June 30, 2015

Anthony Nguyen, Purchasing Agent
City of Newport Beach
100 Civic Center Drive
Newport Beach, CA 92660

Mr. Nguyen:

Attached, please find a proposal in response to *RFP No. 15-55 Affordable Housing Development*.

The proposal is submitted on behalf of Habitat for Humanity of Orange County as well as the OASIS Senior Center.

The only parties interested in this proposal as principals are named within. This proposal is made without collusion with any other person, persons, company or parties submitting a proposal. It is, in all respects, fair and in good faith without collusion or fraud.

The signers have full authority to bind the proposer.

If you have any questions, or would like any additional information, please contact:

Chris Baiocchi, CFRE Vice President, Fund Development Habitat for Humanity of Orange County 2200 Ritchey, Santa Ana, CA 92705 714-434-6200 x230 chris@habitatoc.org	Celeste Jardine-Haug, MSG Senior Services Manager City of Newport Beach OASIS Senior Center, 801 Narcissus Ave, Corona del Mar, CA 92625 949-644-3244 chaug@newportbeachca.gov

Yours,

Chris Baiocchi, CFRE
Vice President, Fund Development
Habitat for Humanity of Orange County

Celeste Jardine-Haug, MSG
Senior Services Manager
City of Newport Beach

Habitat for Humanity of Orange County (Habitat OC) will partner with the OASIS Senior Center (OASIS) to identify and qualify low-income senior homeowners in Newport Beach who are in need of critical home repairs.

2. Statement of Qualifications (SOQ)

Developer / Service Provider Team – OASIS

City of Newport Beach OASIS Staff - Client Intake
Celeste Jardine-Haug
Jennifer Sisoev
Susie DiGiovanna

Information Staff - Program Information & Scheduling
Anne Doughty
Jose Tran

**Friends of OASIS**
Volunteer Home Assessment Facilitator
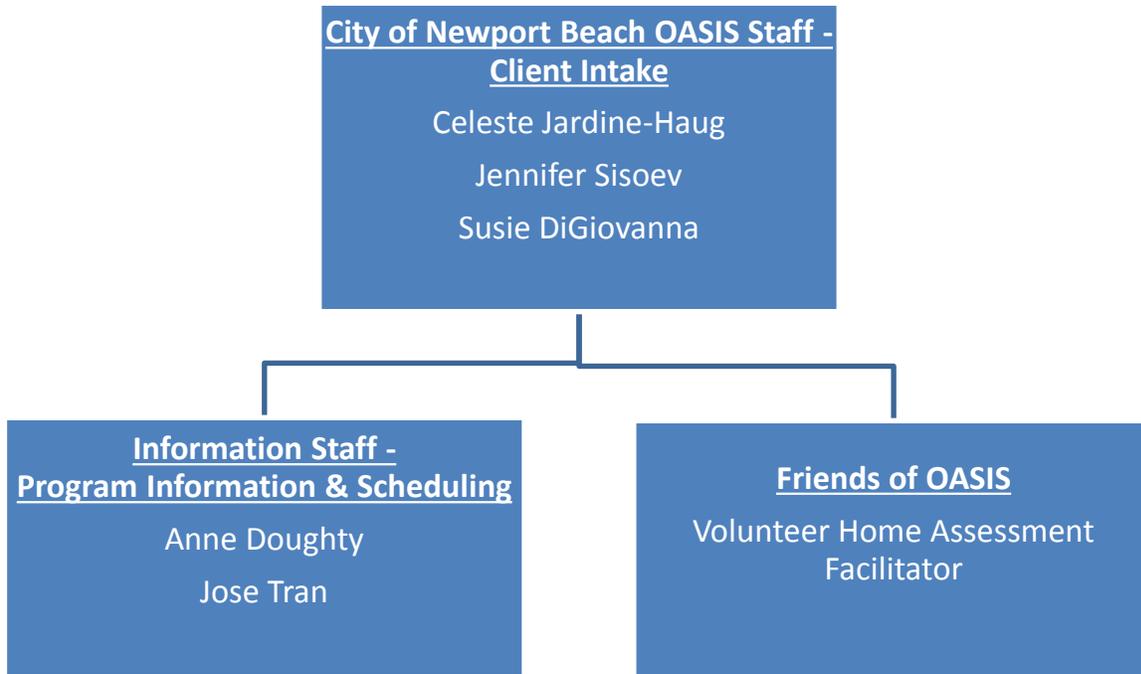
- **City of Newport Beach OASIS Staff**: responsible for client outreach, application intake, candidate interviews, communication with Habitat OC, making payments for services
- **Information Staff**: responsible for fielding questions, scheduling interviews and visits
- **Friends of OASIS**: responsible for initial home assessment, communication with program staff regarding candidate approvals

Developer / Service Provider Team – Habitat OC

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                          │     Lauri Reveles        │
                          │  Chief Operating Officer │
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| Leonel Talvera
Manager, Neighborhood Revitalziation | Victoria Piar
Manager, Family & Homebuyer Services | Rita Ross
Director, Legal Services | Nima Sheth
Staff Accountant |

Repair Program Supervisor
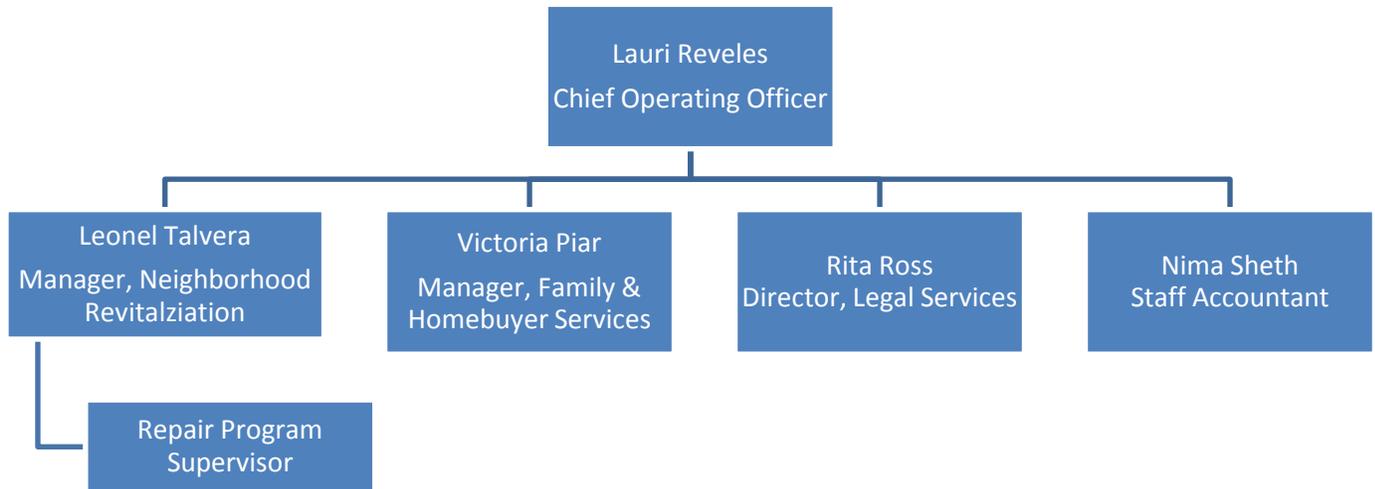
- **Lauri Reveles, Chief Operating Officer**: manages the services related to the creation of scope of work, repairs, legal document preparation and homeowner coordination.
- **Leonel Talvera, Manager, Neighborhood Revitalization**: supervises the repair program
- **Repair Program Supervisor**: conducts site visits, prepares scope of work, coordinates volunteers (as needed), performs needed repairs
- **Victoria Piar, Manager, Family and Homebuyer Services**: coordinates the application process with OASIS staff, manages any needed homeowner follow up, ensures that both Habitat OC and OASIS retain the necessary paperwork and information
- **Rita Ross, Manager, Legal Services**: prepares liability forms and other documentation for homeowner signature
- **Nima Sheth, Staff Accountant**: manages all processes related to billing, invoices and bugets

Service Provider Experience – OASIS

OASIS is owned and operated by the City of Newport Beach under the leadership of the Recreation and Senior Services Department. The mission of the center is to provide services and activities that promote the health and well-being of older adults. OASIS staff are dedicated to helping older adults live long, healthy and productive lives while being able to stay in their homes for as long as possible. OASIS provides recreational, educational and enrichment classes which enable people to keep physically and mentally fit. Additionally, the center provides an array of social services which assist the more frail older adults who are struggling with day to day living.

OASIS staff consists of professionals in the field of gerontology, recreation and health and wellness. They have a large presence in the Newport Beach community and are viewed as the best place for older adults and their families to get resources and information on aging issues. Through a monthly newsletter that reaches 6,000 households, and the Departments' quarterly publication that reaches all Newport Beach residents, OASIS is able to disseminate important information to the community about their services.

Since 1977, OASIS has worked with thousands of Newport Beach seniors, providing an array of services. Through programs such as Meals on Wheels, transportation, enrichment classes, and health and wellness programs, OASIS communicates with more than 800 seniors on a daily basis.

Service Provider Experience – Habitat OC

Since 1988, Habitat OC has been building a world where everyone has a decent place to live. Habitat OC is the local affiliate of Habitat for Humanity International and has built 191 homes across Orange County. Habitat OC has moved more than 1,000 adults and children in low and moderate income families from substandard housing to a permanent, affordable home. Habitat OC is currently building homes in La Habra, Cypress and Santa Ana, with additional projects in Fullerton, Tustin and Placentia on the way and completed neighborhoods in 13 Orange County cities.

During that time, Habitat staff and volunteers have also taken on critical home repair as a way to realize the organization's mission to serve families in need. Since 2012, Habitat OC has completed 44 home repair projects. Critical home repair projects focused on five major items: health/safety, energy efficiency, weatherization, code compliancy and accessibility.

Financial Capacity – OASIS & Habitat OC

This grant will provide the necessary funding to provide at least 30 seniors with home repairs (see budget in section 4).

For new home construction, Habitat OC has established relationships with several lenders, including Sun West, First Republic, California Bank & Trust, Union Bank and CalHomes. However, additional financing will not be required for the Home Repair Program.

References – OASIS & Habitat OC

1. **The Home Depot Foundation** *(Habitat OC)*
   Sherry Caraway, Program Manager
   714-940-3542 / sherry_caraway@homedepot.com
2. **Orange County United Way / Building United Program** *(Habitat OC)*
   Brenyale Toomer-Byas, Senior Manager, Housing and Grants Administration
   949-263-6115 / brenyalet@unitedwayoc.org
3. **Friends of OASIS** *(OASIS)*
   Kathy Stewart, President
   949-718-1800 / kstewartfriendspres@yahoo.com

3. Amount of Funds Requested

OASIS and Habitat OC are requesting $600,000 for the Home Repair Program

4. Project Description

Project Need

Newport Beach has long been a great place to retire. Many people bought beach houses beginning in the mid-20th century in hopes of moving to the relaxed beach atmosphere when they were done with their working lives. A nice house at that time could be bought for approximately $25,000. The average age for a "senior" was 69. As a result of this large influx of retired people, there have always been a large percentage of seniors in the community.

Today, the population of people over 60 in Newport Beach is nearly 28 percent and the average age is closer to 80. Many of the seniors living in their own homes have lived in that same home for more than 50 years. Many OASIS clients are "house poor" which means they own the home, but live on their Social Security along with some investments and interest. After paying for daily living expenses, there is not much money left to spend for repairs on their home. These residents cannot qualify for a traditional home loan for repairs, as they are unable to pay the loan back. Occasionally, these seniors are cited by code enforcement, but are still unable to address the root cause of the problem.

Currently, there are no city programs available to address this need – and the need is very real.

For example, a 90-year-old female contacted OASIS in April 2014 after a pipe had burst in her home resulting in severe water damage throughout the two-story structure. A long-time resident of the Jasmine Park community in Newport Beach, she was also a widow living on a fixed income. After her husband's passing, it came to her attention their homeowner's insurance had lapsed leaving her with little resources to repair the heavy damage.

In a separate case, a 65-year-old female contacted OASIS in May 2014 inquiring about assistance for repairs needed for her mobile home. The long-time resident of Newport Beach was also a widow living on Social Security benefits and a small disability benefit, and a participant in both the Meals on Wheels and OASIS Transportation programs. Upon examination, her mobile home was found to be in dire need of repair. Several windows were broken, the floors cracked, and the toilet not in working order. Mold and wood rot were apparent throughout the home, and the stairs leading to her front door were not up to safety code. Being on a fixed income she was unable to pay for the much needed repairs.

Project Overview

To meet this need in the community, OASIS will partner with Habitat OC to identify these seniors and provide them with critical home repairs.

The program will focus on Newport Beach homeowners, 60 years or older, who fall within the 50th percentile of the median income of Newport Beach. The program will provide assistance to residents whose homes are in need of repair in the following categories:

- Accessibility
- Safety concerns
- Health and wellbeing (toilets, plumbing, roofing repair)
- Cited by code enforcement (outside landscape, paint, etc.)

Interested residents will apply for the program – using the application and qualification model developed by Habitat OC. OASIS staff will be responsible for the identification and qualification of applicants – Habitat OC will create the scope of work and perform the needed repair.

Management /Responsibilities

The home repair program is divided into two phases: Identification & Qualification and Scope & Repair. OASIS and Habitat OC will share responsibilities on these two phases as follows:

Phase 1: Identification & Qualification (OASIS)

- Marketing / outreach to Newport Beach seniors

- Resident intake: answering inquiries, providing applications and processing the documentation needed for income evaluation
- 1st walkthrough: an initial look at the project, designed to evaluate the severity / need of the repair
- Review & selection: OASIS staff will evaluate possible projects and forward their selections to Habitat OC

Phase 2: Scope & Repair (Habitat OC)

- 2nd walkthrough: designed to ascertain the details of the repair, this is a detailed walkthrough
- Scope of work / budget creation: Habitat OC will create a detailed scope of work and project budget
- Legal review / document preparation: the scope of work will be finalized, as well as any necessary liability documents
- Homeowner & OASIS approval / buy-in of scope and budget: before the repair can begin, both OASIS and the homeowner must sign off and approve the scope of work and budget
- Repair: Habitat OC will execute the necessary repairs. Depending on the type of repair, this might require additional volunteer assistance
- Final walk through & project sign off: As a last step, the homeowner will go through a final walk through of the home and will confirm that the work has been completed
- Accounting / invoice: Habitat OC will complete the invoices needed for the project, and will forward to OASIS

Sample Project Budget

Construction costs (includes supplies & contractor costs)	$15,000
Staff costs for Identification & Qualification	$800
Staff costs for Scope & Repair	$1500
PR / Marketing	$100
Insurance	$200
	$17,600.00

Community Outreach

OASIS staff will reach out to Newport residents through a variety of methods, including:

- Postings on OASIS website and newsletters

- Flyers / posters / presentations at OASIS events and activities
- Outreach and social service programs offered at OASIS
- Community meetings
- Outreach via the Friends of OASIS volunteer group

5. Development Pro Forma

N/A

6. Proposed Implementation Plan

Following approval from the Newport Beach City Council, the Home Repair Program will be implemented over several steps:

- Habitat OC staff will train OASIS staff on the home repair application, qualification and selection process
- OASIS will create marketing and outreach materials
- Habitat OC will hire a Repair Program Supervisor
- OASIS will begin publicizing the repair program in the Newport Beach community
- Habitat OC staff will work with OASIS on the first round of applications and qualifications
- Qualified residents will be referred to Habitat OC by OASIS
- Habitat OC will begin repair processes

Habitat OC and OASIS staff will schedule regular check-in / update meetings to review the process and results as needed. Additionally, Habitat OC will publicize the results of the program via the Habitat OC website, newsletters and social media presence.

ATTACHMENT A: APPLICANT INFORMATION FORM

Instructions: Complete the form below and remit as part of your Proposal as "Attachment A."

APPLICANT INFORMATION

APPLICANT/COMPANY NAME: _Habitat for Humanity of Orange County_

ADDRESS FOR NOTICES: _2200 Ritchey St._
Santa Ana, CA 92705

MAIN CONTACT (NAME AND TITLE): _Sharon Ellis, President + CEO_

CONTACT NUMBERS: TELEPHONE: _714.434.6200_ FAX: _714 434.1222_

E-MAIL ADDRESS: _Sharon@habitatoc.org_

APPLICANT SIGNATURE AUTHORIZATION AND CERTIFICATION

Per the California Corporate Code, Business and Professions Code, the Applicant's Bylaws/Operating Agreement and/or the attached Board Resolution (if applicable), I/we hereby verify that I/we am/are (an) authorized signatory(ies) for the aforementioned Applicant and as such am/are authorized to sign and bind the Applicant in contract with the City of Newport Beach.

1. APPLICANT AUTHORIZED SIGNATORY(IES):
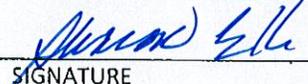
| _[signature]_ | _SHARON ELLIS_ | _PRES/CEO_ | _6/26/15_ |
| SIGNATURE | PRINT NAME | TITLE | DATE |

| | | | |
| SIGNATURE | PRINT NAME | TITLE | DATE |

2. SIGNATURE AUTHORIZATION IS PROVIDED IN ACCORDANCE WITH:

☐ Applicant's Bylaws/ Operating Agreement   Section _____   ☐ Copy Attached

☒ Board Resolution   ☒ Copy Attached

☐ Corporate or Business and Professions Code**

**If Consultant is a corporation, two (2) authorized signatories will be required on all documents submitted, unless specified in the organization's Bylaws or corporate resolution.

IMPORTANT NOTE: If the signature authorization status of any individual changes during the term of the contract, it is the responsibility of the Applicant to contact the RFP Administrator for the Applicant regarding the change and to complete and submit a new Signature Authorization Form. Incorrect information on file may delay the processing of any of the documents submitted.

JUNE 26, 2015

CERTIFICATE

I, Robert Barker, Secretary, do hereby certify that I am the duly elected, qualified and acting Secretary of Habitat for Humanity of Orange County, a California Nonprofit Religious Corporation; that below is a true and correct excerpt of a resolution adopted by unanimous consent of the Directors of the Corporation in an action dated June 26, 2015, and that said resolution has not been modified, revoked or rescinded in any manner and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand at Santa Ana, California, this 26 day of JUNE , 2015.
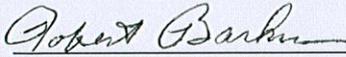
Robert Barker
Robert Barker, Secretary

RESOLUTION TO AUTHORIZE SUBMITTAL OF AN APPLICATION BY HABITAT FOR HUMANITY OF ORANGE COUNTY, INC. (HABITAT OC) TO CITY OF NEWPORT BEACH FOR FUNDING UNDER THE AFFORDABLE HOUSING DEVELOPMENT (RFP No. 15-55); THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE AFFORDABLE HOUSING DEVELOPMENT PROGRAM.

WHEREAS:

A. Habitat for Humanity of Orange County, a California Nonprofit Religious corporation, wishes to apply for and receive an allocation of funds through the Affordable Housing Development Program, in partnership with the Oasis Senior Center; and

B. The City of Newport Beach has issued a Request for Proposals (No. 15-55) for and Affordable Housing Development program; and

C. Habitat for Humanity of Orange County wishes to submit an application to obtain from the City of Newport Beach an allocation of funds in the amount of $600,000.

IT IS NOW THEREFORE RESOLVED THAT:

1. Habitat for Humanity of Orange County shall submit to the City of Newport Beach an application to participate in the Affordable Housing Development program in response to the RFP issued in June 2015, which will request a funding allocation for the following activities:

   > To partner with the Oasis Senior Center in Newport to identify and qualify low-income senior homeowners in Newport Beach who are in need of critical home repairs, and to perform said repairs

2. If the application for funding is approved, Habitat for Humanity of Orange County hereby agrees to use the City of Newport funds for eligible activities in the manner presented in the application as approved by the City and in accordance with program regulations cited above. It also may execute any and all other instruments necessary or required by the City for participation in the Affordable Housing Development Program.

3. Habitat for Humanity of Orange County authorizes Sharon B. Ellis, President and CEO, to execute in the name of Habitat for Humanity of Orange County the application and all other documents required by the City of Newport Beach for participation in the Affordable Housing Development Program, and any amendments thereto.