

**CITY OF LONG BEACH  
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)  
NOTICE OF FUNDING AVAILABILITY (NOFA)  
COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS  
(CHDO)**



**LONG**BEACH  
**DEVELOPMENT  
SERVICES**

**DUE DATE: 4 PM ON JUNE 11, 2021**

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## ATTACHMENTS

- Attachment 1: Pertinent HUD Regulations
- Attachment 2: LBCIC Preference Policy
- Attachment 3: Utilities Allowances
- Attachment 4: HOME CHDO NOFA Application
- Attachment 5: Map of Community Development Block Grant (CDBG) Areas
- Attachment 6: Pro Forma Template
- Attachment 7: CHDO Check List & Board Certification

# NOFA OVERVIEW AND GENERAL INFORMATION

## Opportunity

The City of Long Beach Department of Development Services (City) announces the availability of approximately \$859,051 in HOME Investment Partnerships Program (HOME) funds to be allocated to established Community Housing Development Organizations (CHDOs). Eligible activities under the NOFA are limited to the acquisition and/or rehabilitation of rental housing units serving individuals or households with developmental disabilities.

As appropriate, financial assistance to selected projects will be made in the form of direct loans and/or deferred payment loans. The rates and terms of the loans shall be subject to negotiation on a project-by-project basis. All loans will be secured by a first or second lien on the property.

The deadline for submitting proposals in response to the NOFA is June 11, 2021. Proposals will be reviewed for compliance with the HOME Program regulations and the terms of this NOFA. Projects that are determined to comply with both the HOME Program Regulations and the NOFA will be evaluated according to the established NOFA Evaluation Criteria.

The project(s) determined to be the most competitive will be presented to the Long Beach Community Investment Company (LBCIC) for confirmation and loan approval. The City reserves the right to request additional information and/or to reject any or all proposals.

The amount of financial assistance allocated to eligible projects under this NOFA will be limited to the availability of HOME funds. These funds will be made available October 1, 2021 and must be expended over a two-to four-year period.

Questions related to this HOME CHDO NOFA must be submitted by email to [silvia.medina@longbeach.gov](mailto:silvia.medina@longbeach.gov) by 5 PM on June 2, 2021.

# **NOFA OVERVIEW AND GENERAL INFORMATION**

## **HOME Program Overview**

The Home Investment Partnerships Program (HOME) was created by the National Affordable Housing Act of 1990. The largest Federal block grant to state and local governments designed to expand the supply of permanent affordable housing for low and very low-income families and individuals. Under the HOME program, the U.S. Department of Housing and Urban Development (HUD) provides formula grants to eligible state and local governments annually to fund a wide range of activities including building, acquiring, and/or rehabilitating housing for sale or rent to qualifying lower-income households.

HOME requires grantees to set aside no less than 15% of its annual HOME allocation for eligible HOME activities to be developed, sponsored, or owned by Community Housing Development Organizations (CHDO). CHDOs are nonprofit, community-based service organizations that have staff with capacity to develop affordable housing for the community it serves.

All CHDOs are responsible for compliance with all applicable provisions of the HOME regulations at 24 CFR Part 92. They must meet all qualifying criteria regarding legal status, organizational structure, financial requirements, and capacity and experience to be certified or recertified as CHDOs. While an applicant may meet all the qualifying criteria, the CHDO status is not guaranteed and is at the sole discretion of the City of Long Beach.

Eligible CHDOs and non-profits that have the capacity to become a CHDO are encouraged to apply.

All current City of Long Beach CHDOs that have received HOME funds must be recertified when additional HOME funding is provided. They must also be in compliance with all terms of those agreement(s) and must be in good standing with our monitoring requirements.

# NOFA OVERVIEW AND GENERAL INFORMATION

## HUD Regulations

The availability and use of these CHDO funds are subject to the HOME Program regulations imposed by HUD. A sample of pertinent HUD regulations and other regulations pertaining to CHDOs are presented in Attachment 1.

Specific implementing requirements imposed by the HOME Final Rule can be summarized as follows:

1. If an owner chooses to adopt and follow a written tenant selection policy that limits eligibility or gives a preference to a particular segment of the population, as permitted in the written agreement, the limitation or preference must not violate the nondiscrimination requirements imposed by HUD. The owner must state whether or not a preference will be used for tenant selection prior to closing (LBCIC Preference Policy will apply – see Attachment 2)
2. Awardees must use the HUD Utility Schedule Model for utility allowances. The utility allowances will be calculated by the City on an annual basis, and provided to the awardees with a deadline for implementation.
3. Housing must be occupied by eligible tenants within six months following completion of construction.
4. If one of the following events occurs, the HOME funds must be repaid:
  - a. For any housing unit that has not been rented to eligible households within 18 months following the completion of construction; or
  - b. If the project is not completed within four years of the date funds were committed.
5. If a CHDO is created or sponsored by a for profit entity, the officers and employees of the for profit entity may not be officers or employees of the CHDO.
6. If a CHDO is acting as a developer or sponsor, the CHDO must have paid employees with housing development experience who will work on the HOME-assisted project. For its first year of funding as a CHDO, the CHDO may satisfy this requirement through a contract with a consultant that has housing development experience to train appropriate key staff of the organization.

## NOFA OVERVIEW AND GENERAL INFORMATION

7. If a CHDO is acting as an owner, it must demonstrate the capacity to act as owner of a project including:
  - a. The ability to hire and oversee the developer that constructs or rehabilitates the project;
  - b. The ability to hire or contract with an experienced project manager to oversee all aspects of the development; and
  - c. The ability to own and operate the project for the duration of the affordability period mandated by HUD.

CHDO's should carefully review the HOME Program Regulations prior to submitting a HOME CHDO Program Proposal. Please direct questions regarding this NOFA to Silvia Medina at [Silvia.medina@longbeach.gov](mailto:Silvia.medina@longbeach.gov).

## **PROPOSAL SUBMISSIONS PROCESS**

The City has developed a comprehensive process to evaluate responses to this NOFA against specific evaluation criteria. The principal steps in the submission and evaluation process are:

1. Applicants must submit: one (1) original printed version of the proposal and required exhibits. In addition, please submit three (3) printed copies and one (1) PDF format copy on a flash drive of the proposal and required exhibits. Proposals must include sufficient information to allow the comprehensive review and analysis of the proposed project.
2. The City will evaluate HOME CHDO Program proposals in accordance with the established Evaluation Criteria.
3. Applicants will be ranked in accordance with the score received using the Evaluation Criteria.
4. Applicants will be notified of the results of the evaluation no later than July 12, 2021.
5. The top scoring application(s) will be presented to the LBCIC for confirmation and loan approval.
6. Selected applicants should be prepared to close the project loan within 90 days following the receipt of LBCIC loan approval.
7. Completed HOME CHDO Program Proposals should be mailed or delivered to:

Silvia Medina  
Real Estate Project Coordinator  
City of Long Beach  
411 West Ocean Boulevard, 3<sup>rd</sup> floor  
Long Beach, California 90802

## THRESHOLD REQUIREMENTS

HOME CHDO Program funds will be used to fund selected acquisition and/or rehabilitation of rental housing units serving individuals or households with developmental disabilities. As such, all activities must comply with the HOME regulations, which are found in 24 CFR Part 92.

### Eligible Costs

The following cost items are eligible for the use of HOME funds:

1. Acquisition of existing apartment units;
2. Rehabilitation of existing apartment units;
3. Acquisition of land for development as long as construction begins within 12 months;
4. Demolition of existing improvements as long as construction of the proposed project commences within 12 months;
5. New construction of apartment units
6. Temporary and permanent relocation of existing tenants;
7. Capitalization of project reserves; and
8. Project-related soft costs.

### Maximum Subsidy Per Unit

The maximum amount of HOME Program funds that can be used in a project are shown below:

Unit Type	Maximum Subsidy Per Unit
Studios	\$153,314
One Bedroom	\$175,752
Two Bedrooms	\$213,718
Three Bedrooms	\$276,482
Four Bedrooms	\$303,490



## THRESHOLD REQUIREMENTS

### Minimum Covenant Period

The minimum length of the required affordability period depends on the amount of the HOME investment in the property and the nature of the activity. The minimum covenant periods are presented in the following table:

Funding / Activity	Affordability Period
Less than \$15,000	5 Years
\$15,000 to \$40,000	10 Years
Greater than \$40,000	15 Years
New Construction of Rental Housing	20 Years
Refinancing of Rental Housing	15 Years

### HOME Rents

The gross HOME Program rents for 2020 are presented in the following table. These gross rents must be reduced by the HUD imposed utility allowances for any interior utility costs that must be paid by the tenants. The applicable utility allowances are presented in Attachment 3.

Unit Type	High HOME Rent	Low HOME Rent
Studios	\$1,261	\$986
One Bedroom	\$1,353	\$1,056
Two Bedrooms	\$1,626	\$1,267
Three Bedrooms	\$1,870	\$1,464
Four Bedrooms	\$2,066	\$1,633

### Site Control

All proposals for funding must have site control in the form of current ownership; an option to purchase; a purchase and sale agreement; or a letter of intent.

## EVALUATION CRITERIA

Proposed HOME CHDO projects will be reviewed and scored on a competitive basis relative to the seven evaluation criteria's identified below. The maximum possible score is 100 points. Proposed projects must receive a minimum score of 70 points to be considered eligible for funding. A score above the minimum score does not guarantee funding.

1. CHDO STATUS (maximum 20)  
CHDO Checklist is complete, and all documentation is verifiable and establishes the applicant as a CHDO. 20
2. EXPERIENCE AND QUALIFICATIONS (maximum 20 points)  
CHDO has successfully completed a project similar in size and scope and within two years of project's closing. 20
3. PROJECT BUDGET/SOURCES & USES (maximum 20 points)  
All sources and uses of funds are clearly indicated and sufficient evidence of funding availability and/or commitments are included. 20
4. AFFORDABILITY (maximum 20 points)  
All units assisted with HOME funds will be affordable to households earning less than 50% of the Los Angeles County median income (Median). 20
5. PROJECT READINESS (maximum 20 points)  
Applicant has site control, and the project is anticipated to receive entitlements by September 30, 2022 20

## **SUBMITTAL REQUIREMENTS**

### **Transmittal Letter**

The proposal must include a transmittal letter, limited to two pages, on official letterhead that provides a narrative description of the proposed project. The letter must also provide contact information for the person with authority to negotiate on behalf of the development team. The Applicant must certify that the proposal response and exhibits are true and correct. An unsigned and/or undated submission will not be considered.

### **Application**

An application is provided in Attachment 4 to this HOME CHDO NOFA. The application is provided in a Word format. The Applicant may either complete the attached form, or the form can be recreated and submitted in PDF form. Instructions for filling out the Application follow:

#### *Applicant Information*

If the Applicant is not acting as the developer, please provide all of the requested information for the developer as well as for the Applicant. If the developer involves multiple entities, please provide all the requested information for each entity, and identify the entity that will serve as the “lead” organization.

#### *Development Team*

Identify the entities anticipated to be involved in implementing the project. If known, identify the lenders, attorneys, accountants, architects, engineers, general contractor, subcontractors, and consultants.

#### *Site Control and Demonstration of Value*

Include evidence of site control, and provide a real estate appraisal or current tax documentation that substantiates the value of the property.

#### *Tenant Relocation*

If the project is occupied at the time of proposal submission, include a Tenant Relocation Plan. The developer is responsible for providing tenant relocation assistance should the proposed project require or result in the temporary or permanent displacement of current tenants. The Plan must include, at a minimum, the following:

## SUBMITTAL REQUIREMENTS

1. Total number of households in the project and number to be permanently or temporarily displaced.
2. A list and description of all households to be temporarily or permanently displaced (include current address, name, household size, and ages of the household members).
3. Circumstances under which the displacement is necessary.
4. Description of assistance to be provided and a schedule for assistance.
5. Source(s) of funds to be used for relocation assistance.
6. Procedures/methods by which those being displaced will be advised of their rights and available assistance.

### *Assistance Request*

Identify the amount of HOME CHDO Program assistance being requested. Describe the proposed repayment structure for the HOME CHDO loan including an identification of the interest rate and the manner in which the HOME CHDO loan will be repaid. Identify any other financing sources to which the HOME CHDO loan and/or the income and affordability covenants are proposed to be subordinated.

### *Other Funding Sources*

Identify the other funding sources proposed to be used to pay for the project costs. Identify any funding sources that have already been committed to the project, funds for which applications have been submitted, and funds for which applications are anticipated to be submitted. Applicants should maximize the use of available state and county funding to reduce the subsidy needs from the city. The total funding sources, including the proposed HOME CHDO loan, must equal the estimated development costs for the proposed project.

### *Development Timing*

If the development timing is anticipated to vary across several properties to be involved in the project, provide a development timing schedule for each property.

# **SUBMITTAL REQUIREMENTS**

## **Location Map / Conceptual Site Plan**

One of the goals of the City's Assessment of Fair Housing is to expand affordable housing opportunities citywide, including high-opportunity areas. Provide a map illustrating the location of the proposed development site. Indicate if the proposed development is located within a high-opportunity area, which is shown in Attachment 5 as the non CDBG areas. Provide a conceptual site plan for a new construction project. Proposed project should include adequate open space and community serving areas.

## **Project Pro Forma Analysis**

A pro forma template is provided in an Excel format in Attachment 6. The Applicant may either complete the attached template, or the pro forma tables can be recreated and submitted in PDF form. The pro forma analysis includes the following tables:

1. Estimated Development Costs
2. Estimated Annual Net Operating Income
3. Sources of Funds Statement

Applicants should not include project base vouchers in the pro forma unless there is a standing commitment between applicant and the Long Beach Housing Authority.

## **Marketing Plan**

Describe your process and timing for marketing the units, including the following information:

1. If your organization maintains a waiting list of individuals interested in renting a unit from your organization, indicate how many persons or families are on the waiting list and how many of those persons or families are prequalified.
2. Provide a summary description of the market rate units in the area and the difference between the prevailing market rents and the established affordable rents.
3. Indicate who will be responsible for marketing the homes. If you plan to engage a Realtor to market the units, provide a history of the relationship, indicating how many units the Realtor has marketed on behalf of the Applicant over what time period.

# **SUBMITTAL REQUIREMENTS**

## **Neighborhood and Local Government Support**

Include letters of support from local organizations and governmental entities within the area of the proposed project. The City cannot provide a letter of support.

## **Experience and References**

Provide descriptions of at least three projects and no more than five projects that are directly analogous to the project being proposed in the response to this HOME CHDO NOFA. Of particular importance is the developer's experience with projects subject to HOME Program regulations. If this is the Applicant's first project of this type, please provide a detailed description of the experience of the other members of the development team with similar projects.

The following information should be provided for each project:

1. Site location;
2. A narrative description of the project's characteristics;
3. Number of units in the project;
4. The total project costs;
5. The income and affordability restrictions that were imposed on the project;
6. Identification of any public financial assistance that was provided to the project;
7. The role the Applicant played in the project; and
8. Contact information for a representative of the jurisdiction in which the project is located.

## **Financial Statements / Capacity**

Provide audited financial statements for the development team for the past two years. If audited financial statements are not available, please submit evidence of the development team's financial capacity to develop the proposed project.

## **CHDO Status**

Complete the CHDO Checklist that is provided in Attachment 7, and provide the following supporting documentation:

## **SUBMITTAL REQUIREMENTS**

1. Proof of legal status: Articles of Incorporation and Certificate of Status from Secretary of State; and
2. CHDO Board Certification in the form presented in Attachment 7.

# **ATTACHMENT 1**

## **PERTINENT HUD REGULATIONS**





The availability and use of the NOFA funds is subject to the “HOME Final Rule”, which is presented in 24 CFR Part 92. Where the 2017 Uniform Multifamily Rules are in conflict with the HOME Final Rule, the HOME regulations shall govern. This Attachment describes a sample of pertinent HUD regulations. The Code of Federal Regulations (CFR) and Executive Orders citations may be found at:

CFR <https://www.govinfo.gov/app/collection/cfr>

Executive Orders [www.archives.gov/federal-register/index.html](http://www.archives.gov/federal-register/index.html)

Additional CHDO requirements and eligibility can be found at:

<https://files.hudexchange.info/resources/documents/Building-HOME-Chapter-3-CHDO-Requirements-and-Activities.pdf>

<https://www.hudexchange.info/home/topics/chdo>

#### **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act**

The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.

#### **24 CFR Part 107 and 108**

The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.

#### **Age Discrimination Act of 1975, 42 U.S.C. 6101**

The regulations that prohibit discrimination on the basis of age.

#### **24 CFR Part 7 and 41 CFR Part 60**

The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.

## **24 CFR Part 49**

The regulations on eligibility restrictions for certain resident aliens.

## **24 CFR Part 58**

The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.

## **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**

The policies for displacement, relocation assistance and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR Part 24 and Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

## **29 CFR Parts 3 and 5**

The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.

## **24 CFR 135**

Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very-low income local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low and moderate income persons residing within the City of Long Beach, and contracts or work in connection with the project is awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Long Beach.

## **24 CFR 24**

The regulations that prohibit the use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.

## **Executive Order 13170**

The regulations on increasing opportunities and access for Disadvantaged Businesses.

## **24 CFR Part 84 and OMB Circular A-110**

Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Nonprofit Organizations. These regulations include Conflict of Interest provisions under 24 CFR 84.42 and 570 as it applies to procurement.

Copeland “Anti-Kickback” Act, 18 U.S.C. 874 and 40 U.S.C. 276c

The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.

## **24 CFR Part 87 and Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352**

The regulations for restrictions on lobbying and required certifications.

## **Residential Lead-Based Paint Hazard Reduction Act of 1992**

The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead-based paint hazards.

## **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41**

The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

## **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988**

The regulations for proposed projects and properties located in a floodplain.

## **36 CFR Part 800**

The regulations outlining the procedures for the protection of historic and cultural properties.

## **OMB Circular A-122**

The regulations that identify cost principals for nonprofit organizations.

## **OMB Circular A-133**

The regulations concerning the requirement for annual audits.

## **ATTACHMENT 2**

### **LBCIC PREFERENCE POLICY**



# **THE LONG BEACH COMMUNITY INVESTMENT COMPANY**

## **LOCAL HOUSING PREFERENCE POLICY AND PRIORITY SYSTEM GUIDELINES**

**Adopted March 17, 2010**

To the extent permissible under applicable state and federal law, people who live and/or work in the City of Long Beach shall have priority over other persons to rent or purchase affordable housing units which are assisted or supported by the City of Long Beach or the LBHDC. The Local Preference and Priority System Guidelines presented herewith shall apply to all developers, owners and their agents, successors and assigns proposing affordable housing assisted or supported by the City/LBCIC in whole or part. The policy shall apply to newly assisted projects (projects for which a Management Plan, and Marketing Plan have not been approved by the LBCIC as required by an LBCIC Development Agreement or Loan Agreement). The policy applies to all housing programs except the LBCIC Second Mortgage Assistance Program (SMAP), which mandates that participants either live or work in Long Beach. The SMAP program has a goal of providing home ownership opportunities to Long Beach residents, and is funded with local housing funds.

### **1. PREFERENCES**

The City of Long Beach and the LBCIC shall utilize the following priority order whenever ownership or rental housing units are made available to applicants who are income eligible households:

- a. First priority is given to eligible households that have been involuntarily displaced from the City of Long Beach or its agencies due to activities or actions of the City or other public agencies, including homeless individuals / families referred by the City's Multi Service Center for the Homeless;
- b. Second priority is given to eligible households that reside within the City of Long Beach;
- c. Third priority is given to eligible households that work, or are enrolled and are active participants in an educational or job training program within the City of Long Beach.

### **2. INVOLUNTARY DISPLACEMENT**

- a. To qualify as an applicant who has been involuntarily displaced from the City of Long Beach, the applicant must have been involuntarily displaced at any time and not found permanent replacement housing. The applicant responsible for renting or purchasing the affordable housing unit must demonstrate that, at the time of application one of the following criteria has been met including the submission of the appropriate documentation to the developer/owner as cited below:

- i. Disaster or Government Action. Written verification or notice by the displacing unit or agency of government (i.e., code enforcement, discretionary approval or permit, or government acquisition or demolition, etc.) or by a service agency such as the Red Cross.
- ii. Homelessness. Written verification from the City's Multi Service Center for the Homeless certifying that the applicant lacks a fixed, regular, and adequate nighttime residence.

### **3. RESIDENCY**

- a. Definition of residency. To qualify as an applicant who is a resident of the City of Long Beach, the applicant responsible for renting or purchasing the affordable housing unit must have their principal place of residence within the City of Long Beach as of the date of application.
- b. Evidence of residency. The developer/owner shall require the applicant to submit a driver's license, voter registration, utility bill, or other evidence as proof of residency in Long Beach.

### **4. EMPLOYMENT**

- a. Definition of employment. To qualify as an applicant who is employed within the City of Long Beach, the applicant responsible for renting or purchasing the affordable housing unit must demonstrate that at least one of the signators of the tenant lease or purchase agreement for the applicant's household must be employed within the City of Long Beach, notified that they are hired to work in Long Beach, or are actively enrolled in an educational or job training program in Long Beach as of the date of application. A student will not qualify for this preference if they are living with their parents at the time of application or selection.
- b. Evidence of employment. The developer/owner shall require applicants to submit pay stubs, W-2 forms, tax returns, employer certification, job offer letter, adequate evidence from an educational or job training facility of active enrollment in an educational or job training program, or other evidence as proof of employment at a business location or educational / job training facility within the City of Long Beach.

### **5. MARKETING AND SELECTION PLAN**

The developer/owner and/or its agent shall affirmatively market the affordable housing units to ensure that all applicants, regardless of eligibility for the preference, are aware of the housing opportunity.

- a. **Marketing Plan.** Prior to the developer/owner's publication of the availability of affordable units, developer/owner shall prepare a Marketing Plan and Selection Plan for approval by the President of the LBCIC or his designee (President) for both attracting and selecting qualified applicants. Upon approval by the President, the developer/owner shall be responsible for implementing the marketing plan. The marketing plan shall include the initial sales prices or rents of each unit, and the preference and priority system. The plan shall initially target advertising and marketing efforts within a one-mile radius of the project site for a minimum 30-day period, and then within the City of Long Beach. City/LBCIC may assist the developer/owner in the marketing of the affordable units to qualified applicants under any program that City/LBCIC may offer and may provide names of prospective qualified applicants to developer/owner.
- b. **Notification to City.** Whenever an affordable unit becomes available, the developer shall immediately notify the President in writing.
- c. **Publication requirement.** Whenever an affordable housing unit becomes available during the first year after the receipt of a City certificate of occupancy, the developer/owner shall publish notices of the availability of the units in newspapers circulated widely in the City of Long Beach, including newspapers that reach minority communities, and the notices shall be published in English, Spanish, and Khmer. At least one notice shall be published in a Spanish language newspaper of general circulation. The notice should briefly explain what affordable housing is, state the applicable income requirements, indicate where applications are available, state when the application period opens and closes, and provide a telephone number for questions. Applications may require the name, address, and telephone number of the applicant; the number of persons to occupy the household; and any other information relevant to determine whether the applicant is eligible for local preferences and to occupy unit. The developer/owner shall submit proof of publication to the President.
- d. **Selection Plan.** Prior to the developer/owner's acceptance of the first application for an affordable housing unit and no later than six months before issuance of a certificate of occupancy, the developer/owner shall prepare a Selection Plan for approval by the President which shall set forth the process for selection of qualified applicants. The Selection Plan shall contain, but is not limited to, the following information:
  - i. **Unit Description.** A brief description of the affordable unit(s) including the unit-mix, location, structure, size and whether the unit(s) is for ownership or rental.
  - ii. **Income Criteria.** The eligible income range for rent or purchase of affordable units.

- iii. **Priority System.** The preference and priority system to be utilized by the developer/owner shall be based primarily on an applicant's residence and employment location, with higher priority allocated to persons who live and/or work within the City of Long Beach.
- iv. **Application Submission.** Description of the application requirements. The conditions by which interested parties must submit a completed application to the developer/owner, including form of application, the stipulated date and time for application, number of applications to be submitted, disqualifications, etc.
- v. **Selection Criteria.** Explanation of the developer's selection criteria and process based on the review of information submitted on the applications. Identification of corrective actions if a review of an application results in a determination that the City preferences assigned to the applicant was inaccurate.

## **6. DETERMINATION OF ELIGIBILITY**

- a. **Verification of Preference.** As part of the review process, applicants will be contacted directly to provide verification of their residence and employment history and evidence supporting any of the preferences identified. For persons who are retired at the time of application, the applicant's work history immediately prior to retirement can be considered.
- b. **Verification of Income.** The developer/owner of affordable housing units, which are offered for rent, sale, or lease, shall require the applicant to provide proof that he/she meets the occupancy and income criteria set forth by the applicable City or LBHDC program(s).

## **7. PRIORITY RANKING; SELECTION OF QUALIFIED APPLICANT**

- a. **Priority System.** The priority order for categories are as follows:
  - i. Applicant where at least one of the signators of the tenant lease or purchase agreement had been involuntarily displaced from the City of Long Beach and had not found permanent replacement housing at the time of application, but had previously lived within the City of Long Beach, including homeless individuals / families referred by the City's Multi Service Center for the Homeless.
  - ii. Applicant where at least one of the signators of the tenant lease or purchase agreement is a Long Beach resident at the time of application.



- iii Applicant where at least one of the signators of the tenant lease or purchase agreement is employed within the City of Long Beach at the time of application.
  - iv. All other applicants.
- b. Priority List. Applicants for affordable housing units shall be maintained on a priority list. Applicants shall be listed in order of total preferences. Applicants equal in preferences shall be prioritized by date and time of receipt of their applications. All applicants must meet income eligibility requirements as established for the applicable affordable housing units.
- The priority list shall be utilized to select applicant for the sale or rent of available affordable housing units for one year after receipt of a City certificate of occupancy for the designated unit. For rental affordable units, developer/owner shall annually update the priority list in accord with the priority order.
- c. Applicant Selection. The developer/owner of affordable housing units is required to fill vacant units by selecting Income-Eligible applicants themselves as long as the developer/owner complies with the local preferences and priority ranking system and publication requirements set forth herein. The following selection processes are permissible:
- Selection from the Priority List in rank order, or
  - Lottery of equally eligible candidates on a priority list when there are more equally eligible candidates than available units.
- d. Unit Sale or Rental. The actual sale or rental of a unit will be based on the ability of the qualified applicant(s) to meet applicable eligibility guidelines and/or obtain financing within a time frame established by the developer/owner.

## **8. COMPLIANCE MONITORING**

- a. Compliance Report. The developer/owner shall provide a written compliance report to the President upon selection of the qualified applicants. The report shall include, but is not limited to, the following information:
- i. Summary of Selection Process including the Marketing and Selection Plan; and
  - ii. Name, Address, Telephone and Preference Category and ranking of Selected Applicants.
- b. Certification of Compliance. The developer/owner of affordable units shall certify the local preferences awarded to applicants were consistent with these

guidelines. A certification form approved by the City/LBCIC shall be completed and submitted with the Compliance Report.

- c. Record Retention. The developer/owner shall retain records of the evidence and documents utilized to select applicant(s) for the sale or rent of available affordable and/or workforce housing units in accordance with these guidelines for two years after the date of occupancy by the first applicant.
- d. Compliance Monitoring. City/LBCIC shall monitor the developer/owner's compliance with these guidelines, which may include an on-site monitoring visit to review the developer/owner's records, interviews with selected applicant(s), and/or other methods deemed appropriate.

## **9. PENALTIES FOR NON-COMPLIANCE**

- a. Notice of Non-compliance. Except as otherwise provided herein, if it is determined that a violation of these guidelines has occurred, the President shall issue a notice of non-compliance and require the developer, owner or tenant (as applicable) to cure the violation within 30 days, unless a different period is provided at the President's discretion.
- b. Monetary Penalty. Any party who sells or rents an affordable housing unit in violation of these guidelines shall be required to forfeit all monetary amounts so obtained. Recovered funds shall be deposited into the LBCIC's Housing Trust Fund.
- c. Litigation. The City/LBCIC may institute any appropriate legal actions or proceedings necessary to ensure compliance with these guidelines, including but not limited to: (1) actions to revoke, deny, suspend or refuse to issue any permit, including a building permit, certificate of occupancy, or discretionary approval; and (2) actions for injunctive relief or damages.
- d. Legal Costs. In any action to enforce these guidelines, the City/LBCIC shall be entitled to recover its reasonable attorney's fees and costs.

## **DISPARATE IMPACT**

As a matter of legal due diligence, City/LBCIC staff conducted a preliminary demographic analysis (including race/ethnicity, gender, and disability, etc.) of waiting lists for recently completed affordable housing projects in Long Beach to see if the racial, ethnic, gender, etc. breakdown of Long Beach residents on the lists are significantly different from the breakdown of non-residents. The results of that analysis showed no disparate impacts to any protected class if a residency preference is applied. First, an average of 67% of households on the waiting lists and about 62% of households selected for units are already Long Beach residents. Thus the impact of instituting a residency preference would be relatively limited, since the majority of

households selected for new units are already Long Beach residents. Second, the composition of Long Beach residents on the lists compared to the non-residents is actually more diverse. Third, when the demographic composition of Long Beach residents is compared to Los Angeles County residents, Long Beach is more diverse. Therefore, based on data from recent projects and the US Census, there is no evidence that imposing a Long Beach resident and worker local housing preference policy would have a significant disparate impact on any class protected by the US Constitution or federal fair housing laws.

Staff also compared the demographics presented in the 2009 homeless count completed by the Long Beach Health Department to the demographics contained in the US Census information for Long Beach and the County of Los Angeles. Staff found that the homeless Hispanic and Asian populations in Long Beach were less than the general population of both the City and the County. In addition, staff found that the percentage of homeless men is greater than the percent of men in the City and County. However, staff feels that the homeless population is one with the greatest need for housing assistance, and the likelihood of causing a discriminatory impact on groups protected by fair housing laws for providing a preference for homeless persons is not significant.

## **ATTACHMENT 3**

### **UTILITY ALLOWANCES**



2021 Utility Allowances Table - <b>STANDARD, MIXED FUELS</b>						
Effective: 01/01/2021 until further notice						
Utility or Service		0-BR	1-BR	2-BR	3-BR	4-BR
Heating	Natural Gas	\$8	\$10	\$11	\$12	\$13
	Bottle Gas					
	Electric	\$9	\$11	\$12	\$15	\$17
	Electric (heat pump)	\$8	\$9	\$11	\$12	\$14
Cooking	Natural Gas	\$3	\$3	\$4	\$5	\$7
	Bottle Gas					
	Electric	\$6	\$7	\$10	\$13	\$16
Other Electric		\$16	\$20	\$30	\$41	\$54
Air Conditioning		\$6	\$7	\$10	\$13	\$16
Water Heating	Natural Gas	\$5	\$6	\$8	\$11	\$13
	Bottle Gas					
	Electric	\$13	\$15	\$19	\$23	\$28
Water		\$20	\$20	\$25	\$34	\$43
Sewer		\$9	\$9	\$9	\$10	\$11
Trash Collection		\$29	\$29	\$29	\$29	\$29
Range/Microwave		\$11	\$11	\$11	\$11	\$11
Refrigerator		\$12	\$12	\$12	\$12	\$12
Other	Mo. Elec. Fee	\$0	\$0	\$0	\$0	\$0
	Mo. Gas Fee	\$5	\$5	\$5	\$5	\$5
ACTUAL UA by BDR SIZE:						

Please visit <http://www.longbeach.gov/hac/b/> for the complete Utility Allowance Schedules. Select the schedule that applies to your project type.

## **ATTACHMENT 4**

### **HOME CHDO NOFA APPLICATION**



**CITY OF LONG BEACH**  
**HOME CHDO PROGRAM NOFA APPLICATION**

APPLICANT INFORMATION			
Organization Name:		Application Date:	
Contact Person:		Phone:	
Address:			
City:	State:	Zip Code:	
Role of CHDO in the Project:    Owner _____    Developer _____    Sponsor _____    Other (Specify) _____			
If the CHDO is not acting as the developer, please provide all the information below for the developer as well as the for the CHDO. If the developers involves multiple entities, is a partnership, or joint venture, please provide duplicative information for each and identify the entity that will serve as the “lead” organization.			
Organization Name:		Address:	
Contact Person:		Telephone Number:	
Federal Tax ID Number:		Duns #:	
SITE INFORMATION			
Site Location:			
Site Address:			
City: Long Beach	State: CA	Zip Code:	
Description of Existing Conditions:			
Environmental Issues:			
Site Size:	# of Existing Units:	Site Control:    Yes _____    No _____	
Form of Site Control:    Current Owner _____    Purchase Agreement _____    Option _____    Other (Specify) _____			
Purchase Price:	Appraised Value:	Appraisal Date:	
Tenant Relocation:	Temporary:    Yes _____    No _____	Permanent:    Yes _____    No _____	
PROJECT DESCRIPTION			
Project Type:    Acquisition & Rehabilitation _____    Acquisition Only _____			
Product Type:    Family _____    Seniors _____    Special Needs _____    Veterans _____    Other _____			
Labor Requirements:    Davis Bacon _____    State Prevailing Wage _____    None _____			
Construction Type: Multi-Family (5 units and above): _____    Single Family _____			
Amenities:			
# of Total Units:	# of HOME Units:	Sq. Ft. of Gross Building Area:	
Parking Type:	# of Parking Spaces:	Sq. Ft. of Net Building Area:	

**CITY OF LONG BEACH  
HOME CHDO PROGRAM NOFA APPLICATION**

PROJECT DESCRIPTION						
Unit Mix:	Studio Units	1-Bdrm Units	2-Bdrm Units	3-Bdrm Units	4-Bdrm Units	Total
# of Units						
Unit Sizes						
Affordability:	Studio Units	1-Bdrm Units	2-Bdrm Units	3-Bdrm Units	4-Bdrm Units	Total
Low HOME						
High HOME						
Market Rate						
Total						
ASSISTANCE REQUEST						
Amount of HOME CHDO Funds Requested:						
Proposed Loan Terms Description:						
Loan Term: ____ Years		Interest Rate: ____%		Interest Type: Simple ____ Compounded ____		
Subordination Required: Yes ____ No ____						
Method of Repayment:						
OTHER FUNDING SOURCES						
Source Name		Amount		Repayment Terms		Application / Award Dates
DEVELOPMENT TIMING						
Complete the following table. If the development schedule differs across several properties to be involved in the project, provide a development timing schedule for each property.					Proposed Date Month & Year	
City Loan Approval						
Property Acquisition						
All Funding Sources Awarded						
Environmental and/or Historic Review						
Rehabilitation Commences						
Rehabilitation Completed						
Lease-up Period						

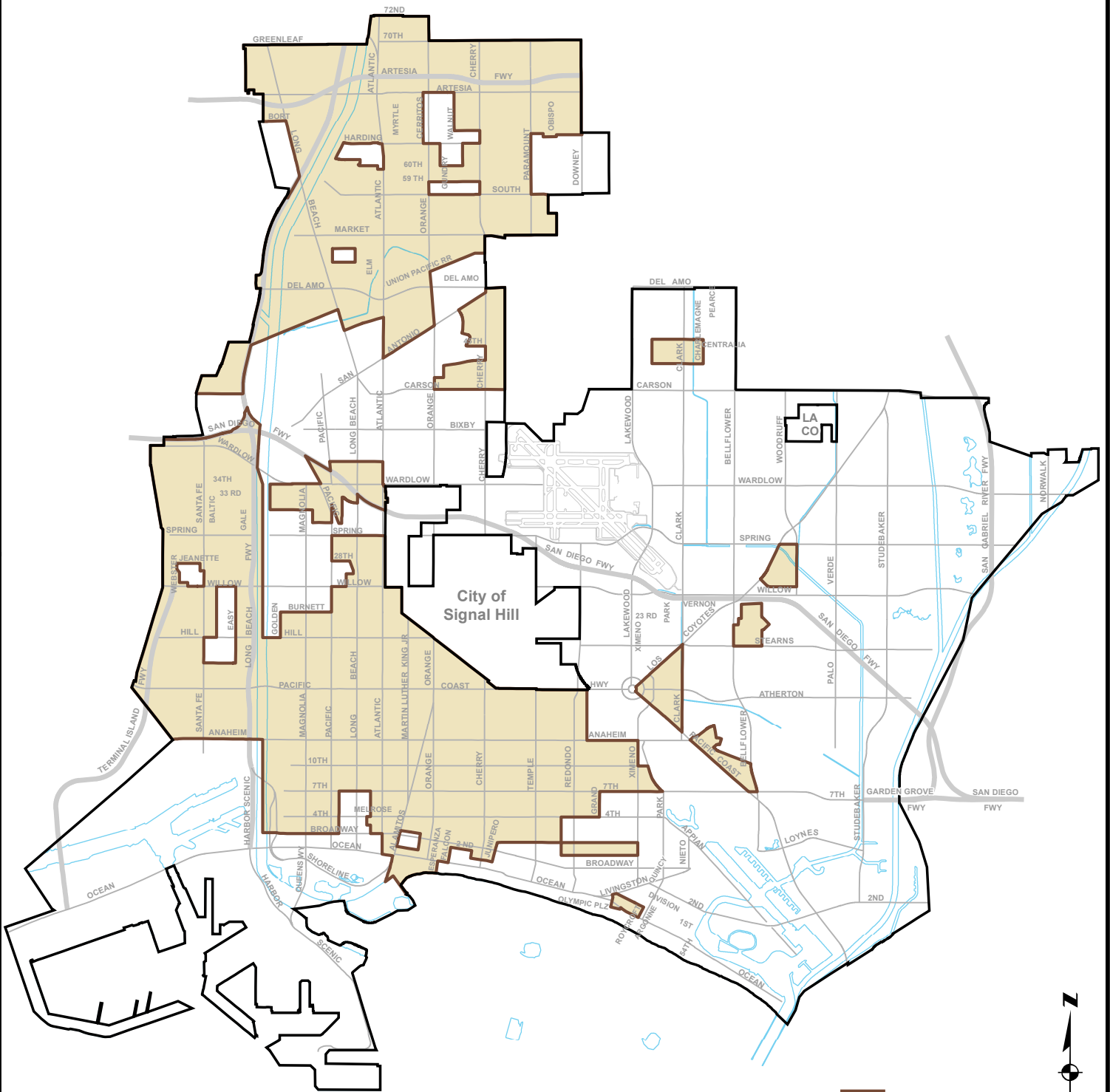


**CITY OF LONG BEACH**  
**HOME CHDO PROGRAM NOFA APPLICATION**

PROPOSAL EXHIBITS				
	Yes	No	Not Applicable	Comments
Transmittal Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Site Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Relocation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permanent Relocation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location Map / Conceptual Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pro Forma Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marketing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience and References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHDO Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHDO Board Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ATTACHMENT 5**  
**MAP OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**AREAS**





 CDBG Areas

City of Long Beach, California

# Community Development Block Grant (CDBG) Areas



Department of  
Technology and Innovation GIS

Effective April 1, 2019

**Disclaimer**  
This map of the City of Long Beach is intended for informational purposes only. While reasonable effort has been made to ensure the accuracy of the data, The City assumes no liability or damages arising from errors or omissions. This map is provided without warranty of any kind. Do not make any business decisions based on this map before validating your decision with the appropriate City office.

## **ATTACHMENT 6**

### **PRO FORMA TEMPLATE**



TABLE 1

ESTIMATED DEVELOPMENT COSTS  
RENTAL DEVELOPMENT  
HOME PROGRAM NOFA  
LONG BEACH, CALIFORNIA

I.	Property Acquisition Costs			\$	
II.	Direct Costs				
	On-Site Improvements			\$	
	Parking Costs				
	Surface		Spaces	\$	
	Above-Ground Structure		Spaces	\$	
	Subterranean		Spaces	\$	
	Residential Building Costs		Sf GBA <sup>1</sup>	\$	
	Contractor Costs			\$	
	Direct Cost Contingency Allowance			\$	
	Total Direct Costs				\$
III.	Indirect Costs				
	Architecture, Engineering & Consulting			\$	
	Public Permits & Fees			\$	
	Taxes, Insurance, Legal & Accounting			\$	
	Marketing & Leasing			\$	
	Developer Fee			\$	
	Soft Cost Contingency Allowance			\$	
	Total Indirect Costs				\$
IV.	Financing Costs				
	Land Carry Cost	\$	Financed @	% Interest	\$
			Month Development Period		
	Construction Financing	\$	Financed @	% Interest	\$
			% Loan to Cost Ratio		
			% Average Outstanding Balance		
	Loan Origination Fees	\$	Loan	Points	\$
	Total Financing Costs				\$
V.	Total Development Cost				\$

<sup>1</sup> GBA = Gross Building Area

TABLE 2

ESTIMATED NET OPERATING INCOME  
RENTAL DEVELOPMENT  
HOME PROGRAM NOFA  
LONG BEACH, CALIFORNIA

I. Revenue

A. Market Rate Apartment Rent Revenue

_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____

B. High HOME Units

_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____

C. Low HOME Units

_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____
_____ # of Bdrms @ _____ Sf/Unit	_____ Unit(s) @	\$ _____ /Unit	\$ _____

D. Miscellaneous Apartment Income

\$ \_\_\_\_\_

Total Revenue

\$ \_\_\_\_\_

II. Expenses

General Operating Expenses	\$ _____
Property Tax Expense	\$ _____
Reserves Deposits	\$ _____

Total Expenses

\$ \_\_\_\_\_

III. <b>Net Operating Income</b>	(Total Revenue - Total Expenses)	\$ _____
----------------------------------	----------------------------------	----------

TABLE 3

SOURCES OF FUNDS - PERMANENT  
RENTAL DEVELOPMENT  
HOME PROGRAM NOFA  
LONG BEACH, CALIFORNIA

I.	<b><u>Permanent Loan</u></b>		
	Loan Amount		\$ _____
	Loan Term	_____ Years	
	Loan to Cost Ratio	_____ %	
	Interest Rate	_____ %	
II.	<b>Equity Contribution</b>		\$ _____
III.	<b>Other Sources (Identify)</b>		
	_____		\$ _____
	_____		\$ _____
	_____		\$ _____
	_____		\$ _____
IV.	<b>HOME Program Contribution</b>		
V.	<b>Total Sources of Funds</b>		\$ _____

## **ATTACHMENT 7**

### **CHDO CHECK LIST & BOARD CERTIFICATION**





## CHDO CHECKLIST

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

### LEGAL STATUS

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

\_\_\_\_\_ A Charter, or

\_\_\_\_\_ Articles of Incorporation

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

\_\_\_\_\_ A Charter, or

\_\_\_\_\_ Articles of Incorporation

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

\_\_\_\_\_ A 501(c) Certificate from the IRS.

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

\_\_\_\_\_ Charter,

\_\_\_\_\_ Articles of Incorporation,

\_\_\_\_\_ By-laws,

\_\_\_\_\_ Resolutions, or

\_\_\_\_\_ A HUD approved audit summary

## CAPACITY

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

\_\_\_\_\_ An audited financial statement;

\_\_\_\_\_ A notarized statement by the president or chief financial officer of the organization;

\_\_\_\_\_ A certification from a Certified Public Accountant; or

\_\_\_\_\_ A HUD approved audit summary

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

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

\_\_\_\_\_ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization, and a training plan

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

\_\_\_\_\_ Statement that documents at least one year of experience in serving the community, or

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

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

## ORGANIZATIONAL STRUCTURE

The CHDO's board must meet all of the applicable requirements set forth below to be eligible for certification. The Chairman of the Board must complete and sign Attachment 3.

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

\_\_\_\_\_ By-Laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area.

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

\_\_\_\_\_ The organization's By-laws,  
\_\_\_\_\_ Resolutions, or  
\_\_\_\_\_ A written statement of operating procedures approved by the governing body

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

\_\_\_\_\_ By-Laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation

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

\_\_\_\_\_ By-Laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation

#### **RELATIONSHIP WITH FOR-PROFIT ENTITIES**

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

\_\_\_\_\_ The organization's By-laws, or  
\_\_\_\_\_ A Memorandum of Understanding (MOU)

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

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

\_\_\_\_\_ The for-profit organization's By-laws; and

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

\_\_\_\_\_ By-Laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation

## EXCERPTS FROM AN IRS LETTER

A sample of typical requests from the IRS to organizations seeking 501(c)(3) status is provided below. Although all situations are unique, this sample can help an organization more effectively plan and prepare for the process. For additional information, contact your local IRS office.

1. Submit a detailed description of all the activities of the organization -- past, present, and planned -- showing how you operate or will operate to achieve your purposes. Each activity should be separately described and the description should include as a minimum, the following:
  - a. Its purpose and nature.
  - b. Frequency and duration
  - c. How, when, where, and by whom it was, is, or will be conducted.
  - d. The requirements a person or organization must meet in order to participate in or receive benefit from the activity.
  - e. The amounts of any charges or fees and the basis for them.
  - f. What the activity has accomplished or will accomplish.
  - g. State what percentage of the total time and effort of the organization is devoted to carrying out each activity.
2. If the organization pays, has paid, or will pay compensation to or on behalf of persons who are officers, directors, or trustees or members of their families, or any other compensation, submit the following:
  - a. The name and title or relationship of such person to whom payment has been, is being, or will be paid.
  - b. The nature and/or purpose of payments (i.e., salary, wage, housing allotment, car allowance, etc.) and the amount of payment made or to be made on behalf of such person. If payments are to be made in more than one category, state each separately.
  - c. A detailed description of the positions filled by and the duties and services for which compensation will be paid.

- d. The amount of time each person devotes to the position (if prospective, how the payment will be affected by an upward or downward adjustment in time based on need of the organization).
  - e. The qualifications (training, background, experience) of such person for the position, duties, and services.
  - f. If any such person is employed outside the organization, the hours per week and weeks per year devoted to such outside employment.
  - g. Who determines compensation to be paid? What criteria are used to determine compensation?
  - h. How do you or will you insure that all compensation paid is "reasonable" and in return for service rendered?
  - i. Does the organization pay or plan to pay any of the personal living expenses of employees, directors, officers, founders, members, etc.? If so, explain in detail. Be specific.
3. Submit copies of any brochures, pamphlets, newsletters, advertisements, or other literature regarding your organization.
  4. Providing housing for individuals who earn a certain percentage of an area's median income is not sufficient to establish that you are operated exclusively for charitable purposes, a prerequisite for exemption under Section 501(c)(3). Basing a determination of exempt status on a strict percentage test is generally not sufficient to confer tax-exempt status under Section 501(c)(3).

If it appears that the organization may be engaged in assisting the poor and distressed, the organization must be able to show how it qualifies under 501(c)(3). If you claim to be eliminating prejudice and discrimination, submit descriptions of the existing prejudicial and discriminatory conditions that exist in the areas you are targeting for assistance and an explanation of how your activities will seek to alleviate such conditions. Be specific in your descriptions. Describe any educational or other programs you will provide to eliminate prejudice and/or discrimination.

5. If you claim to combat community deterioration, submit descriptions of the areas you will be targeting for relief. Provide evidence of the deterioration of the community. State whether any of the areas you will be targeting for assistance have been recognized as depressed by a governmental agency.

- a. Submit a copy of such determination as to the condition of the area served.
  - b. Submit a description from the authorizing agency as to how that agency defines "blight."
6. State whether any of your housing recipients will earn more than 80% of the area's median income.
7. Why do you include moderate income families in your housing activities? How will this serve a charitable purpose? Discuss in detail.
8. Have you been issued an employer identification number? If so, please let us know the number that has been assigned to you.
9. Please submit any additional information you feel will help us better understand your organization.

## **CERTIFICATIONS**

By signing below:

1. The applicant organization certifies that the information provided in this application for certification as a CHDO is true and complete;
2. The applicant organization understands that the City may conduct its own independent review of the materials submitted by the applicant, and may verify information from any source; and
3. The applicant organization understands that the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted will become the property of the City.

Name and Title of Authorized Official:

---

Signature of Authorized Official:

---

Date: 

---

## CHDO BOARD MEMBER CERTIFICATION

### CHDO IDENTIFICATION

CHDO Name:
Date of Incorporation:
Contact Person:
Contact Phone:
DUNS Number:
EIN Number:
IRS Tax Status:
Service Area:

### BOARD MEMBER REQUIREMENTS

A CHDO must be accountable to the low income residents of its service area by maintaining at least 1/3 of its governing body members as low income community representatives. A governing body member can be qualified as a low income community representative in any one of the following three ways:

1. Being a member of a low income household; or
2. Residing in a low income census tract or block group; or
3. Appointment to the governing body through election by members of another organization consisting exclusively of residents of a low income neighborhood.

Public representatives cannot be qualified as low income representatives, even if they meet the qualifying criteria. Public representatives include individuals elected, appointed, or employed by the City.

No more than 1/3 of the Board members may be public officials. The 1/3 low income resident and public official limits are based on the maximum number of Board members identified in the organization's by laws. Vacancies in the Board membership do not reduce these requirements.

---



## IDENTIFICATION OF BOARD MEMBERS

List each Board member by name, then place a check indicating the representation that member brings to the Board. List only current and approved Board members. Do not list prospective Board members who have not been approved to join the Board.

Name & Contact Information	Member of a Low Income Household	Representative of a Low Income Area	Elected Representative of a Low Income Group	Not a Low Income Representative	Public Official

## CHDO BOARD MEMBERS' CERTIFICATION

Each Board member is required to complete the form provided on the following page:

---

## CHDO Board Certification

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Select only one of the following designations:

☐ **Public Official or Employee**

I currently hold a publicly elected office; am employed by the City or an instrumentality of the City; or serve on any commission, board or other regulatory body by appointment of an elected official or other political body.

☐ **Member of a Low Income Household**

I am a member of a household of \_\_\_\_ persons that has a combined expected income for 2015 that is less than 80% of the Los Angeles County median income for a household of this size.

☐ **Resident of a Low Income Area**

I reside in census tract/block group number \_\_\_\_, which in the 2010 census has at least 51% of its households with incomes less than 80% of the Los Angeles County median income.

☐ **Elected Representative of a Low Income Group**

I am elected by the membership of an organization whose membership is open to all residents of a defined neighborhood in which the 2010 census shows that more than 50% of the households have incomes less than 80% of the Los Angeles County median income, and my position on our governing body is primarily representative of that neighborhood group. The group name is \_\_\_\_\_, and the census tract/block group numbers served by the neighborhood group are: \_\_\_\_\_.

☐ **Not a Low Income Representative**

---

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## **OFFICER'S WARRANTY**

By my signature below, I warrant that I am a duly qualified Officer of the organization, that the information provided for all current Board members of the organization is true and correct, and I have reviewed written documentation in the organization's files that support the information provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

---



City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

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