



**Housing Trust Fund Notice of Funding
Availability (NOFA) for 2026-2027**

NOFA Posted: Monday, June 29, 2026

NOFA Application Deadline: August 3, 2026

NOTICE OF FUNDING AVAILABILITY (NOFA)

The City of Norwalk is seeking qualified developers to develop affordable housing and/or Shelter and Supportive Housing. Respondents to the Notice of Funding Availability (NOFA) are specifically directed not to contact any City personnel other than the contact person(s) indicated below. It is suggested that you send a single email inquiry if there are multiple questions concerning the scope of professional services required.

HOW TO RESPOND TO THIS NOFA:

Applications must be submitted electronically through the City of Norwalk PlanetBids online bid portal site: <https://vendors.planetbids.com/portal/54783/portal-home>.

The submission of the proposal shall be conclusive evidence that the applicant has investigated and is satisfied with the conditions affecting the proposal, the character, quality, and the requirements of the City. All documents submitted by the consultant are subject to disclosure under the Public Records Act.

NOTE: Proposers are solely responsible for ensuring timely receipt of complete proposals, and responses received after all funds have been disbursed will not be considered. Applicants are responsible for ensuring the completeness of their submissions.

All submissions should be addressed to:
Community Development Department
Attn: Nancy Lee, Development Services Manager
12700 Norwalk Blvd, Norwalk, CA 90650
562.929-5741
nlee@norwalkca.gov

Important Dates:

Announcement: June 29, 2026

Questions submittal deadline: July 13, 2026 by 5:30pm

Submissions Due: August 3, 2026 by 5:30PM

Evaluation: August 4 to August 17, 2026 (Tentative)

Developer Team Interview(s): August 24-28, 2026 (Tentative)

Notice of Pending Award(s): Early September 2026 (Tentative)

Award(s) Approved by the City Council: Mid-September/October 2026 (Tentative)

Please Note: The accuracy and level of specificity provided in the application could affect chances of being funded. Incomplete and late applications will not be considered.

The City reserves the right to suspend, amend or modify the provisions of this NOFA, to extend the submission deadline, 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 NOFA represent the City's preferred timetable, it shall not be considered binding on the City. The submission of a response to this NOFA shall not be binding upon the City nor construed as a contract with or a commitment by the City. The City will not pay any costs incurred in the preparation of a response to this request. The City reserves the right to make decisions on which proposal it deems in the City's best interest, including rejecting all applicants.

Program Overview:

Funding Background

On August 6, 2024, City Council adopted Urgency Ordinance No. 24-1752U, which enacted a 45-day moratorium on developing emergency shelter, supportive housing, single-room occupancy, and transitional housing ("Shelter and Supportive Housing").

On September 19, 2025, the State's Department of Housing and Community Development formally re-certified the City's Housing Element Update subject to the terms of the Stipulated Final Judgement and Order (Case No. 24STCP03551) ("Settlement Agreement") filed on September 5, 2025. Pursuant to the terms of the Settlement Agreement the City agreed to set up a Local Housing Trust Fund for the development of affordable housing and Shelter and Supportive Housing in an amount of **\$250,000** in a Local Housing Trust Fund.

On December 2, 2025, City Council adopted Resolution No. 25-62 to add General Fund reserves in Development Projects to establish a Norwalk Housing Trust Fund for development of affordable housing for extremely low, very low, and low-income households, and Shelter and Supportive Housing; pursuant to Stipulated Final Judgement and Order (Case No. 24STCP03551) in the amount of \$250,000.

Minimum Activity Funding

To ensure the efficient and appropriate allocation and use of the Norwalk Housing Trust Fund, the City is recommending a single award for qualifying project of \$250,000. The City will consider splitting this amount between projects if need is demonstrated.

Financial Requirements

Applicants must demonstrate project need by providing a proforma indicating all sources and uses of all funds. In addition, targeted populations shall be identified consistent with the objectives of this fund.

Performance Expectations

Recipients are expected to provide sufficient detail to the City about the feasibility of their project, including site control, architectural plans with sufficient detail to determine compliance with applicable codes and standards. In addition, program services to serve the targeted populations of shall be thoroughly described in the Project Narrative/Description response. Performance measurements are described herein.

Program Requirements and Eligible Activities:

Eligible projects located in the City of Norwalk:

- New Construction of 100% affordable housing (very low and low income), including the residential portions of mixed-use and live/work projects and shelters on properties identified in the City's 6th Cycle Housing Element Inventories list.
- Projects that serve those experiencing homelessness, homeless veterans, and/or homeless/transitional youth and their families.
- Projects that meet the following affordability thresholds:
60 percent of AMI and lower.

Eligible Applicants:

- Non-profit organizations, qualified under Section 501(c)(3) of the Internal Revenue Code; and/or
- For-profit developers of affordable housing. For-profit developers experienced in residential development may also partner with a 501(c)(3) nonprofit organization.

Eligible Activities:

- Land or property acquisition;
- Predevelopment (architecture, engineering/soil, environmental, financial analysis);
- Construction (site preparation, construction, materials, public infrastructure improvements);
- Building permit fees;
- Public infrastructure improvements required as part of the proposed project;
- Wrap around services in conjunction with the proposed project to be constructed; and/or
- Any other activity that helps to address program goals and priorities of increasing affordable housing, as determined by Community Development Department and reflected by the City's 6th Cycle Housing Element.

Developer Team Experience:

- At least one member of the developer team must have completed at least one affordable housing project within the Gateway Cities Council of Governments regional area.
- Affordable housing project means a residential or residential mixed-use project with residential units set aside for individuals and families earning at or below Area Median Income (AMI).

Evaluation Procedures and Criteria:

City Staff will evaluate and rank project applications based on the following criteria and weights:

Criteria for Funding:

- Project meets all requirements provided in the Guidelines (20 points).
- Developer team demonstrates site control or ability to achieve site control, including but not limited to a purchase sale agreement, executed deed or contract of sale, or letter from a public agency or other entity agreeing to convey property and including the terms and conditions of such a transfer (20 points).
- Budget demonstrates capacity to provide the greatest return on the City's investment by maximizing number of affordable units created through the creative use of design, materials, construction techniques, and financing (10 points).
- Financing plan includes reasonable per unit city subsidy coupled with other funding sources based on target population, project type and cost effectiveness (cost per person, externalities, reserves, leveraging) (10 points).
- Ability of the project to contribute toward meeting the City's goals for new housing development and the Regional Housing Needs Allocation (10 points).
- Project readiness in the form of approved entitlements and/or permitted use and building permits and awarded state and federal funding (20 points).
- Projects located within a quarter mile of transit, or that provide units for larger families, or serve very-low- and/or extremely-low-income households, or include 20% or more permanent supportive housing (10 points).

Selection Process:

An evaluation panel of qualified and non-conflicted City staff will review each project application that is deemed eligible and complete and assign a score out of 100 points based on the evaluation criteria listed above. The City reserves the right to select proposals which, in its sole judgment, best meet the needs of the City.

Applications will be scored according to content, organization capacity, the proposed project and its readiness, and overall compliance with this NOFA. At the discretion of the reviewing staff, applicants may be requested to provide further information.

Ineligible and incomplete applications may not be considered, and proposals that receive a score of less than 75 points may not receive further consideration in the process. Additionally, the City reserves the right to fund all or a portion of a proposal and reserves the right to request individual proposers submit additional information as needed to make final determinations.

Awards:

Successful applicant(s) will be notified in writing by City staff if their proposal is accepted. Upon Notification of award, awardees will have three years from the date of notification to secure all financing necessary to begin the project and start construction. If awardee(s) are not under construction by this deadline, the City reserves the right to recapture and reallocate funds to other projects

Reporting Requirements for Funded Awards:

City staff must be notified in writing of all major changes, financial, or otherwise, relating to an application for financial assistance:

Annual reporting requirements include:

- A written breakdown of expenditures funded with Housing Trust proceeds;
- Receipts, invoices, and cancelled checks;
- Annual report on project demographics and affirmative marketing plans;
- Annual written report describing any changes in the project development, operations, or management; and
- Audited financial Statements.

Environmental Review and Assessment:

Funding commitments shall be assessed in accordance with the California Environmental Quality Act (CEQA). If Federal funding is involved, the project will be assessed in accordance with the National Environmental Policy Act (NEPA).

PROPOSAL REQUIREMENTS:

REQUIRED DOCUMENTATION CHECKLIST

- ☐ Completed and signed 2026-2027 Project Application
 - a. Application
 - b. Required Attachments
 - c. Conflict of Interest Questionnaire
 - d. Application Certification

APPLICATION

Applicant General Information:

Name of Organization:			
Organization Address:			
Organization's website:			
Type of Organization:		☐ Non-Profit ☐ For Profit ☐ Government	
Date Founded:		Date incorporated as Non-Profit:	
IRS Non-profit 501(c) 3:			
Tax ID:			
UEI Number:			
Are you Women Owned, or a majority Women operated organization (MBE/WBE)?			
Number of staff:		Number of Volunteers:	

Contact Information:

Project Point of Contact Name & Title:			
Email:		Telephone:	
Executive Director Name:			
Email:		Telephone:	

Property and Project Information:

Proposed Project Name:	
Amount of City Funding Requested:	
Project Address and APN:	

Target Population (check all that apply):

- ☐ Affordable housing for:
- ☐ Extremely low
 - ☐ Very low
 - ☐ Low-income households
- ☐ Shelter
- ☐ Supportive Housing

Property Unit Mix

Number of anticipated units by income level and bedroom count

	Very Low	Low	Total
Studio			
1-Bedroom			
2-Bedroom			
3-Bedroom			
4-Bedroom			

REQUIRED ATTACHMENTS:

Please attach this application to documentation addressing the following information:

1. Project Description – Briefly summarize the request, including property description, proposed use of funds and number of units involved.
2. Background/Applicant History
 - 2.1 Property History. Please provide the property’s history leading up to this request.
 - 2.2 Applicant Profile. Please provide a profile of the applicant. Include a

description of the organization, including its mission, how long it has been in existence, experience of staff, and characteristics of its Board of Directors. Describe any recent expansion or cutbacks in activities and/or budget, as well as the organization's standing with licensing or other "accreditation" authorities, if applicable Include when the sponsor acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

2.3 Project Manager. Describe staff assigned to the proposed property, their experience with acquiring/owning/rehabilitating similar sites, their current availability, and what percentage of time they expect to work on the subject project.

3. Site located in the City of Norwalk

3.1 Site Control - Site Control. Please describe the type of site control that the applicant has for the proposed property and submit documentation in accordance with the Application Checklist. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, conditions and deadlines. When available, please submit a copy of an appraisal of the property and of a Board Resolution that authorizes your organization to acquire the site.

3.2 Unusual Characteristics. Please describe any unusual characteristics of the site (e.g. slope, rock formations, etc.) and any easements or encroachments granted to or caused by adjacent parcels and improvements.

3.4 Adjacent Uses. Indicate land uses of other parcels within the immediate vicinity of the project.

3.5 Neighborhood Amenities - Neighborhood Amenities. Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc., that residents of the project are/would be able to use.

3.6 Environmental – Provide the applicable documents analyzed under the California Environmental Quality Act.

4. Development Plans

4.1 Proposed new construction. Entitlements. Provide copies of approved entitlements and project plans.

5. Financing Plan

5.1 Existing financing Provide a list of all financing (loans and grants) previously received from all public and private sources for this building.

5.2 Proposed financing - Sources & Uses Tables. Please provide proposed sources and uses of funds for the project. Include both committed and anticipated sources. Provide complete Sources and Uses Tables for 1) Acquisition/predevelopment, 2) Construction, 3) Permanent funding, 4) if mixed use provide a commercial space sources and uses table. Note any anticipated per unit subsidies.

5.3 Proposed Sources Narrative – For sources shown in item 5.2, Sources & Uses Table, please indicate the following:

- The status of all proposed funding sources as of the date of this application;
- The timing and likelihood for obtaining commitments of anticipated funding sources;

- The alternatives if the funding sources are not obtained or lower than requested.
- 5.4 Proposed uses narrative – Explain how the amount of the Norwalk Trust Fund will be utilized for the project as it relates to eligible activities permitted.

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and City law prohibits employees and public officials of the City of Norwalk from participating on behalf of the City in a transaction in which they have a financial interest.

This questionnaire must be completed and submitted by each applicant for Norwalk Housing Trust Fund funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or governing body who is or has been, within one year of the date of this questionnaire, a City officer, agent, or board member?

☐ YES ☐ NO

If yes, please list the name(s) and information below:

Name	Job Title	Relationship	City Department

2. Will the Norwalk Housing Trust Fund funding requested by the applicant be used to award a subcontract to any individual(s) or business affiliate (s) who is currently or has been, within one year of the date of this questionnaire, a City officer, agent, or board member?

☐ YES ☐ NO

Name	Job Title	Relationship	City Department

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City officer, agent, or board member?

☐ YES ☐ NO

Name	Job Title	Relationship	City Department

APPLICATION CERTIFICATION

Undersigned hereby certifies that:

1. The information contained in the project application is complete and accurate.
2. The applicant agrees to comply with all Federal/State/ City policies and requirements imposed on the project funded in full or part by the Norwalk Housing Trust Fund.
3. If funding from the Norwalk Housing Trust Fund are approved, the applicant acknowledges that sufficient funds are available or will be available to complete the project as described by September 30, 2029.

On behalf of the applying organization, I have obtained authorization to submit this application for Norwalk Housing Trust Fund funding.

Date: _____ Signature: _____

Print Name & Title of Authorized Representative: _____

INSURANCE REQUIREMENTS

Insurance. Prior to City's execution of the Agreement, Subrecipient shall provide satisfactory evidence, and shall thereafter maintain during the term of the Agreement, such insurance policies and coverages of the types, limits, forms and ratings required. Generally, the minimum insurance coverage described below will be required. Additional coverage may be required depending upon the nature of the activity funded.

Workers' Compensation/Employer's Liability Insurance. Subrecipient shall carry the insurance or provide for self-insurance required by California law to protect said Subrecipient from claims under the Workers' Compensation Act; and Employer's Liability insurance with limits of not less than **One Million Dollars (\$1,000,000)** per accident or the amount required by law, whichever is greater. The policy shall not be canceled nor the required types or minimum amounts of coverage eliminated or reduced except upon thirty (30) days' prior written notice to City.

General Liability Insurance. Subrecipient shall obtain, at its sole cost, and maintain in full force and effect during the term of the Agreement, a comprehensive general liability insurance policy insuring against liability for any and all claims and suits for damage or injuries to persons or property resulting from or arising out of operations of Subrecipient, its officers, agents or employees in the performance of Services under the Agreement. The policy or policies of insurance shall provide coverage for both bodily injury (including death), personal injury and property damage (including but not limited to, premises operations liability, products completed operations liability, independent contractor's liability, and contractual liability) in not less than the following minimum amounts: **One Million Dollars (\$1,000,000)** combined single limit, or its equivalent. The policy shall also contain a provision that no termination, cancellation or change of coverage of insured or additional insured shall be effective until thirty (30) days' prior written notice to City. A policy or policies of general liability insurance, or certificate of such insurance shall be endorsed to name City, its officers, employees, attorneys, designated volunteers, and those City agents acting as independent contractors in the role of City officials as additional insureds with respect to liability arising out of Subrecipient's performance of Services under the Agreement.

Automobile Liability Insurance. Subrecipient shall obtain, at its sole cost, and maintain in full force and effect during the term of the Agreement, automobile liability insurance with minimum combined single limits coverage of **One Million Dollars (\$1,000,000)** per accident for bodily injury and property damage covering any vehicle. Said policy or policies shall be endorsed in a form satisfactory to the City Attorney, endorsed to name City, its officers, employees, attorneys, designated volunteers, and those City agents acting as independent contractors in the role of City officials, shall be named as additional insureds with respect to liability arising out of Subrecipient's performance of Services under the Agreement.

Professional Liability Insurance (or Errors and Omissions Liability) Insurance. In the event that Subrecipient's Services include the performance of professional services, Subrecipient shall obtain, at its sole cost and maintain in full force and effect during the term of the Agreement, Professional Liability Insurance (or Errors and Omissions Liability Insurance, as applicable), with minimum combined **single limits coverage of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) aggregate.**

**ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS AND CERTIFICATION OF ABILITY TO
PROVIDE COVERAGES SPECIFIED**

I, _____, the _____
(President; Secretary; Owner or Representative)
of _____, certify that the

Insurance Requirements set forth in the solicitation have been read and understood that our
insurance company(ies) _____

(Name(s) of insurance company(ies))

is/are able to provide the coverages specified

Signature of President, Secretary, Partner, Owner of
Representative

Date