



Homekey Milestone Report and Extension Request Workbook

Cover Sheet

This workbook contains forms required for all Homekey Round 2 grantees for notice or requests of; 1) Extension Requests 2) Milestone Completion, 3) Reached Full Occupancy and 4) Changes per the Homekey Round 2 NOFA and Standard Agreement. Please indicate on this cover sheet which actions you are requesting to take and fill and sign the referenced forms accordingly. You may fill out more than one form per workbook and may need to fill out this workbook multiple times during your contract term. You may attach additional pages and supplemental documents as needed. An appendix has been included on page 9 to provide guidance on sufficient forms of proof for milestone completion.

Please Note: Submission of any of these forms does not constitute approval of a request. The Department will review the reason for the request along with a comparison to representations made in the application and other supplemental documentation to determine if there is justification to approve request.

Contract Number:		Sponsor Name:	
Award Date:		Project Name:	

I am submitting this workbook because:

- ☐ 1. I am requesting an extension for completing one or more performance milestones.
*Fill out the Milestone Completion Extension form on **page 2**. If requesting an extension for Construction, form must be submitted at least one month before the original construction and/or rehabilitation deadline for which an extension is being requested.*
- ☐ 2. I have completed one or more milestones from Exhibit E, or am otherwise providing a progress report in connection with my development plan, including updates to the timeline for completion, per NOFA Article VI §600.
*Fill out Performance Milestone and Progress Report form on **page 3-4** and Unit Mix form on **page 5** (Construction Completion and Full Occupancy only)*
- ☐ 3. I am reporting that I have reached full occupancy on my project.
*Fill out Performance Milestone and Progress Report form on **pages 3-4**, Unit Mix form on **page 5**, and Housing First checklist on **pages 6-7**.*
- ☐ 4. I am updating the Department regarding a change in staff, development plan, or other change that may impact my Homekey project, per NOFA Article VI §600.
*Fill out Updated Information Request on **page 8**.*

Once completed, submit this entire workbook to your Grant Management Representative or to Homekey2SGM@hcd.ca.gov

1. Request for Milestone Completion Extension

Per Exhibit A 6. of the Standard Agreement: the Grantee may ask the Department for an extension to complete construction and/or rehabilitation, where the Grantee clearly demonstrates that the extension is due to circumstances or conditions beyond their control, and that construction and occupancy milestones will still be met within the new timeline. Where the Department grants an extension for completion of construction and/or rehabilitation, the Expenditure Deadline for Capital Funds and the deadline for full occupancy of the Assisted Units may also be extended within the constraints of applicable law. Full occupancy will still need to be satisfied within 90 days of construction completion. **If an extension results in the project not achieving full occupancy within eight months of award, any applicable conditional bonus awards may be forfeited.**

I am requesting an extension to *(select all that apply)*:

- ☐ a. **Capital Expenditure Deadline** (Standard 8 Months from Award Date)

New Requested Expenditure Deadline: _____

- ☐ b. **Construction/Rehabilitation Deadline** (Standard 12 Months from Award Date)

New Requested Completion Deadline: _____

- ☐ c. **Occupancy Deadline** (Standard 90 Days from Construction/Rehabilitation Completion Deadline OR 8 months from award if awarded an expedited occupancy bonus)

New Requested Deadline: _____

Expedited Occupancy Bonus Recipient? ☐ Yes ☐ No

☐ ***I acknowledge that an extension of the occupancy deadline or extension of a construction deadline that results in a delay in reaching full occupancy will result in the forfeiture of any awarded bonus funding for expedited occupancy, unless the Department has granted explicit permission due to a Department delay that exceeds a regular process timeline.***

- ☐ d. **Other Milestone Deadline** (see Exhibit A 7.)

Milestone: _____

New Requested Deadline: _____

Provide justification for extension requests and new deadlines in the space below. Attach additional pages as necessary.

Reason for Extension Request:

Authorized Representative Signature

Date

HCD USE ONLY ☐ Approved ☐ Denied ☐ More Information Needed

Comments:

SGM Manager Signature:

Date:

2. Performance Milestone Completion and Progress Report

Fill in the name of the performance milestone as documented in Exhibit E of the Standard Agreement along with the date the milestone was completed. Please attach proof of milestone completion upon submission of this form.

Performance Milestone: _____ Date Completed: _____

Performance Milestone: _____ Date Completed: _____

Performance Milestone: _____ Date Completed: _____

Performance Milestone: _____ Date Completed: _____

Performance Milestone: _____ Date Completed: _____

Note: If completing the Construction or Full Occupancy milestones, fill out the accompanying Unit Mix form on page 5 and Housing First certification on page 6-7 in addition to this page.

Update on Development Progress

Fill out the table below once construction is completed.	
Date Construction Began:	
Construction Completion Date:	
Total Number of Assisted Units Created <i>(Include manager/staff units):</i>	
Of Total Assisted Units, Number that are Permanent:	
Of Total Assisted Units, Number that are Interim converting to Permanent:	
Of Total Assisted Units, Number that are Interim in Perpetuity:	
Certificate of Occupancy Date: <i>Required for new construction projects only</i>	
Fill out the table below once occupancy is completed.	
Affordability Covenant Expiration Date:	
Number of Assisted Units Occupied <i>(Include occupied manager/staff units):</i>	
Total Number of Individuals Housed:	
Is your most current Supportive Services Plan on file with the Department? <i>(if not, please attach)</i>	
Is your most current Property Management Plan on file with the Department? <i>(if not, please attach)</i>	
Interim to Permanent Projects Only: Is your Interim to Permanent Conversion Plan included with this Milestone Submission?*	

***Note:** If reporting occupancy for an interim project that is eventually going to convert to permanent housing during the restricted use period, you must submit a conversion plan to accompany proof of full occupancy. Criteria that must be included in this plan can be found in the Conversion FAQ and Guidance: <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/homekey/HK-Conversion-Guidance.pdf>

Additional comments on development progress:

Authorized Representative Signature

Date

3a. Unit Mix

Fill out this table when completing the Construction Milestone and/or Full Occupancy Milestone. Include all units created to date in the second column, even if some are unoccupied at the time of workbook submission.

Unit Mix	Select the unit size and enter the number of units and appropriate target population as applicable for each row and column			
# of Bedrooms	Total Number of Homekey-Assisted Units	Number of Occupied Homekey Units	AMI Income Limit	Restricted to Subset of Target Population
Manager/Staff Unit				N/A
Totals:				

3b. Housing First Checklist

Sponsor must sign and submit this form when certifying completion of the Occupancy milestone.

Per the NOFA Article V §501: The Eligible Applicant shall certify to employ the core components of Housing First, as set forth at Welfare and Institutions Code section 8255, in its property management and tenant selection practices. Projects shall accept tenants regardless of sobriety, participation in services or treatment, history of incarceration, credit history, or history of eviction in accordance with practices permitted pursuant to Housing First practices, including local Coordinated Entry System prioritization protocols, or other federal or state Project funding sources

Tenant Screening

- ☐ If the project cannot serve someone, it works through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.
- ☐ The project does everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of “housing readiness.”
- ☐ Access to the project is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or any other unnecessary condition not imposed by the terms of the funding itself.
- ☐ People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy. Building and units include physical features that accommodate disabilities.

Housing-Based, Voluntary Services

- ☐ If serving youth experiencing homelessness, services use a positive youth development model and culturally competent services to engage with tenants.
- ☐ Services are informed by a harm-reduction philosophy that recognizes that substance use/ addiction are a part of some tenants’ lives. Tenants are engaged in non-judgmental communication regarding substance use and are offered education regarding safer practices and how to avoid risky behaviors.
- ☐ Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.

Housing Permanency

- ☐ Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- ☐ Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
- ☐ Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided
- ☐ Program Requires Housing Providers to Provide Tenants with Leases and Reflects Tenants' Rights & Responsibilities Of Tenancy Under CA Law (*including eviction protections*)

I, the Grantee, certify, upon occupancy, that I will employ core components of Housing First (as set forth at Welfare and Institutions Code section 8255) as part of our property management and tenant selection practices.

Authorized Representative Signature

Date

4. Updated Grantee Information

Per Exhibit D 32. Of the Standard Agreement: If there is any change in the information that has been provided to the Department, Grantee shall promptly provide the Department with updated documentation (e.g., updated sources and uses). All changes shall be subject to Department approval. In addition, Grantee shall promptly notify the Department, in writing, of any changes in Grantee or Co-Grantee organization, authorization, or capacity.

Summary of Change:

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Reason for Change:

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Are there any changes in Grantee or Co-Grantee organization, authorization, or capacity caused by this change? If Yes, Please Explain:

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Authorized Representative Signature

Date

HCD USE ONLY ☐ Approved ☐ Denied ☐ More Information Needed

Comments:

Does this change necessitate a Standard Agreement amendment? ☐ Yes ☐ No

SGM Manager Signature:

Date:

Appendix – Adequate Proof of Completion

The table below provides examples of documents that can serve as verification of milestone completion. This list is not exhaustive. For any questions or to confirm if alternative methods of proof are permissible, please contact your assigned Grant Management Representative.

Milestone	Example Verification Documents
Capital Expenditure/Close of Escrow	<ul style="list-style-type: none"> • Settlement Statement • General Ledger
Construction Completion	<ul style="list-style-type: none"> • Certificate of Occupancy • Temporary Certificate of Occupancy, • Certificate of Completion • Contractor scope of work with signed statement of completion.
Full Occupancy	<ul style="list-style-type: none"> • Rent Roll • Tenant list (names omitted) • Letter from authorized representative certifying number of units occupied on letterhead (<i>allowable for interim projects only</i>)
Non-Discrimination Policy	<ul style="list-style-type: none"> • Non-Discrimination Policy • Non-Discrimination language in accordance with NOFA §505 contained within a Property Management Plan
DRAFT Covenant or Regulatory Agreement	<ul style="list-style-type: none"> • Draft version of covenant or regulatory agreement <p>Note: For interim projects, a template Interim Declaration of Restrictive Covenants is available on our Program Forms webpage. Fill in and submit this draft at any time to your Grant Management Representative to begin the process for preparing an execution copy.</p>