

Homekey Round 3 Development Plan Guidance

The Homekey Round 3 Notice of Funding Availability (NOFA) Section 300 (ix) Threshold requires that Homekey Applications include a detailed development plan.

NOFA Section 300 (xi) reads:

“A detailed development plan that supports acquisition of a site, completion of Rehabilitation or construction, occupancy, and fund expenditure before all program deadlines, factoring in entitlements, permits, procurement, potential construction delays and supply chain issues, and demonstrates evidence of strong organizational and financial capacity to develop the Project.”

The development plan is not a proposal, but an actual plan of how the Applicant will achieve the Homekey Program requirements.

Please use this guidance to create a development plan and upload the development plan with your completed Homekey Application. NOFA Section 204 includes important Program Deadlines you must consider in your development plan.

The Project development plan should include the following information, as applicable.

Project Name:

Project Address:

Eligible Applicant:

1. Project Overview:
 - a. Neighborhood description
 - b. Description of existing site, site plan, and any site improvement work needed to rehabilitate or construct the housing Project
 - c. Briefly describe any applicable building codes and standards the Project will meet or exceed
 - d. Project is Interim or Permanent Housing
 - e. Tenant Target Population and AMI levels
 - f. Unit Mix including size and configuration (include number of Manager units). Specify any non-Homekey funded units in the Project.
 - g. Narrative description of units, appliances, and furnishings if applicable
 - h. Supportive Service, Community and Property Management space

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2. Project Schedule
 - a. Construction Schedule and Narrative summarizing needed entitlements, permits, environmental clearances (i.e., Phase I, and NEPA or Phase II where required), bidding, contracting, remediation, grading, rehabilitation, unit habitability standards, amenities, utilities, upgrades, installations, inspections, etc., as applicable
3. Relocation
 - a. Existing status of Project, Site and Tenants including any persons, businesses, or farm operations
 - b. Confirm HCD approved Relocation Plan or a Certificate of No-Relocation (See NOFA Section 504 for regulations)
4. Scope of Work
 - a. Scope of Work outlining tasks to complete the Project such as technical site work, construction or rehab, and deliverables of various parties
 - b. Narrative Description of proposed building structure, materials, and plan (for new construction)
 - c. Accessibility upgrades
5. Project Timeline
 - a. Expected Homekey Award date
 - b. Acquisition or Sales Contract
 - c. Relocation, as applicable
 - d. Construction Close
 - e. Construction start and end dates
 - f. Date units will be ready for move-in
 - g. Occupancy complete/fully operational
6. Project Photos and/or Sketches are encouraged