SUMMARY WORKSHEET**

Use the City spreadsheet to fill out the financial summary worksheet. Applicants need fill in only the shaded cells; others will calculate automatically.

	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)	Affordable Portion		Market Rate Portion		Commercial Portion	
	Total	Total	Total	Total	Per Unit	Per Bedroom
Previous City/Agency Funding <sup>1</sup>	\$ -				#DIV/0!	#DIV/0!
Current Request for City/Agency Funds	\$ -				#DIV/0!	#DIV/0!
<b>Subtotal City/Agency Funds</b>	\$ -	\$ -			#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!
<b>Subtotal Non-City/Agency Funds</b>	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
<b>Total Development Cost</b>	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
<b>City/Agency funds % of TDC (Affordable Portion Only)</b>		#DIV/0!				
Site Acquisition cost <sup>2</sup> (all sources)	\$ -				#DIV/0!	#DIV/0!
TDC less Site Acquisition cost	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!

<sup>1</sup> Do not include City predevelopment loans.

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

<sup>3</sup> Shaded cells represent ineligible uses of City/Agency funds

### 23. EVIDENCE OF OUTSIDE FUNDING

Provide evidence of outside funding commitments. Evidence can be in the form of an enforceable funding commitment letter or letter of intent. Include contact information for the lender.

### 24. UNIT SIZE AND AFFORDABILITY WORKSHEET

Use the electronic City spreadsheet to fill out the unit size and affordability worksheet.

1. Rental: Affordable Units

Unit Number(s)	# of Units	Unit Type (#BR / #Bath)	Square Footage	Accessibility (Mobility, Visual/Hearing, N/A)	Maximum Tenant Income <sup>1</sup>	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 <sup>3</sup> ?	HOPWA (incl. of/for) unit(s)?	Per Unit Monthly Utility Allowances <sup>4</sup>	Gross Monthly Rent (Per Unit Rent plus Utility Allowance) <sup>1</sup>
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
								0				0
<b>Total # Units</b>	<b>0</b>							<b>Total Monthly Rental Income</b>	<b>\$0</b>			

2. Managers' Units\*\*\*

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

3. Market Rate Units

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

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!

6. Tenant-Paid Utility Breakdown  
Indicate which utilities will be paid by tenant and which utilities will be paid by landlord.

	Gas	Electric
Space Heating		
Lighting		
Cooking		
Hot Water		
Water		
Garbage		

5. Annual Rental Revenue

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

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

\* 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.

**25. RESUMES OF THE DEVELOPER'S STAFF AND DEVELOPMENT TEAM**

Provide resumes for the developer's key staff that will be assigned to the proposed project. Also provide a list of completed projects by the developer within the last ten years. See Addendum #1: Minimum Developer Qualifications for information that must be provided in this Exhibit.

As a cover page to this Exhibit, indicate the following development team members, if they have been selected.

- \_\_\_\_\_ Developer
- \_\_\_\_\_ Asset Manager
- \_\_\_\_\_ Architect(s)/Engineer(s)
- \_\_\_\_\_ Asset Management
- \_\_\_\_\_ General Contractor

**26. RESUMES OF THE MANAGEMENT TEAM**

Provide resumes for the property management staff who are currently or will be assigned to the proposed project. Also include a description of at least 3 previous projects managed by the applicant or management team. See Addendum # 1: Minimum Management Qualifications for specific requirements.

**27. AUDITED FINANCIAL STATEMENTS**

Provide Audited Financial Statements for all project sponsors from the past two years. Provide Audited Financial Statements for the individual property as well.

**28. 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; include strategies for ensuring that the project will remain financially solvent and in compliance with City affordability guidelines if Section 8 funding is discontinued.

**29. CENTRAL CITY EAST, BROADWAY/MACARTHUR/SAN PABLO OR WEST OAKLAND REDEVELOPMENT AREA (IF APPLICABLE)**

Redevelopment Agency funds generated from the Central City East (CCE), Broadway/MacArthur/San Pablo and West Oakland Redevelopment Areas may be available through the NOFA only for housing projects located within that Area's boundaries. The City Council, acting as the Redevelopment Agency, must seek the advice of the Project Area Committee (PAC) before making funding decisions for

projects in those areas. **Developers of projects proposed in these Redevelopment Areas should contact Leslie Mullins at 238-6173 no later than September 14<sup>th</sup>**, to provide information on the project that will be presented to the PAC.

Developers of projects in CCE should expect to make a presentation at the November 2, 2009 and the December 7, 2009 PAC meetings. Projects in West Oakland should anticipate presenting to the PAC on November 10, 2009 and December 9, 2009. Projects in Broadway/MacArthur/San Pablo should anticipate presenting to the PAC on November 5, 2009. The PAC's position on the project will be included in the staff report recommending funding awards to Council.

Applicants are required to submit answers to the below questions that are of interest to the PACs.

**Questions to Address for CCE and Broadway/MacArthur/San Pablo Redevelopment Areas**

1. Describe the on-site management plan, particularly how the plan addresses security issues. Also explain how the management team intends to enforce the plan.
2. Summarize the experience and history of the proposed management team.
3. Discuss the long-term maintenance plan and security plan for the project.
4. Summarize the community participation process you have already completed and intend to use in the future.

**Questions to Address for the West Oakland Redevelopment Area**

1. Describe the on-site management plan, particularly how the plan addresses security issues. Also explain how the management team intends to enforce the plan.
2. Summarize the experience and history of the proposed management team.
3. Discuss the long-term maintenance plan and security plan for the project.
4. Summarize the community participation process you have already completed and intend to use in the future.
5. Does the project support local housing for employees, replace commercial space to ensure future jobs, provide permanent jobs or training for permanent jobs.
6. Do all of the jobs provided by the project provide full health insurance, sick day benefits, and retirement benefits and, for industries with high occupational injury rates, does the project include injury prevention plans?
7. At what level will the applicant commit to hiring local workers for construction?
8. Does the project decrease consumption of energy and natural resource by replacing at least 25% of energy consumed with onsite-generated renewable energy, uses water conserving techniques, recycle salvage construction debris, contain facilities for recycling and composting?

9. Does the project take measures and use materials to reduce allergens and moisture, prevent injury, and create sanitary conditions to address healthy indoor housing quality?

### **30. 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 financing commitment, the Project must have received enforceable commitments for all other financing sources, or the Project will risk losing it's 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

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**IMPORTANT NOTICE OF CAMPAIGN CONTRIBUTION  
REPORTING REQUIREMENTS**

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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.<sup>1</sup>

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, 2<sup>nd</sup> Floor, Oakland, CA. You may also access the Campaign Reform Act on the City's website at: [www.oaklandnet.com](http://www.oaklandnet.com).

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<sup>1</sup> 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 \_\_\_\_\_