BAY AREA HOUSING FINANCE AUTHORITY

HOUSING PRESERVATION PROJECT TECHNICAL ASSISTANCE GRANT PROGRAM

NOTICE OF FUNDING AVAILABILITY

Issue Date: April 10, 2025; Revised May 16, 2025

INVITATION

The Bay Area Housing Finance Authority (BAHFA) is pleased to release this Notice of Funding Availability (NOFA) for the Housing Preservation Project Technical Assistance Grant Program (Program), funded by the California Department of Housing Community Development (HCD) and the San Francisco Foundation (SFF).

The Program provides grants to mission-driven organizations (see Eligible Applicants below) to fund pre-acquisition consulting costs (see Eligible Activities below) necessary to take residential properties off the speculative market, rehabilitate them as needed, and convert them to permanently affordable housing for low- and moderate-income residents. The program seeks to accelerate grantees' ability to advance prospective preservation projects from the predevelopment stage to the acquisition and rehabilitation of properties located within the nine-county Bay Area, BAHFA's jurisdiction.

BAHFA is making $325,000 in grant funding available to Eligible Applicants. The maximum grant per Eligible Applicant is $50,000 for one or more Eligible Activities. Applicants may apply for a grant amount less than $50,000 for smaller scopes of work.

FUNDING PROCESS AND TIMELINE

Funding will be awarded to an estimated 7-13 projects through an over-the-counter process. Applications will be accepted on a rolling basis and processed in the order they are received until all funds are committed. Beginning April 21, 2025, Interested parties should submit applications through the Housing Preservation Project Technical Assistance Grant Program Application Portal. Draft application questions are included for reference purposes only in Appendix A. All submissions should be concise and relevant to the Notice.

The BAHFA Board has delegated authority to the Executive Director to award projects at the staff level. The Executive Director will approve applications that demonstrate:

- That the grantee is an Eligible Applicant.
- That the proposed scope of work is comprised of Eligible Activities.
- That the consultant(s) selected by the Eligible Applicant to complete the Eligible Activities possesses the necessary experience to execute the proposed scope, including the completion of at least three comparable projects.

If multiple Eligible Applicants submit applications for Eligible Activities within five business days of each other and remaining Program funds are insufficient to fund all projects, applications will be ranked using on the Scoring Criteria described below and prioritized based on their score.

BAHFA staff anticipates that the application and grant disbursement process will follow the timeline below. However, BAHFA reserves the right to change any portion of the anticipated timeline:

NOFA Announcement	April 10, 2025
NOFA Information Session	April 17, 2025, 10-11am PST Zoom Link
Application Portal Opens	April 21, 2025 Application Portal Link
Application Portal Closes	After commitment of all available funding
Award	Within 30 days of Application submission
Grant Agreement Execution	Within 60 days of Award
Grant Term	One year, with an option to extend by a six-month period if grantee demonstrates progress towards completing Eligible Activities. Funds will be disbursed to grantee upon submission of satisfactory invoices and deliverables.

ELIGIBLE APPLICANTS

Eligible Applicants are the following types of entities actively pursuing preservation projects in the near term and whose organizational missions and business plans align with the Program's affordability goals described under Eligible Activities.

- Community Development Corporations (CDCs)
- Community Land Trusts (CLTs)
- Cooperative Housing Entities with executed governance and operating agreements
- Non-profit Affordable Housing Developers
- Non-profit Community Based Organizations (CBOs)

ELIGIBLE ACTIVITIES

The Program will fund pre-acquisition, project-based consultant contracts for one or more of the following Eligible Activities for the purpose of acquiring and rehabilitating residential properties in the nine-county Bay Area and converting them to permanently affordable housing with proposed rents that do not exceed 30% of 120% of the Area Median Income (AMI) and upon turnover, achieve an average rent across all units that does not to exceed 30% of 80% AMI. Additionally, no resident of an assisted property shall be displaced, regardless of income.
5/16/25 Revision: BAHFA will also consider funding Eligible Activities for affordable homeownership or cooperative ownership preservation projects.

- Property identification
- Financial feasibility analysis
- Property inspections
- Due diligence reports
- Resident engagement
- Architecture and engineering
- Construction management
- Legal support
- Set-up of asset management systems
- Long-term project and organizational financial sustainability plans

SCORING CRITERIA:

Eligible projects received within 5 business days of each other will be evaluated and scored based on the point system described below. BAHFA reserves the right to weigh certain selection criteria over others. Projects will be awarded up to 50 points for the purpose of ranking using the following criteria:

Scoring Criteria	**Points**
Advancement of Equity	20
Project Readiness	10
Consultant Experience	10
Higher Impact for Emerging Developers	10
	50

SCORING CONSIDERATIONS:

- **Advancement of Equity:** Points will be awarded for the following:
    - Project has high occupancy and will support low-income residents, historically marginalized populations, households with dependents, and people with disabilities; evidence of eviction threat, landlord harassment, or large rent increases

    - Project is located in Plan Bay Area 2050 Equity Priority Communities; Areas identified by the Urban Displacement Project Map as being at risk of or experiencing displacement or gentrification; Areas defined by the CTCAC/HCD Opportunity Map as "High Segregation and Poverty", "Low Resource", or "Moderate Resource"
    - Project is located in geography that is under-served by existing preservation funding sources
- **Project Readiness:** Points will be awarded for the following:
    - Application demonstrates that Program funding will advance acquisition of a specific preservation project(s) through evidence such as an executed purchase and sale agreement
    - Steps towards acquisition of project have already been completed, such as completion of financial feasibility analysis or completed procurement of consulting services to immediately commence work
- **Consultant Experience:** While all applicants must demonstrate that the consultant selected to complete the Eligible Activity possesses the necessary experience to execute the proposed scope, those applications that include consultants with more years of relevant experience, more comparable projects, and high-quality work products will be prioritized
- **Higher Impact for Emerging Developers:** BAHFA seeks to assist emerging developers increase capacity and achieve organizational sustainability. More points will be awarded for developers that are in an earlier organizational stage for opportunity to grow

SUBMISSION REQUIREMENTS

The following items must be submitted through the Program's Application Portal:

- Eligible Activities Narrative (3-page maximum)
    - Description of the prospective preservation project or the specific geography targeted to acquire preservation properties.
        - For specific properties, include location; number of units; resident information (if available); development plan, timeline, and activities completed to date
        - If applicant seeks to identify new properties within a specific geography, include targeted acquisition price point, minimum unit count, acceptable building characteristics (e.g., building age and condition, as demonstrated through publicly available permit reports)
    - Description of Eligible Activities for which applicant is seeking Program grant
    - Scope of work and budget for each Eligible Activity
- Eligible Applicant Narrative (2-page maximum)
    - Description of organization's mission and history

    - Description of development projects completed and properties owned
- Consultant Experience Narrative (2-page maximum)
    - Description of the consultant selected by the applicant to complete the proposed Eligible Activities
    - Description of at least three comparable projects completed by the consultant
- Consultant Work Sample
- Contract or letter of intent between Eligible Applicant and Consultant for the proposed Eligible Activities

ADDITIONAL RESOURCES

BAHFA encourages Eligible Applicants to take advantage of additional resources as needed to support acquisition and rehabilitation project costs, especially for projects that are further along in the predevelopment process.

If seeking capital funding for acquisition and rehabilitation, Applicants may consider applying for BAHFA's Housing Preservation Loan Pilot, a preservation loan program funded by state Regional Early Action Planning (REAP 2.0) funding, of which $9.05 million will be made available on April 21, 2025.

Applicants considering energy and water-saving upgrades as part of the project's rehabilitation scope are also encouraged to apply for rebates and no-cost consulting services through BayREN's Bay Area Multifamily Building Enhancements (BAMBE) program. BAMBE is eager to support multifamily conversions from market rate to deed-restricted affordable housing, and their technical assistance (TA) staff can provide no-cost comprehensive on-site energy assessments. Depending on timing, these assessments and related scopes of work could positively impact project underwriting while providing meaningful value to existing residents through utility bill reduction, thermal comfort, and improved indoor air quality. Where possible, BAMBE TA staff will provide assistance in layering/stacking these multi-family energy upgrade incentive programs:

- Low Income Weatherization Program (LIWP)
- TECH Clean California
- Energy Savings Assistance (ESA) Multifamily Energy Savings program

Additionally, Applicants considering the installation of solar panels as part of the project's rehabilitation scope may take advantage of California's Solar on Multifamily Affordable Housing (SOMAH) program and other applicable incentives listed in the Database of State Incentives for Renewables and Efficiency (DSIRE).

DISCLAIMERS

BAHFA reserves the right to suspend, amend or modify the provisions of this Notice, to extend the deadlines, 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 Notice represent BAHFA's preferred timetable, it

shall not be considered binding on BAHFA. The submission of a response to this Notice shall not be binding upon BAHFA nor construed as a contract with or a commitment by BAHFA. BAHFA will not pay any costs incurred in the preparation of a response to this request. BAHFA reserves the right to make decisions on which proposal it deems in BAHFA'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.).

MINIMUM CONTRACTING REQUIREMENTS

BAHFA will enter into a grant agreement with successful Eligible Applicants. Among other obligations, the grant agreement will require the applicant to maintain insurance coverage for the organization and its employees and for the project funded by BAHFA, the terms of which are further specified in the Grant Agreement Template.

For Additional Information

Please contact Somaya Abdelgany, Preservation Program Manager, at sabdelgany@bayareametro.gov.

APPENDIX A
Housing Preservation Project Technical Assistance Grant Program: Draft Application Questions

General Information

Submission Date:

Contact Name:

Contact Position:

Contact Email:

Contact Phone Number:

Applicant Information

Applicant Name:

Applicant Type:

Eligible Applicants are the following types of entities actively pursuing preservation projects in the near term and whose organizational missions and business plans align with the Program's affordability goals described under Eligible Activities.

- ○ Community Development Corporation
- ○ Community Land Trust
- ○ Cooperative Housing Entity with executed governance and operating agreements
- ○ Non-profit Affordable Housing Developer
- ○ Non-profit Community Based Organization

Eligible Applicant Narrative:

Describe the applicant's organizational mission, history, development projects completed, and properties owned to date.

Maximum length: 2 pages

Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Project Information

The Program will fund pre-acquisition, project-based consultant contracts for one or more Eligible Activities for the purpose of acquiring and rehabilitating residential properties in the nine-county Bay Area and converting them to permanently affordable housing with proposed rents that do not exceed 30% of 120% of the Area Median Income (AMI) and upon turnover, will achieve an average rent across all units that does not exceed 30% of 80% AMI. Additionally, no resident of an assisted property shall be displaced, regardless of income.

Project's Maximum AMI per Household Target:

Project's Average Property-wide AMI Target:

For which of the following Eligible Activities is the applicant seeking funding?

- ☐ Property Identification
- ☐ Financial feasibility analysis
- ☐ Property inspections
- ☐ Due diligence reports
- ☐ Resident engagement
- ☐ Architecture and engineering
- ☐ Construction management
- ☐ Legal support
- ☐ Set-up of asset management systems
- ☐ Long-term project and organizational financial sustainability plans

Grant Amount Requested:

> *The maximum grant per Eligible Applicant is $50,000 for one or more Eligible Activities. Applicants may apply for any grant amount less than $50,000 for smaller scopes of work.*

Eligible Activities Narrative:

> *Provide a description of the prospective preservation project or specific geography targeted to acquire preservation properties. For specific properties, include location; number of units; resident information (if available); development plan, timeline, and activities completed to date.*
>
> *If applicant seeks to identify new properties within a specific geography, include targeted acquisition price point, minimum unit count, acceptable building characteristics (e.g., building age and condition, as demonstrated through publicly available permit reports). In addition, provide a description of Eligible Activities for which your organization is seeking grant funding. Provide the scope of work and budget for each Eligible Activity.*
>
> *Maximum Length: 3 pages*
>
> *Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)*

Consultant Experience

Applicants must demonstrate that they have identified and engaged a qualified consultant to complete the Eligible Activities if awarded a technical assistance grant. The selected consultant must possess the necessary experience to execute the proposed scope of work, including completion of at least three comparable projects.

Consultant Experience Narrative:

> *Please describe the selected consultant's qualifications to complete the proposed Eligible Activities and at least three comparable projects completed by the consultant.*

Maximum length: 2 pages

Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Consultant Work Sample:

Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Contract or letter of intent between Eligible Applicant and Consultant for the proposed Eligible Activities:

Drop file here or select file (pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Certifications

Applicant certifies that they have reviewed and agree to the terms of the Housing Preservation Project Technical Assistance Grant Agreement Template, including but not limited to insurance and indemnification requirements.

- ○ Yes
- ○ No

Applicant certifies that the proposed rents do not exceed 30% of 120% of the Area Median Income (AMI) and upon turnover, will achieve an average rent across all units that does not exceed 30% of 80% AMI.

- ○ Yes
- ○ No
- ○ 5/16/25 Revision: Project proposes affordable homeownership or cooperative ownership. Please describe proposed affordability levels and any resale restrictions in Project Narrative for BAHFA's consideration.

Applicant certifies no resident of an assisted property shall be displaced, regardless of income.

- ○ Yes
- ○ No

Applicant certifies that it is not aware of any member, officer, employee or agent of BAHFA, during his/her tenure, with any prohibited interest as defined by California Government Code Sections 1090, et seq. and 87100 et seq., direct or indirect, in the requested grant proceeds. Prohibited interests include interests of immediate family members, domestic partners, and their employers or prospective employers.

- ○ Yes
- ○ No

If no, please disclose the possible prohibited interest:

Additional Resources for Energy Efficiency

Applicants considering energy and water-saving upgrades as part of the project's rehabilitation scope are also encouraged to apply for rebates and no-cost consulting services through BayREN's Bay Area Multifamily Building Enhancements (BAMBE)

program. BAMBE is eager to support multifamily conversions from market rate to deed-restricted affordable housing, and their technical assistance (TA) staff can provide no-cost comprehensive on-site energy assessments. Depending on timing, these assessments and related scopes of work could positively impact project underwriting, while providing meaningful value to existing residents through utility bill reduction, thermal comfort, and improved indoor air quality. Cash rebate incentives range from $500 to $6,000+ per unit served, or about 30-60% of the total cost of upgrades, depending on location, scope of work, and number of units. Greater incentives are available for buildings in census tracts experiencing disproportionate heat, health, and housing cost burdens.

To find out more about the BAMBE Program and other financing options for energy efficiency, visit BayREN's website here.

Would you like to be connected to a BAMBE program representative for more information?

- ○ Yes
- ○ No