**STATE OF CALIFORNIA**



**SECTION 811 PROJECT RENTAL ASSISTANCE PROGRAM**

**ROUND IV**

**APPLICATION FORM**

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# LIST OF ATTACHMENTS (Add rows if necessary for additional attachments.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Attachment** | **Description** | **See for More Details** | **Check if provided, or N/A if this item is Not Applicable to your application. If N/A, briefly explain why.** |
| A | Notice of Completion and Davis-Bacon Wage Determination |  NOFA Section XIV.F and Application Information Excel file provided with the application materials |  |
| B | Governing Board Resolution | Application Section III |  |
| C | Memorandum(s) of Understanding with Tenant Service Organization(s) | NOFA Section VIII. Use the fillable form template provided with the application materials |  |
| D | Tenant Selection Plan | NOFA Section XIV.C.3Use Template provided with the application materials |  |
| E | Current Rent Roll (Existing Properties Only) | Application Section IV. |  |
| FLabel each environmental document separately as F1, 2, 3, etc., in the order in which documents are requested in the application | Environmental Compliance Documentation | NOFA Section XIV. H and Application Section V.F  |  |
| G | Affirmative Marketing Plan |  NOFA Section XIV.C.1 and Application Section V.B. Use Excel form provided with the application  |  |
| H | Application Information Tables | Use Excel file provided with the application materials |  |

II. APPLICATION SUMMARY FORM

**Applicant Name**: [[1]](#footnote-2)

Address: City: State: Zip:

Applicant Contact Person:

Phone:

E-mail address:

DUNS #

**Project Name**:

Address: City: State: Zip:

**CCT Provider/Medi-Cal Waiver Agency**:

Address: City: State: Zip:

Contact Person(s):

Phone:

E-mail address:

Service Area(s):

**Regional Center Organization:**

Address: City: State: Zip:

Contact Person(s):

Phone:

E-mail address:

Service area(s):

**Other Tenant Service Organization (TSO)**

Address: City: State: Zip:

Contact Person(s):

Phone:

E-mail address:

Service area(s):

**Total Section 811 PRA Funds Requested [[2]](#footnote-3) $:**

**Total Projected Number of Units to receive Section 811 PRA [[3]](#footnote-4)**

# III. SAMPLE GOVERNING BOARD RESOLUTION

RESOLUTION NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE GOVERNING BOARD OF

*[Name of Applicant]*

HEREBY AUTHORIZES: Submittal of an application to the California Housing Finance Agency for funding under the Project Rental Assistance (PRA) Program; and if selected, the execution of any related documents necessary to participate in the PRA Program.

WHEREAS:

1. The California Housing Finance Agency (CalHFA) is authorized to allocate Project Rental Assistance (PRA) funds made available from the U.S. Department of Housing and Urban Development (“HUD”). PRA funds are to be used for the purposes set forth in Section 811 of the Cranston-Gonzalez National Affordable Housing Act, as amended by the Frank Melville Supportive Housing Investment Act of 2010 (Pub. L. 111-374).
2. On December 23, 2024, CalHFA issued a Notice of Funding Availability announcing the availability of funds under the PRA program (the “NOFA”).
3. In response to the NOFA, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of applicant]* a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert the legal form of entity, e.g., municipal corporation, subdivision of the State of California, nonprofit corporation]* (the “Applicant”), wishes to apply to CalHFA for, and receive an allocation of, PRA funds.

**IT IS NOW THEREFORE RESOLVED THAT:**

1. In response to the NOFA, the Applicant shall submit an application to CalHFA to participate in the PRA program and for an allocation of funds not to exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) for project-based rental assistance to be located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[activity/program location(s)].*
2. If the application for funding is approved, then the Applicant hereby agrees to use the PRA funds for eligible activities in the manner presented in its application as approved by CalHFA in accordance with the statutes cited above and program requirements. The Applicant may also execute any and all other documents or instruments necessary or required by CalHFA or HUD for participation in the PRA program (collectively, the required documents).
3. The applicant authorizes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[position title(s) of person(s) authorized]* or his/her designee(s) to execute, in the name of the applicant, the required documents.

**PASSED AND ADOPTED THIS \_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_ 20\_\_, BY THE FOLLOWING VOTE:**

**AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_\_\_\_\_ ABSTAIN:\_\_\_\_\_\_\_\_ ABSENT:\_\_\_\_\_\_\_\_**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*title of officer]* of the applicant does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

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

 Signature Date

# IV. PROPOSED OCCUPANCY SCHEDULE

**The project’s Rental Assistance Contract (RAC) with CalHFA must be executed no later than December 31, 2029. All 811 PRA units under that RAC must be initially occupied no later than December 31, 2029. These dates may be subject to change by the State.**

**Please provide the information requested below related to lease-up of the requested number of PRA units by this deadline. See Section XIII of the NOFA for more information.**

1. Anticipated RAC execution date:
2. If the project is applying as a new construction or rehabilitation project, anticipated date of completion of this new construction or rehabilitation activity:
3. Start date for PRA unit availability:
4. Number of PRA placements desired per month:
5. Expected completion date of PRA placements:

Existing Projects must provide a current rent roll with their application, and answer the following additional questions: A minimum of 50 percent of the requested number and type of PRA units must be vacant and available for lease-up at time of execution of the RAC.

1. Using the table below, list the number of units currently vacant at the property by number of bedrooms per unit

|  |  |
| --- | --- |
| Unit Size | Number Currently Vacant |
| Studio |  |
| 1-BR |  |
| 2-BR |  |
| 3-BR |  |

V. FEDERAL OVERLAY COMPLIANCE

## A. HOUSING STANDARDS AND ACCESSIBILITY (NOFA Sections XIV A. and B.)

CERTIFICATION

**For new construction or rehabilitation projects, this form must be completed by the project architect or other qualified third-party inspector.**

**For existing properties, this form must be completed by either the project architect, another qualified third-party inspector, or the property owner.**

**Project Name:**

**Address:**

a) All PRA-assisted units meet local and state housing codes, ordinances, zoning requirements and minimum requirements set forth in the requirements set forth in the [National Standards for the Physical Inspection of Real Estate: Inspection Standards](https://www.federalregister.gov/documents/2023/06/22/2023-13293/national-standards-for-the-physical-inspection-of-real-estate-inspection-standards?utm_source=federalregister.gov&utm_medium=email&utm_campaign=subscription+mailing+list); and

b) The above-named project meets all of the applicable accessibility standards in place at the time of project construction or rehabilitation under the following provisions:

1. The Uniform Federal Accessibility Standards at 24 CFR Section 40.7,
2. Section 504 of the Rehabilitation Act of 1973 as implemented by 24 CFR Part 8 (Section 504),
3. The Americans with Disabilities Act and implementing regulations at 28 CFR parts 36 as applicable;
4. The design and construction requirements of the Fair Housing Act and HUD’s implementing regulations at 24 CFR Part 100, and
5. State of California accessibility standards for publicly funded projects (Chapter 11).

**Name:**

**Title:**

**Organization:**

**Street Address:**

**Phone**

**E-mail:**

**Date:**

**Signature:**

**2. Describe your Reasonable Accommodation process in accordance with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and the Americans with Disabilities Act, and applicable program requirements.**

1. **Describe your methods of communication to persons with hearing, visual, or other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act.**
2. **PRA-assisted units must be dispersed and integrated within the property.**

**Please describe how PRA units will be disbursed an integrated within each proposed PRA-assisted property.**

## B. AFFIRMATIVELY FURTHERING FAIR HOUSING (NOFA Section XIV.C.)

Affirmative Marketing Form All proposed TSOs need to provide a completed Section 811 PRA Affirmative Marketing form (Excel file), and provide this form to the project Sponsor for submission with the PRA application. Existing properties with vacancies must submit this form with their PRA application. Other properties must submit this form to CalHFA no later than 150 days prior to the anticipated start of lease up of the 811 PRA units**.** If data is needed from DDS, please contact the Department of Developmental Services HUD 811 PRA Coordinator in the Office of Community Development at (916) 654-1956 for assistance.

DHCS and DDS will work with their TSOs to complete an initial Affirmative Marketing analysis. The project Sponsor does not need to do any Affirmative Marketing analysis for the PRA program.

TSOs shall not begin accepting applications for PRA-assistance or otherwise making PRA program referrals until after conducting outreach required pursuant to the Affirmative Marking analysis and plan.

Tenant Selection Plan All project Sponsors must submit a Section 811 PRA Tenant Selection Plan with the PRA Application. Please use the fillable form template provided with the Section 811 PRA Application materials. See NOFA Section XIV. C. Item 3 for more information.

## C. FULL DISLOSURE OF AVAILABLE HOUSING (NOFA Section XIV.D.)

**Describe your process for providing full disclosure to each tenant applicant for a PRA-assisted unit of all options available to the tenant applicant in the selection of the property in which to reside.**

**Describe your methods for providing:**

**(1) Basic information about available sites (e.g., location, number and size of accessible units, access to transportation and commercial facilities);**

**(2) Information on your process for requesting and determining if a Reasonable Accommodation is necessary, and**

**(3) An estimate of the period of time the tenant applicant would likely have to wait to be admitted to units of different sizes and types (e.g., regular or accessible) at each site**.

## D. LIMITED-ENGLISH PROFICIENCY (LEP) (NOFA Section XIV.E.)

Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be Limited English Proficient, or ‘‘LEP,’’ Recipients of federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to its programs and services.

**Describe the:**

1. **Outreach and marketing strategies to potential and existing LEP project tenants;**
2. **Policies to accommodate the oral and written language assistance needs of potential and existing LEP project tenants.**

# E. ENERGY AND WATER CONSERVATION (NOFA Section XIV.G.)

New Construction and Substantial Rehabilitation Projects must meet the following requirements at time of application for PRA assistance:

1. Energy Efficiency - Low-rise (up to three stories): PRA-assisted properties must meet the requirements of EPA’s ENERGY STAR Qualified Homes. Mid-Rise & High Rise developments (4 or more stories) must meet the requirements of the ENERGY STAR Qualified Multifamily High Rise Buildings.
2. Water Conservation Fixtures - Installation of water-conserving fixtures is i.e. resource efficient plumbing and appliances such as low flow showerheads and faucet and high efficiency toilets). The materials used should be the most current WaterSense or a greater water efficiency product.

**Discuss how the project(s) proposed for PRA assistance complies with the above requirements.**

## F. ENVIRONMENTAL REQUIREMENTS

(NOFA Section XIV. H.)

Complete this section as instructed below. Include copies of all required documents noted below for the applicable project type.

 Project Type:

1. \_\_ Existing project that is HUD-funded or HUD-insured that will not engage in activities with physical impacts or changes beyond routine maintenance activities or minimal repairs.

Required Documentation: Submit: (1) evidence that the project is currently HUD-funded or HUD-insured; (2) a copy of the project’s Notice of Completion; (3) a copy of the project’s Authority to Use Grant Funds or other evidence of federal environmental clearance.

1. \_\_\_ New construction or rehabilitation project that has already obtained its federal environmental clearance under 24 CFR Part 50 or 24 CFR Part 58 within the last five years.

Required Documentation: Submit: (1) a copy of the project’s Authority to Use Grant Funds or other evidence of federal environmental clearance, and (2) a copy of the project description from the environmental record which shows that the project description covers the units proposed to be assisted by PRA.

1. \_\_ Existing project without HUD funds or HUD insurance that will not engage in activities with physical impacts or changes beyond routine maintenance activities or minimal repairs.
2. \_\_ New construction project
3. \_\_ Rehabilitation project (activities beyond routine maintenance and repair)

For project types 3, 4, and 5, PRA funds cannot be awarded until all necessary environmental clearance has been obtained. Unless otherwise indicated, the requirements below apply to both new construction, rehabilitation, and existing properties.

**Note**: Projects for which construction or rehabilitation activity is underway at the time of PRA Application submission that have not already received their required federal environmental clearance through other federal funding sources cannot apply for PRA funds until construction is complete.

Environmental Evaluation

* 1. Site Contamination Letter or Phase I/II - Assess whether the site: (i) is listed on an EPA Superfund National Priorities or CERCLA list or equivalent State list; (ii) is located within 3,000 feet of a toxic or solid waste landfill site; (iii) has an underground storage tank other than a residential fuel tank; or (iv) is known or suspected to be contaminated by toxic chemicals or radioactive materials.
1. **If none of these conditions exist**, provide a letter of finding from project Owner or Phase I preparer certifying that none of these conditions exist

ATTACHED CERTIFICATION LETTER

\_\_\_ YES \_\_\_ NO

Additional information may be requested if HCD or CalHFA cannot verify the above information.

1. **If any of these conditions exist,** provide an ASTM Phase I Environmental Site Assessment (ESA) for the project prepared in accordance with ASTM E 1527-13 or the most recent edition. Must include a Vapor Encroachment Screen in accordance with ASTM E-2600-10, Must make definitive conclusions as to whether there are Recognized Environmental Conditions or Vapor Encroachment Conditions. (If not already available, the Phase I/II Report can be provided upon notification that your PRA award is pending.)

\_\_CURRENT PHASE I ATTACHED or

\_\_CURRENT PHASE I NOT YET AVAILABLE

1. If a Phase I ESA is conducted and the Phase I ESA identifies Recognized Environmental Conditions (RECs), include a copy of a Phase II ESA prepared in accordance with ASTM E 1903-11 (or the most recent edition)

\_\_ NOT APPLICABLE, NO RECS IDENTIFIED or

\_\_CURRENT PHASE II ATTACHED or

\_\_CURRENT PHASE II NOT YET AVAILABLE

* 1. HISTORIC CONSULTATION – Provide the following support documentation regarding historic properties.
1. Results of a historical properties records search from the California Historical Resources Information System (CHRIS).
2. Contact with a local government agency regarding historical properties that may be affected by the project.
3. Contact with any Tribal government or organization regarding the project
4. Record of any public notice regarding the project.

\_\_\_ATTACHED

3. NOISE (24 CFR part 51, subpart B) - **New Construction Projects only**

Provide documentation of either of the following:

1. A map documenting that the property is not located within:
	1. 1,000 feet of a major noise source, road, or highway;
	2. 3,000 ft of a railroad; or,
	3. 5 miles of a civil airport or 15 miles of a military airfield;

\_\_\_ATTACHED

1. if the property is located within range of a major road, highway or railroad as indicated above, complete the HUD Site DNL calculator at: [Day/Night Noise Level (DNL) Calculator - HUD Exchange](https://www.hudexchange.info/environmental-review/dnl-calculator/).

The local planning agency (traffic engineer), CalTrans, and the airport agency (for airport contour maps) are typical sources of noise information. Metropolitan Planning Organizations have regional transportation data that can be used to calculate the future noise level in order to document the following:

1. interior noise level of the project is 45 decibels (dB) or less; **OR**
2. using the day-night average sound level (Ldn), the site does not exceed 65 dB of environmental noise; **OR**
3. sites above 65 dB have sound attenuation in the building shell to 45 dB; OR
4. sites above 75 dB do not have noise sensitive outdoor uses (e.g. picnic areas, tot lots, balconies or patios) situated in areas exposed to such noise levels.

\_\_\_ATTACHED

1. AIRPORT CLEAR ZONES (24 CFR part 51, subpart D)

Attach documentation that the project is not located within the “clear zones” or the “accident potential zones” of military airfields, or the “runway protection zones” of civilian airports. Clear Zone maps are not required if the property is clearly more than 2,500 feet from a civilian airport or more than 15,000 feet from a military airport.

\_\_\_ATTACHED

1. COASTAL ZONE MANAGEMENT ACT (16 USC 1451 *et seq.)* Attach documentation that the project is consistent with the appropriate state coastal zone management plan:
2. A map showing that the project is not located in a Coastal Zone (CZ)

OR

b. Approval from the CZ Commission or delegated local planning commission that your project is consistent with the applicable CZ Plan,

OR

 c. The project has a coastal zone permit

\_\_\_ATTACHED

6. FLOODPLAINS (Executive Order 11988; Flood Disaster Protection Act).

* 1. Is the project located in a 100-year or 500-year floodplain? \_\_\_\_ Yes \_\_\_\_No

Provide the most current FEMA map (FIRM, P-FIRM, LOMA or ABFE) showing where the project is located. \_\_\_ATTACHED

**Note:**

* New construction projects located in a 100-Year floodplain, and new and existing projects located in located in coastal high hazard areas (V Zones) or regulatory flood- ways cannot receive PRA funds**.**
* No activities or projects located within the 100-year floodplain may be assisted in a community that is not participating in or has been suspended from the National Flood Insurance Program
	1. If the project is located in a floodplain, provide the additional information below in accordance with the project type:

New Construction Projects in 500-Year Floodplains:

1. Provide a copy of an analysis under 24 CFR Part 50 which shows that there are no alternatives outside of the 500- year floodplain within the metropolitan area, with access to transportation and services. \_\_\_ATTACHED
2. Provide a copy of the project’s Emergency Evacuation Plan which documents that the project has an early-warning system in place, and shows routing to areas outside of the 500-Year floodplain. \_\_\_ATTACHED

Existing Projects in 100-Year Floodplains:

1. Provide a copy of the Project’s flood insurance policy under the National Flood Insurance Program. \_\_\_ATTACHED
2. Provide a copy of the project’s Emergency Evacuation Plan which documents that the project has an early-warning system in place, and shows routing to areas outside of the 100-yr. and 500-yr. floodplain. \_\_\_ATTACHED
3. Provide documentation that the existing structures have been floodproofed

 \_\_\_ATTACHED

or

1. Provide documentation from a third party showing that that the lowest habitable floor and utilities are elevated above both the 100-yr. and 500-yr. floodplain.

 \_\_\_ATTACHED

Existing Projects in 500-Year Floodplains

* 1. Provide a copy of the project’s Emergency Evacuation Plan which documents that the project has an early-warning system in place, and shows routing to areas outside of the 100-yr. and 500-yr. floodplain.

\_\_\_ATTACHED

* 1. Provide documentation that the existing structures have been floodproofed or

 \_\_\_ATTACHED

* 1. Provide documentation from a third party showing that that the lowest habitable floor and utilities are elevated above both the 100-yr. and 500-yr. floodplain.

\_\_\_ATTACHED

7. WETLANDS (Executive Order 11990).

**New Construction Projects** - Attach documentation showing that the project is not located in wetlands. New construction projects in wetlands cannot be assisted. (Note: activities such as draining, dredging, channelizing, filling, diking, impounding, and related grading activities are considered new construction activities, which are not permitted in wetlands.)

**Rehabilitation Projects –** Attach documentation showing that the project’s footprint will not expand as a result of the rehabilitation, or if it will expand that such expansion will not involve destruction of wetlands.

\_\_\_ATTACHED

8. Sitting of Projects Activities Near Hazardous Operations Handling Conventional Fuels or Chemicals of an Explosive or Flammable Nature (24 CFR part 51, Subpart C)

**New Construction Projects Only**

Unshielded or unprotected new construction sites must attach documentation (e.g. from the most recent Phase I) that they meet the standards of blast overpressure (0.5psi-buildings and outdoor unprotected facilities) and thermal radiation (450 BTU/ft2 -hr – people, 10,000 BTU/ft2 - hr – buildings) from facilities that store, handle, or process substances of explosive or fire prone nature in stationary, above ground tanks/containers. Containers used to hold liquefied petroleum gas with a volumetric capacity not to exceed 1,000 gallons water capacity are acceptable if they comply with the National Fire Protection Association (NFPA) Code 58 (Liquefied Petroleum Gas Code) (2017) (incorporated by reference, see § 51.200(b)).

\_\_\_ATTACHED

 9. ENDANGERED SPICIES (16 U.S.C.1531 et seq.) **New Construction Projects Only**

New construction projects must attach documentation based on contact (informal consultation) made with the U.S. Fish and Wildlife Service or with State Department of Fish and Wildlife, or by special study completed by a professional biologist or botanist that the new construction activities shall not result in a taking of endangered plant or animal species as listed under the Endangered Species Act of 1973. Taking includes not only direct harm and killing but also modification of habitat. Maps for listed species and geographic habitat by state can be found at <https://ecos.fws.gov/ecp/>

\_\_\_ATTACHED

1. FARMLAND PROTECTION (7 USC 4201 et seq. and 7 CFR part 658) - **New Construction Projects Only**

Attach documentation that the project shall not result in the conversion of unique, prime, or otherwise productive agricultural properties to urban uses. The location of prime agricultural land may be determined using maps available from the Natural Resources Conservation Service, as well as U.S. Census Urbanized Area maps and US Geological Survey topographic maps.

\_\_\_ATTACHED

1. SOLE SOURCE ACQUIFERS (Section 1424(e) of the Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300 et. seq., and 21 U.S.C. 349)). - **New Construction Projects Only**

Any new construction activities and projects located in federally designated sole source aquifer areas (SSAs) must provide a copy of EPA approval of these activities. Information regarding location and geographic coverage of the 73 federally designated SSAs can be found at: <http://water.epa.gov/infrastructure/drinkingwater/sourcewater/protection/solesourceaquifer.cfm.>

\_\_\_ APPLICABLE, EPA APPROVAL ATTACHED

\_\_\_ NOT APPLICABLE

If NOT APPLICABLE, explain why:

1. RADON GAS
	* 1. Provide a copy of project test results or other geologic data with for the project area which shows radon levels.

\_\_\_ATTACHED

* + 1. For levels above 4 pCi/L, provide a mitigation plan and an Operation and Maintenance Plan

\_\_\_ATTACHED

* + 1. If test results of the mitigation plan and Operation and Maintenance Plan are not available, please explain below when this information will be available.

## G. LEAD-BASED PAINT

(NOFA Section XIV. I.)

**For assisted units and common areas in properties constructed prior to January 1, 1978, is a child of less than 6 years of age expected to reside in a Section 811 PRA unit?**

\_\_\_ YES

\_\_\_ NO

\_\_\_ UNKNOWN AT THIS TIME

\_\_\_ STRUCTURES BUILT AFTER JANUARY 1, 1978

VI. EXPERIENCE AND CAPACITY

* + - 1. Project Sponsor and Management Agent Experience

For this section of the application, provide the information requested on the Applicant and Management Agent Experience Tabs of the Round IV Application Information Excel Workbook provided with the NOFA and other application materials.

* + - 1. Tenant Service Organization Experience and Capacity

For this section of the application, answer the questions below.

1. TSOs or their subcontracted service agency partners must have specific experience in assisting households with the Section 8 application process, or other similar process of applying for housing assistance. **Please describe this specific experience below**.
2. TSOs or their subcontracted service agency partners must also be able to document sufficient ongoing staffing to be able to handle a PRA caseload. The state recommends a staffing ratio of no more than 10 transitions for each staff person at any one time. This includes providing each tenant with support with application preparation, move-in assistance, and stabilization assistance for at least 12 months following move-in.

**Please discuss your current or planned case load ratios related to housing transition assistance.**

VII. PROJECT SUITABILITY

A. For this criterion, TSOs and project Sponsors or owners must meet with the State PRA team prior to the award of funds to discuss project location and anticipated PRA resident supportive service needs. The State reserves the right to reject projects whose locations will make it difficult for PRA tenants to access needed supportive services.

1. PRA projects must facilitate easy access to appropriate supportive services, community amenities, commercial facilities, and accessible transportation to assure appropriate integration of persons with disabilities into the community.

To supply information for the above item, please complete the Project Suitability worksheet located in the Round IV Application Information Excel Workbook provided with the NOFA and other application materials.

1. Please describe below how the project’s building and unit configuration will support ease of access for people with mobility impairments, as well as adaptability to support individual tenant needs.
2. Please describe how the proposed PRA unit mix will meet anticipated needs of the PRA Target Population, and promote integration of the PRA units with other units in the property.
3. Please describe below whether and how the project will provide the following:

	1. On-site case management services to supplement what may not be available through Medi-Cal;
	2. On-site peer support services;
	3. Community space which supports tenant engagement with others; and
	4. Ways to engage tenants in events at the property or surrounding community

VIII. MINIMUM STANDARDS FOR COMMUNICATION

 Project Sponsors and Management Agents must certify that they will be able to meet the Minimum Standards for Communication set forth below. These standards are intended to make the lease-up process for 811 PRA units operate more smoothly and efficiently.

The undersigned entities certify that the following standards will be met throughout their participation in the 811 PRA program, or as otherwise noted below.

1. Regular, consistent participation in all 811 PRA lease-up meetings or other meetings where CalHFA indicates that participation of the Owner or Management Agent is necessary.

2. Project marketing flyers and unit floor plans will be made available to 811 PRA Tenant Service Organizations (TSOs) at least 90 days prior to initial lease-up of the 811 PRA units.

3. Management Agents shall provide a training for TSOs on their lease-up process at least 90 days prior to initial lease up of the 811 PRA units, and annually thereafter. The training shall cover all documentation that will be needed for PRA applicants, and where to find documentation (bank statements, SSI letters, etc.)

4. Materials outlining under what specific circumstances the Owner or Management Agent will require that a Reasonable Accommodation be requested in order to make an exception to a particular policy or practice on the basis of disability shall be provided to the TSO with the PRA tenant application package, and shall receive prior approval from CalHFA

5. A minimum of two weeks will be allowed for completion of all documentation needed for lease-up, recertification, or other tenant needs.

6. With the attendance of the TSO, and without the need to request a Reasonable Accommodation, 811 PRA tenants will be provided an option for videoconference attendance at their lease up meetings.

7. Lease signing and other tenant-signature gathering can be done at time of move-in.

8. Lease and recertification materials will be provided in plain English or the tenant’s first language so that they can be more easily read and understood by 811 PRA tenants and persons assisting them.

**Project Owner or Developer Representative:**

**Title:**

**Organization Name:**

**Date:**

**Signature:**

 **Management Agent Representative:**

**Title:**

**Organization Name:**

**Date:**

**Signature**

1. The entity submitting the PRA application to the State must be the project Sponsor as set forth in the PRA NOFA Section IX. (Eligible Project Sponsor). [↑](#footnote-ref-2)
2. Figure should be calculated from Excel File “Funds Requested” Table(s) for each project that is part of this Application, “Total Rental Subsidy Per Project” line(s). [↑](#footnote-ref-3)
3. Figure should be calculated from Excel File “Funds Requested” Table(s) for each project that is part of this Application, “Total Units Requested Per Project” line(s). [↑](#footnote-ref-4)