



**City of Berkeley  
Housing Trust Fund  
FY27-FY28 CAPACITY BUILDING  
REQUEST FOR PROPOSALS**

**(Available Electronically)**

March 2, 2026

The City of Berkeley is now accepting proposals for supporting capacity building for qualifying nonprofit developers that meet criteria described in this Housing Trust Fund (HTF) Capacity Building Request for Proposals (RFP).

City Council approved this RFP to support capacity building for emerging nonprofit affordable housing developers. 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 HTF program or Small Sites Program (SSP). The RFP process is intended to result in a recommendation to award capacity building grant funds to one or more qualifying developers, up to a total of \$200,000 for each fiscal year (FY) for FY2027 and FY2028. The funds would be awarded from the general funds generated pursuant to Measure U1 and would be subject to Council approval in the FY2027 and FY2028 budget processes. Applicants may 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.

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.

**Application Instructions:**

Applicants must submit a digital application packet via email. Please provide the application spreadsheet in Excel format. The application is available online at <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund>

Please pay careful attention to all requested items contained in this RFP. Incomplete proposals that do not comply with the conditions of this RFP may be considered non-responsive. Proposers are required to respond to all questions and provide all information requested in the RFP. Applicants responding to this RFP do so at their own expense. The City will not reimburse any cost incurred by any applicant responding to this RFP. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

**PROPOSALS ARE DUE TO**

**Asavari Devadiga at [adevadiga@berkeleyca.gov](mailto:adevadiga@berkeleyca.gov)**

**BY 12:00 PM NOON ON March 31, 2026**

**PROPOSALS SUBMITTED AFTER THAT TIME WILL NOT BE CONSIDERED.**

**Questions and Updates to the RFP**

Please submit questions to [adevadiga@berkeleyca.gov](mailto:adevadiga@berkeleyca.gov) by **March 20, 2026**. Depending on questions received by potential applicants, City staff will post responses on the City’s HTF website. Any updates will be posted online weekly at: <https://berkeleyca.gov/community-recreation/affordable-housing-berkeley/housing-trust-fund>. It is the applicant’s responsibility to check the website.

**Review Process and Schedule**

Once applications are received, staff will review the applications and work with the Housing Advisory Commission on funding reservation recommendations. Staff anticipate the City Council will consider any funding recommendations at a meeting in June 2026. Once the City Council approves the funding recommendation, staff will work with the City Attorney’s Office and the selected applicants on the City’s community agency contract.

Anticipated schedule is as follows:

RFP Issued	March 2, 2026
Deadline for Applicant Questions	March 20, 2026
Final RFP Updates Posted	March 24, 2026
Deadline for Submitting Applications	March 31, 2026
Application Review	April 2026
Funding Recommendation (Housing Advisory Commission and Council)	May - June 2026
Negotiate and Execute Contract	July-September 2026

### **City's Rights to Determine Process and Actions Taken**

The City reserves the right at any time, for its own convenience, and in its sole and absolute discretion, to modify or suspend any and all aspects of the selection process, including, but not limited to, this RFP. The City further reserves the right, in its sole and absolute discretion, to request additional information from any Applicant; waive any defects as to form or content of the RFP or any other step in the selection process; reissue the RFP; and to negotiate with any, all, or none of the Applicants. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. Funding award decisions will be made solely by the City of Berkeley. The City is in no way obligated to select any application over another, and may, in its sole discretion, reject any and all applications.

### **Future City Funding**

Any funding awarded through this Capacity Building RFP is not a guarantee of future predevelopment or development funding for any projects. Any funding requests would need to be vetted through a separate process.

### **Exhibits**

Exhibit A: Capacity Building RFP Registration Form (Optional)

Exhibit B: Applicant Certification of Proposal (Required)

Exhibit C: Application Narrative (Required)

Exhibit D: Eligibility and Review

Exhibit E: City Requirements

## APPLICATION CHECKLIST

1. General Information
  - Signed Capacity Building RFP Registration Form - Optional (Exhibit A)
  - Signed Certification of Proposal Form (Exhibit B)
2. Application (Excel Workbook)
  - Tab 0. Application Checklist (Items required at Application)
  - Tab 1. Applicant Information
  - Tab 2. Applicant Experience - Development and Property Management
    - Relevant Project Experience
    - Property Management Experience
    - Applicant Three (3) References
  - Tab 3. Staff and Board Experience
    - Staff Description (Overview / Roles and Responsibilities)
    - Board Experience
  - Tab 4a. Proposed Project Information, if applicable
  - Tab 4b. Project Unit Information
  - Tab 5. Proposed Project Budget, if applicable
  - Tab 6. Organizational Budget
3. Items to submit as attachments
  - Application Narrative up to 3 pages (Exhibit C)
  - Program Development Narrative up 2 pages (Exhibit D Evaluation Criteria)
  - Applicant Experience
    - Organizational Information (e.g., By laws, articles of incorporation, 501(c)(3) documentation)
    - Resumes of Development Team Staff
    - Resumes of Board Members
  - Project Summary and Schedule, if applicable

**Exhibit A**  
**CAPACITY BUILDING RFP Registration Form**

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**CAPACITY BUILDING RFP REGISTRATION FORM**

**Return via email to:** \_\_\_\_\_

Submit this form, with the information requested, via email. Registration is not required, but only people who have registered will receive email notice of updates posted online.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Exhibit B**  
**Applicant Certification of Proposal**

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Applicant hereby certifies:

1. Truth of Application

The information submitted in the project application and any supporting materials is true, accurate and complete to the best of my knowledge. The Applicant acknowledges and understands that if facts and/or information herein are found to be misrepresented, it will constitute grounds for the default of the funding for which application is being made.

2. Applicant Will Abide by Program Rules

If the Applicant is successful in receiving funds as a result of this Application, it will abide by all applicable rules and regulations governing the program.

3. Applications are Public Records

The Applicant acknowledges that the information submitted as part of this application may be made available to the public pursuant to a request under the California Public Records Act.

4. Material Changes Outside Capacity Building

The Applicant acknowledges that any material changes to the submitted proposal not disclosed to and approved by the City may result in termination of funding for the project. Material changes may require Housing Advisory Commission and City Council review.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Exhibit C**  
**Application Narrative (up to 3 pages)**

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**1. Overview of organization**

- Provide a narrative of the mission of organization and summarize work areas.
- Describe current staff's experience with projects comparable to the proposed project (or similar to the types of projects the organization plans to pursue).
- Describe organization's experience managing public funds, including state, local, or federal grants and loans. Be sure to include any funds received from the City of Berkeley.

**2. Scope of Proposal**

- Describe how the capacity building funds will be used and how the funds will help the organization reach its development goals in Berkeley.
- Describe the process for staff recruitment, retainment, and training.
- Specifically, describe the process of recruiting and training the organization's board of directors and how this fits with the capacity building efforts.

## **Exhibit D**

### **Eligibility and Review**

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#### **Eligibility**

Eligible applicants will meet the following thresholds for organizations:

- Applicant is a nonprofit organization and established under State or local laws
- Organizational purpose toward providing decent housing affordable to low- and moderate-income people
- Demonstrate that the organization:
  - Has completed a maximum of five projects within the last 10 years that are similar in scope and complexity to the projects being proposed or projects the organization plans to pursue OR
  - Has no staff that have completed at least three projects similar in scope and complexity to the projects being proposed or projects the organization plans to pursue. Staff does not include consultants.
  - If the organization is currently pursuing a project, it has managed or has a property manager that has managed at least one project within the last 24 months similar in scope and complexity as the project. The property manager may be within the organization or a partner outside the organization.

#### **Evaluation Criteria**

Applications that meet the qualifying thresholds above will be reviewed based on the following criteria, with higher points given if Applicant has already made progress towards each goal:

- Program development: (40 points)
  - Plans to acquire, renovate/rehabilitate and develop, manage properties affordable to households with an average of 80% area median income or below.
  - Plans to develop program policies and decision-making tools to assess development opportunities.
  - Plans to develop internal systems such as operational policies and guidelines that help with staff development and business planning. This includes the ability to acquire and manage different sources of funding including governmental grant funding.
- Staff development: (25 points)
  - Staff recruitment and retention strategies toward implementing activities described in the application.
  - Plans to increase technical skills of staff.
- Board development (20 points)
  - Recruitment, training, and other approaches to improve board development and leadership.

- Additional considerations (15 points)
  - Adequate ability and stability to complete the work proposed in the application.
  - Proposed metrics to track progress in each area (program, staff, and board development).
  - History of compliance with City programs, if applicable.

## **Exhibit E**

### **City Requirements**

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The City of Berkeley's Community Agency contract will detail the terms and conditions of the capacity building grant. Changes to the City's boilerplate loan documents and any non-boilerplate agreements must be received well in advance in order to be reviewed and approved by the City Attorney's Office.

Applicants are responsible for communicating with City staff about other documents needed and desired timeframe well in advance in order to ensure adequate time for review.

The contract will include and not be limited to local contract provisions, including the following items:

- Non-Discrimination Disclosure
- Nuclear Free Berkeley Disclosure Form
- Oppressive States Contracting Prohibition
- Conflict of Interest
- Berkeley Living Wage Ordinance
- Berkeley Equal Benefits Ordinance
- Statement of Economic Interest
- Liability Insurance
- Worker's Compensation Insurance
- Sanctuary City Compliance
- Business License
- Recycled Paper

This list is not comprehensive. This information is provided to help applicants understand and plan for the requirements that come with City funding.

#### **Communication and Monitoring**

The City process for fund approval will include (1) a fund reservation by City Council and (2) the formal commitment of funds through the contract.

Contract requirements will include submitting program reports on the status of the scope submitted by the Developer, statements of expenses on a quarterly basis and an annual program report at the end of fiscal year.

It is the developer's responsibility to keep City staff apprised of all schedules and milestones with a written monthly update. Monthly updates will allow City staff to anticipate upcoming approvals needed and to stay informed about efforts to move the program forward on schedule.