



ADDENDUM NO. 1

NOTICE OF FUNDING AVAILABILITY & PROGRAM GUIDELINES FOR AFFORDABLE MULTIFAMILY RENTAL HOUSING ROUND 30

Date of this Addendum: February 2, 2024

Notice: This addendum is issued before the application due date to inform applicants of revisions to the Notice of Funding Availability (NOFA) Round 30 documents and is hereby made a part of the NOFA. The following changes, additions, and/or clarifications shall be incorporated into the requirements for the NOFA. In case of a conflict between requirements in the NOFA and this Addendum, this Addendum shall govern. All requirements set forth in the applicable portions in the NOFA Documents remain valid unless otherwise specified under this Addendum. The balance of the NOFA documents remains unchanged.

REAPPLICATIONS

Projects on County-owned land previously awarded funds through a NOFA are eligible to submit documents based on a modified checklist for reapplications. The questions in the UNOFA online application will still need to be answered to complete each mandatory section and submit the application online.

The sections to be completed in the Project Information Workbook:

- Development Team Information
- Development Timeline

Use the modified Reapplication Checklist below to identify the documents that need to be submitted. Please note the color coding to identify the required documents and the documents that are needed if updates have been made since the 1st application.

UNDERWRITING – DEVELOPER FEE 9% PROJECTS

The developer fee requirements for 9% tax credit projects will match the developer fee limit and requirements for 4% projects and have a maximum developer fee from project sources of \$2.5 million. Specifically, the underwriting requirements regarding developer fee will be amended to include: For 9% and 4% projects, the maximum developer fee that may be paid from project sources and/or cash flow is \$2,500,000; a larger developer fee may be included in a project's eligible basis for tax credit purposes, but any fee in excess of \$2,500,000 must be contributed as equity to the project or paid out of the Borrower's share of residual receipts. The developer fee maximum for simultaneous projects applies.



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NOFA 30 - Application Checklist (Re-applications)

Project Name: _____

Ensure that all items are included in the application. Submit all required documents and complete the entire UNOFA application, as some documents are now part of the UNOFA application.

Document must be provided

Provide documents, if updates have been made since 1st application

Threshold Documents

Document Category	Document	Form/Supporting Document/UNOFA	NOFA Regs. Reference	Notes
Threshold Documents				
	Mandatory Proposers Conference Confirmation		Section 2	Acknowledgement of attendance will be verified by the LACDA staff.
Scoring	Self-Scoring Worksheet	UNOFA - Excel Worksheet	Section 5	
Site Information	Site Control	Supporting Document	Section 3	Provide any one of the following as evidence of Site Control: - a grant deed; or - a current title report (within 90 days of the Application Due Date) showing the Applicant holds fee title; or - an executed lease agreement or lease option for not less than 55 years between the Applicant and the owner of the subject property; or - an executed disposition and development agreement (DDA) between the Applicant and a public agency; or - a valid, current, enforceable contingent purchase and sale agreement or option agreement between the Applicant and the owner of the subject property. Evidence must be provided at the time of the application that all extensions and other conditions necessary to keep the agreement current through the expected award deadline have been executed; or - an Agreement to Negotiate Exclusively or Exclusive Right to Negotiate between the Applicant and a public agency.
Organizational Documents	Request for Confirmation of Compliance	UNOFA - PDF Form	Section 3	E-mail completed Confirmation of Compliance Information Form to AMLoanServicing@lacda.org by the date indicated in the NOFA Timeline and include a copy as part of the UNOFA application.
Organizational Documents	Developer Experience	UNOFA - Project Information Workbook	Section 5.2.1	Workbook is located in Supportive Documents tab in the UNOFA application.
Organizational Documents	Developer Tax Credit Experience	UNOFA - Project Information Workbook		Workbook is located in Supportive Documents tab in the UNOFA application.
Organizational Documents	Emerging Developer Experience	UNOFA - Project Information Workbook	Section 5.2.2	Workbook is located in Supportive Documents tab in the UNOFA application.
Organizational Documents	Managing General Partner Experience	UNOFA - Project Information Workbook	Section 5.2.3	Workbook is located in Supportive Documents tab in the UNOFA application.
Organizational Documents	Applicant Certification Statement	UNOFA		
Organizational Documents	List of Applicant Partnerships & Affiliations	UNOFA - Project Information Workbook		Workbook is located in Supportive Documents tab in the UNOFA application.
Organizational Documents	Acknowledgements and Certifications	UNOFA		Contains required acknowledgements and certifications for the following: 1. General Application Certification 2. Acknowledgement of Universal Design Requirements 3. Acknowledgement of Supportive Services Requirements 4. Required Sustainable Building Methods 5. Acknowledgement of Accessibility Requirements 6. Certification Project is Free from Severe Environmental Contamination 7. Certification that the Lead Service Provider is on the DHS Master Agreement List 8. Acknowledgement of 4% Bond Issuer Requirements
Design & Construction	Architect Experience	UNOFA - Project Information Workbook	Section 5.2.4	Workbook is located in Supportive Documents tab in the UNOFA application.
Design & Construction	Architectural Design	Supporting Document	Section 3.9	
Supportive Services & Property Management	Property Management Experience	UNOFA - Project Information Workbook	Section 5.2.5	Workbook is located in Supportive Documents tab in the UNOFA application.
Supportive Services & Property Management	Lead Service Provider Experience (If Applicable)	UNOFA - Project Information Workbook		Workbook is located in Supportive Documents tab in the UNOFA application.
Supportive Services & Property Management	Supportive Services Plan (which includes Property Management & Tenant Selection Plans)	Supporting Document	Section 3	Applicants should submit a complete Supportive Services Plan (includes the Property Management Plan and the Tenant Selection Plan) Reference Supplemental Document 4 for specific documents.
Environmental Documents	Environmental Service Request	Supplemental Document 1 - Form	Section 3 Supp. Doc 1	Include documentation of NEPA approval or a description of the status of the approval, as appropriate. NEPA clearance for projects requesting PBVs, PBVASH, or HOME funds (if applicable) will be prepared by the LACDA. Applicants must submit a completed Environmental Service Request (ESR) Form with their NOFA application.
Design & Construction	Capital or Physical Needs Assessment for Rehab Projects (If Applicable)	Supporting Document	Section 3.6.1	Only needed for rehabilitation projects. The Physical Needs Assessment must meet current California Tax Credit Allocation Committee requirements.
Financing				
Financing	Acquisition & Predevelopment Financing	UNOFA Proforma		
Financing	Sources	UNOFA Proforma		
Financing	Operating Subsidies	UNOFA Proforma		
Financing	Development Budget	UNOFA Proforma		
Financing	Operating Budget	UNOFA Proforma		
Financing	Tax Credit Threshold Basis Limit - 9%	UNOFA Proforma		

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Financing	Tax Credit Calculation - 9%	UNOFA Proforma		
Financing	Tax Credit Calculation - 9% Tie Breaker	UNOFA Proforma		
Financing	Tax Credit Threshold Basis Limit - 4%	UNOFA Proforma		
Financing	Tax Credit Calculation - 4%	UNOFA Proforma		
Financing	Unit Mix & Rents	UNOFA Proforma		
Financing	20-Year Cash Flow	UNOFA Proforma		
Financing	Utility Allowance Schedule	Supporting Document		
Financing	Justification for Operating Expenses Lower than LACDA Minimum (if applicable)	Supporting Document		Justification must include audited financial statements for the last two (2) years for two (2) comparable properties currently owned by the Applicant. The properties shall be similar in size, type, population, and location to the proposed project.
Financing	Financing Commitments (Perm & Construction)	Supporting Document		
Financing	Operating Subsidy Commitments	Supporting Document		
Financing	Justification For Income Targeting Higher Than 30% AMI For SN Units (If Applicable)	Supporting Document		
Financing	Demonstration That SN Households Can Pay Rents Higher Than 30% of SSI (If Applicable)	Supporting Document		
Site Information				
Site Information	Readiness	Supporting Document		If the project seeks readiness points associated with all project funding committed, submit a statement that NOFA funding is the final source needed and indicate a 2023 tax credit application date, or a 2023 construction closing date for projects that are not using tax credit financing. If the project seeks readiness points associated with the entitlements/by-right category, approved entitlements or a zoning verification letter for by-right projects is required.
Site Information	Planning Approvals	Supporting Document	Section 3	Include zoning verification, documentation of entitlement approvals, or a description of the status of the approvals, as appropriate.
Site Information	Current Title Report	Supporting Document		Must be dated within 90 days of Application Due Date.
Site Information	Assessor Parcel Map	Supporting Document		
Site Information	Appraisal Requirements	Supporting Document		Must be prepared by a qualified appraiser in conformance with the Uniform Standards of Professional Appraisal Practice and be dated within 180 days of the purchase contract. The appraisal must indicate value as of the date appraised ("as is"). See complete requirements in the Appraisal Requirements Document.
Environmental Documents				
Environmental	CEQA Approvals	Supporting Document	Section 2	See CEQA Documentation Checklist for required information.
Environmental	NEPA Approvals	Supporting Document	Section 3 Supp. Doc 1	Include documentation of NEPA approval or a description of the status of the approval, as appropriate. NEPA clearance for projects requesting PBV, PBVASH, or HOME funds will be prepared by the LACDA. Applicants must submit a completed Environmental Service Request (ESR) Form with their NOFA application.
Environmental	Phase I and II Environmental Site Assessment Reports	Supporting Document		Phase I reports must be prepared in accordance with ASTM E-1527-13 standards. The report, or an update, must be dated within 180 days of the Application Due Date. Provide the Phase II report if required or recommended by the Phase I. If site remediation is required, a remediation plan, associated reports, and any associated costs must be provided.
Environmental	Lead-based Paint and Asbestos Reports	Supporting Document		Required if existing structures are built before 1978. The report must comply with current applicable federal, state, and local regulations and requirements including: the National Emissions Standards for Hazardous Air Pollutants (NESHAPS) 40 CFR 61, Subpart M; Cal-OSHA Rule 1529; as well as South Coast Air Quality Management District (AQMD) requirements. The Lead Based Paint Comprehensive Survey must also comply with current federal, state, and local regulations and requirements, including the U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 35, Lead-Based Paint Poisoning Prevention in Certain Residential Structures; the United States Environmental Protection Agency (EPA) 40 CFR 745, Lead: Renovation, Repair, and Painting Program; Federal OSHA regulations 29 CFR Section 1926.62, Lead Exposure in Construction, Interim Final Rule; and California Code of Regulations Title 8, Section 1532.1, Cal/OSHA Construction Safety Orders, Lead. The report must be dated within 180 days of the Application Due Date.
Environmental	Termite Inspection Report	Supporting Document		Required for Rehabilitation projects only. Must be dated within 180 days of the Application Due Date.
Organizational Documents				
Organizational Documents	Organizational Resumes for all Development Team Members Identified	Supporting Document		

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Include the following documents for each organization that is part of the Applicant entity:				
For-Profit Entities:				
Organizational Documents	Bylaws & Articles of Incorporation	Supporting Document		
Organizational Documents	Fictional Business Statement	Supporting Document		
Non-Profit Entities:				
Organizational Documents	Bylaws & Articles of Incorporation	Supporting Document		
Organizational Documents	IRS Documentation of Non-Profit Status	Supporting Document		
All Applicant Entities:				
Organizational Documents	CA Certificate of Good Standing	Supporting Document		Must be dated within 180 days of the application due date.
Organizational Documents	Corporate Resolution (Executed)	UNOFA - PDF Form		Include in the Supporting Documents section
Organizational Documents	Board of Directors Affidavit (Executed)	UNOFA - PDF Form		Include in the Supporting Documents section
Organizational Documents	IRS Form W-9 (Completed)	Supporting Document		
Organizational Documents	Financial Statements	Supporting Document		Provide certified 3rd party audited financial statements (which include balance sheet and operating or income & expenses statement) for the most recent two (2) years for all developer entities. If statements are older than 12 months at the Application Due Date, include an unaudited statement less than nine (9) months old. In the event certified 3rd party audited financial statements are unavailable for any applicant entity, submit copies of filed income tax returns for the most recent two (2) years AND a completed IRS Form 4506. In the event certified 3rd party audited financial statements are unavailable for a non-profit applicant entity, submit copies of IRS Form 990 for the most recent two (2) years.
Organizational Documents	Limited Partnership Organizational Chart	Supporting Document		
Organizational Documents	Organization Fiscal Health Statement, if lawsuits are pending (if applicable)	Supporting Document		UNOFA Section - Applicant Certification Statement Question #6
Organizational Documents	Certification of Seeking Other Public Funds	UNOFA - PDF Form		
Organizational Documents	Applicant's Non-Discrimination and Equal Opportunity Policy	Supporting Document		Include each Applicant entity's Equal Opportunity Employment policy statement.
Organizational Documents	Prevailing Wage Legal Opinion (If Applicable)	Supporting Document		Provide an attorney's signed legal opinion if the applicant states that the project is exempt from State Prevailing Wages.
Supportive Services & Property Management				
Supportive Services & Property Management	Supportive Service Narrative - 100% Homeless	UNOFA - Project Information Workbook		Applicants complete either Homeless or Mixed Populations Supportive Services Narrative
Supportive Services & Property Management	Supportive Services Narrative - Mixed Population/Non Homeless Special Needs	UNOFA - Project Information Workbook		
Supportive Services & Property Management	Target Population Matrix	UNOFA - Project Information Workbook		Workbook is located in Supportive Documents tab in the UNOFA application.
Supportive Services & Property Management	Supportive Services Staffing Chart	UNOFA - Project Information Workbook		Workbook is located in Supportive Documents tab in the UNOFA application.
Supportive Services & Property Management	Supportive Service Budget	UNOFA - Project Information Workbook		Workbook is located in Supportive Documents tab in the UNOFA application.
Supportive Services & Property Management	Supportive Service Commitments	Supporting Document		Provide a services agreement between the Applicant and the Lead Service Provider(s) for the Special Needs, and if applicable, general affordable units. If the applicant and Service provider are they same entity, submit a signed statement from the Executive Director committing to services.
Supportive Services & Property Management	Lead Service Provider Organizational Resume (if applicable)	Supporting Document		Required if target population is Other Special Needs population.
Supportive Services & Property Management	Job Descriptions (and Resumes, if available) for All Positions On Staffing Chart	Supporting Document		
Supportive Services & Property Management	Property Management Plan	Supporting Document	Supp. Doc 4	
Supportive Services & Property Management	Property Management Experience Form	UNOFA - Project Information Workbook	Supp. Doc 4	Workbook is located in Supportive Documents tab in the UNOFA application.
Supportive Services & Property Management	Developer's Plan to serve as Property Manager (If Applicable)	Supporting Document	Section 5.2.5	The Applicant my submit a plan on how they will get experience and/ training within one (1) of award to serve as the qualified Property Manager.
Supportive Services & Property Management	Tenant Selection Plan	Supporting Document	Supp. Doc 4 Supp. Doc. 6	
Design & Construction				
Design & Construction	Architectural Firm Resume	Supporting Document		
Amenities:				
Design & Construction	Amenities Map	Supporting Document		Illustrate proximity of amenities to the project site. Include labeled, color photographs of amenities identified in the map (street-level photos or aerials may be submitted).
Design & Construction	Certification of the Amenities Map	Supporting Document		
Architectural Design:				
Design & Construction	Photos of the Site and Adjacent Properties	Supporting Document		Provide labeled, color photographs (street-level photos or aerials may be submitted).
Design & Construction	Site Plan/Ground Floor Plan	Supporting Document	Supp. Doc 5	

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Design & Construction	Floor Plans	Supporting Document	Supp. Doc 5	
Design & Construction	Enlarged Floor Plans	Supporting Document	Supp. Doc 5	Include proposed unit types (minimum scale: 1/8" = 1'0").
Design & Construction	Exterior Elevations	Supporting Document	Supp. Doc 5	All exterior and courtyard elevations (with finish materials noted); show adjacent grade up to property lines, street, and 20 feet beyond building, if applicable.
Design & Construction	Building Section Drawings	Supporting Document	Supp. Doc 5	Show the line of finish grade extending beyond property lines.
Design & Construction	Landscape Plan	Supporting Document	Supp. Doc 5	
Design & Construction	One Drawing Illustrating Spirit of the Project	Supporting Document	Supp. Doc 5	Provide project rendering.
Design & Construction	Vicinity Map	Supporting Document	Supp. Doc 5	
Design & Construction	Site Survey	Supporting Document	Supp. Doc 5	
Design & Construction	Title Sheet	Supporting Document	Supp. Doc 5	
Design & Construction	Unit Plans	Supporting Document	Supp. Doc 5	
Design & Construction	Sustainable Building Methods Compliance Certification	UNOFA		
Design & Construction	Construction Cost Estimate by Construction Specifications Institute Category	Supporting Document	Supp. Doc 5	May be prepared by contractor or cost estimator.
Design & Construction	Section 3 Compliance and Local and Targeted Worker Hiring Program Compliance	Supporting Document	Section 7 Supp. Doc 14	Section 3 applies to HOME projects only. Describe Section 3 (if applicable) and Local and Targeted Worker Hiring Program compliance. Submit any agreements or contracts with a contracted third party, if applicable.
Rehabilitation Requirements, if applicable				
Design & Construction	Conceptual Energy Model (Rehabilitation Projects Only)	Supporting Document	Supp. Doc 5	
Design & Construction	Rehabilitation Scope of Work	Supporting Document	Supp. Doc 5	Applicants are required to provide at minimum: A Property Needs Assessment report, a Schedule of Values for the proposed work, rehabilitation plans that indicate the proposed improvements (i.e. the number of doors, windows, and/or fixtures to be replaced), and a conceptual energy model. Refer to Architectural Design Requirements for full requirements.
Design & Construction	a. Property Needs Assessment	Supporting Document	Supp. Doc 5	
Design & Construction	b. Schedule of Values	Supporting Document	Supp. Doc 5	
Design & Construction	c. Rehabilitation Plans	Supporting Document	Supp. Doc 5	