



Office of the City Manager

CONSENT CALENDAR  
January 20, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Scott Gilman, Director, Health, Housing and Community Services

Subject: Request for Proposals for Capacity Building for Emerging Nonprofit Affordable Housing Developers

RECOMMENDATION

Adopt a Resolution authorizing a Request for Proposals (RFP) for \$400,000 (\$200,000 per year for Fiscal Years 2027 and 2028) to support capacity building for emerging nonprofit affordable housing developers.

FISCAL IMPACTS OF RECOMMENDATION

The RFP process is intended to result in a recommendation to award capacity building grant funds to one or more qualifying emerging nonprofit affordable housing developers, up to a total of \$200,000 for each fiscal year (FY). The funds would be awarded from the general fund pursuant to Measure U1 (Fund #016) and would be subject to Council approval in the FY2027 and FY2028 budget processes.

CURRENT SITUATION AND ITS EFFECTS

On November 6, 2025, the Housing Advisory Commission took the following action:

Action: M/S/C (Haycox/Potter) to recommend that City Council release an RFP for \$400,000 (\$200,000 per year for FY 2027 and FY 2028) to support capacity building for emerging nonprofit affordable housing developers; and authorize the City Manager or designee to execute all original or amended documents or agreements to effectuate these actions.

Vote: Ayes: Bell, Haycox, Micael, Potter, Scott, Simon-Weisberg, and Twu. Noes: None. Abstain: None. Absent: Shere.

Housing and Community Services Division staff intend to release an RFP for a total of \$400,000 for two years of capacity building grants to encourage and support new or less experienced nonprofit developers to build capacity to pursue future affordable housing opportunities in Berkeley.

*Eligible Applicants*

The capacity building funds will be available to nonprofit developers with limited development experience that are actively working on or pursuing new opportunities for

affordable housing in Berkeley that could be eligible for City funding under the Housing Trust Fund (HTF) program or Small Sites Program (SSP). The City's HTF and SSP Guidelines include specific threshold requirements for developer experience for the City to consider funding predevelopment or development loans; applicants for the capacity building grants do not need to meet those standards. Applicants can request up to \$200,000 per fiscal year, however if the City receives multiple applications, the available funds may be allocated to one applicant or divided amongst multiple applicants.

### *Eligible Uses*

Potential uses of the capacity building funds include (but are not limited to) the following:

- Staff development to increase technical knowledge and skills;
- Board development to improve organizational systems as well as an understanding of affordable housing development and finance;
- Development of internal systems such as operational policies and guidelines that help with staff development and business planning; and
- Creation of program policies and decision-making tools to assess development opportunities

### *Evaluation Criteria*

Staff will review applications and prioritize funding based on need, the applicant's plan for increasing affordable housing development capacity, whether the applicant is actively working on or pursuing new affordable housing opportunities in Berkeley, and a demonstrated ability to manage governmental grant funding.

### BACKGROUND

This RFP will provide an open and transparent process for qualified organizations to request capacity building support. The selected applicant(s) will enter into the City's community agency contract and will be required to report on the use of funds and progress towards capacity building goals on a quarterly basis.

The City has a history of providing operational support to local nonprofit developers through Community Housing Development Organization grants to qualified organizations (currently Resources for Community Development and Satellite Affordable Housing Associates). The City issued an RFP for capacity building for developers interested in pursuing SSP projects in 2018, through which Bay Area Community Land Trust (BACLT) was awarded \$50,000. Since then, Council approved subsequent annual allocations to BACLT in amounts ranging from \$100,000 to \$200,000 per fiscal year.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no direct environmental or climate impacts related to issuing the RFP and awarding capacity building grants.

RATIONALE FOR RECOMMENDATION

Issuing a new RFP offers a transparent process and allows organizations with limited development experience to apply. The capacity building funding could help an emerging developer grow its staffing, improve organizational processes, and be better positioned to create or preserve affordable housing in Berkeley.

ALTERNATIVE ACTIONS CONSIDERED

The City could opt to not release the RFP. This could negatively impact emerging developers' ability to pursue new affordable housing opportunities in Berkeley.

CONTACT PERSON

Asavari Devadiga, Community Development Project Coordinator, HHCS, 510-981-5426

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

AUTHORIZING A REQUEST FOR PROPOSALS FOR CAPACITY BUILDING

WHEREAS, the City Council established a Housing Trust Fund (HTF) program to assist in the development and expansion of housing affordable to low- and moderate-income persons who either work or reside within the City of Berkeley, and authorized the City Manager to implement the HTF program; and

WHEREAS, there is a great need for affordable and special needs housing in the City of Berkeley as stated in the General Plan Housing Element and the City of Berkeley's Consolidated Plan; and

WHEREAS, the City intends to release a Request for Proposals (RFP) for capacity building to support newer or less experienced nonprofit developers to build capacity to pursue future affordable housing opportunities in Berkeley; and

WHEREAS, up to \$200,000 per fiscal year (FY) for FY2027 and FY2028 would be made available to one or more qualifying developers through the RFP process; and

WHEREAS, the RFP funds are general funds generated pursuant to Measure U1, and subject to approval by Council in the FY2027 and FY2028 budget processes.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Council authorizes releasing a Request for Proposals for \$400,000 (\$200,000 per year for FY2027 and FY2028) in resources generated by Measure U1 (Fund #016) to support capacity building for emerging nonprofit affordable housing developers.

BE IT FURTHER RESOLVED that funding allocations to the selected applicant or applicants will be subject to Council approval as part of the annual budget approval cycle.

BE IT FURTHER RESOLVED that the City Manager, or designee, is hereby authorized to execute all original or amended documents or agreements to effectuate this action.