

Notice Of Funding Availability

For the Acquisition/Rehabilitation or New Development of
Affordable Rental or Ownership Housing



NOFA ISSUED: 11/12/2021

RESPONSES DUE: 12/23/2021 at 5:00 pm Pacific Time

All questions should be addressed to:

Jacob Noonan
Housing Programs Manager
City of San Rafael Community Development Department
1400 5th Ave, Third Floor
San Rafael, CA 94901
415.485.5017
jacob.noonan@cityofsanrafael.org

The City of San Rafael does not discriminate on the basis of sex, race, color, religion, age, sexual orientation, disability, marital status, or national origin in employment or in its educational programs and activities. Auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats will be made available upon request.

- II. **Cover letter** summarizing the project team.
 - A. A brief description of each entity in the project team and tax filing status.
 - B. Qualifications and experience of entities involved in the project and roles of each entity, including company profiles and staff leads.
 - C. Information on staff working on the project, including experience with similar projects.
 - D. List of previous similar work including client, property location, number of units, and type of financing (Federal, State, and local).
- III. **Project summary**, including number of units, number of bedrooms/baths per unit, affordability levels, accessibility features. The project summary will refer to and complement the information provided in the application packet.
- IV. **Disclosure form**, filled out and signed (one for each development team member).
- V. Project timeline and mile stones, sources and uses budgets for acquisition/ predevelopment, construction, permanent financing, and Year 1 and 20-year operating budgets and cash flow. (Spreadsheet template will be available by December 8, 2021)
- VI. **Any other information** that would help the selection team understand and evaluate the development proposal. Information may include client references for past development projects. References should include the following information:
 - a. Brief project description, including number of units and populations served.
 - b. Client contact person's name, title, organization, physical and email address, telephone number, and the project(s) that were completed under the client's direction.

RESPONSE DUE: Thursday, December 23, 2021 at 5:00 pm Pacific Time

Responses must be submitted by email to Jacob.Noonan@cityofsanrafael.org. All documents included in the response must be in PDF file format. Applicants may upload PDF responses to a drop box and email an access link.

Incomplete submissions or submissions that do not meet the minimum qualifications or otherwise do not conform to the requirements specified will not be considered.

Applicants are encouraged to email Jacob Noonan with questions regarding this NOFA at Jacob.noonan@cityofsanrafael.org.

Timing

City staff anticipates that the NOFA process will follow the proposed timeline provided, however this timeline is tentative and subject to change. Staff will recommend projects for funding to the San Rafael City Council and request City Council approval to negotiate the appropriate funding agreement.

Disclaimers

The City reserves the right to suspend, amend or modify the provisions of this NOFA, to extend the submission deadline, to reject all proposals, to negotiate modifications of proposals, or to award less than the full amount of funding available.

While the dates and schedule stated in this NOFA represent the City's preferred timetable, it shall not be considered binding on the City. The submission of a response to this NOFA shall not be binding upon the City nor construed as a contract with or a commitment by the City. The City will not pay any costs incurred in the preparation of a response to this request. The City reserves the right to make decisions on which proposal it deems in the City's best interest, including rejecting all applicants.

All submissions shall be public records subject to public disclosure pursuant to the provisions of the California Public Records Act (Government Code Section 6250 et seq.).

Environmental Review and Assessment

Funding commitments shall be assessed in accordance with the California Environmental Quality Act (CEQA). If Federal funding is involved, the project will be assessed in accordance with the National Environmental Policy Act (NEPA).

Minimum City Contracting Requirements

The City of San Rafael will enter into a funding agreement with the successful applicants. The funding agreement will require the organization to maintain insurance coverage for the organization and its employees and for the property funded by the City, as specified below. The City of San Rafael will require each organization to carry the following minimum insurance:

1. Commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The City of San Rafael shall be named as an additional insured on the commercial general liability policy;
2. Commercial automobile liability policy including non-owned and hired automobile, in the amount of \$1,000,000; and
3. Workers Compensation as required by state law.

All of the above policies shall be payable on a per occurrence basis.

Contractors may also be required to carry errors & omissions, professional liability, or malpractice insurance.

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