

# Commercial Acquisition Fund Program Application

RFQ - Evaluation and Selection Criteria - ELIGIBLE QUALIFYING ACQUISITION ENTITY (QAE)

Responses: Y/N

Narrative

Attachment

## Nonprofit Status Verification

1. Are you a nonprofit organization?
2. Are you a community development corporation (CDC) or a community land trust (CLT)?
3. Are you a nonprofit partnering with a for-profit entity?
4. Are you disbarred by federal, State, or local governmental entities or with unresolved violations noted in the County's contract database?
5. Please attach the following along with your application:
  - a. Articles of Incorporation
  - b. Organization Bylaws
  - c. Organizational Chart of Entity and Affiliates
  - d. 501c3 Certification Letter
  - e. Certificate of Good Standing

## Real Estate Experience

1. Has your organization previously acquired any real estate? If yes, how many and what kind of projects have you pursued?

1,000 Character Count

2. Has your organization developed any real estate projects? If yes, how many and what kind?

1,000 Character Count

**3. Has your organization renovated any real estate projects? If yes, how many and what kind?**

*1,000 Character Count*

**4. What was your organization's role in the project during the acquisition, development, or renovation process?**

*1,000 Character Count*

**5. Does your organization currently own or operate any real estate projects?**

**6. Please attach a list of all real estate properties that your organization currently owns, including address, square feet, number of tenants, balance on any property loans.**

**7. Please describe your organization's experience owning and operating real estate properties occupied by third party tenants.**

*2,000 Character Count*

**8. Please describe your organization's experience raising, borrowing, and repaying loans related to real estate projects.**

*2,000 Character  
Count*

**9. Please describe the experience of any key staff at your organization who have worked on real estate projects and discuss the role they would serve in any project related to the CAF program.**

*2,000 Character  
Count*

**10. Please attach a staff organization chart for your organization.**

**11. Please describe your organization's experience with partnerships in real estate projects. You can describe experience in purchasing and developing a project with a partner if your organization has not undertaken such work independently.**

**2,000 Character  
Count**

**12. If your organization lacks experience acquiring, developing, renovating and operating real estate, do you have partners who could assist you in undertaking a project through the CAF program? If so, please describe the partnership and your experience working together.**

**2,000 Character  
Count**

## **Organizational Financial Capacity**

- 1. Has your organization had a positive change in net assets in each of the last 3 years? If not, please explain why.**

*1,000 Character  
Count*

- 2. Does your organization have audited financial statements for each of the last 3 years? If not, please explain why.**

*1,000 Character  
Count*

- 3. If your organization is approved for funding under this program, you must close escrow on the property acquisition by December 1, 2024. This means identifying the project site and arranging all necessary financing to close. Can your organization commit to closing escrow by December 1, 2024?**

- 4. Apart from the potential CAF grant, does your organization have access to additional financing capital to undertake rehabilitation of the property and make building improvements? Note: Genesis LA may be able to provide loans to finance these expenses or connect you with other lending sources.**

- 5. Please describe your organization's plans for securing additional financing to complete the project acquisition and rehabilitation, including potential sources, timing, and amounts you expect to need.**

*2,000 Character  
Count*

6. Please attach the following along with your application:
- a. Copies of the organization's most current interim financial statements and audited financial statements for your prior three (3) fiscal years. Statements should include the organization's revenues, expenses, assets, liabilities, and net worth, and at a minimum should include the Balance Sheet, Statements of Income, and the Statement of Cash Flows.
  - b. Three (3) most recent tax return filings (Form 990)
  - c. Organizational Budget for 2024

7. Please provide a brief narrative about your organization's business model, how it typically generates revenue and describe its most typical expenses.

2,000 Character  
Count

## **CAF Program Compliance**

1. **PROPERTY TYPES:** Eligible properties for acquisition under the CAF program are limited to those that are zoned for commercial uses and have been vacant or abandoned for at least 2 years. Buildings can consist of land or land and buildings that are vacant and may have extensive repair needs or be deemed unfit for inhabitants based on their current condition.

Does your organization understand the limitations on which properties can be acquired under this program and do you commit to complying with these requirements?

A Qualified Acquisition Entity must provide evidence that the property has been vacant for the last two years or more. Examples of acceptable evidence include at least two of the following:

*These attachments will be required in the next application that is specifically for the property.*

- a. If the Seller has owned the property for more than two years, the Seller may provide an attestation that the property has been vacant for at least two years.
  - b. If a neighboring resident, business owner, or property owner (the "Neighbor") has been in the same location for the past two years, the Neighbor may provide an attestation that the property has been vacant for at least two years.
  - c. If, for two years or longer, the QAE has been located in and serving the neighborhood where the property is located, the QAE may provide an attestation that the property has been vacant for at least two years.
  - d. The QAE may provide photographic evidence that the property has been vacant for at least the past two years, or longer, by referencing a time coded photographic source, such as Google Street View.
2. **PROPERTY LOCATIONS:** Eligible properties for acquisition under the CAF program must be located in communities that are identified on the LA County Equity Index Explorer's COVID-19 Vulnerability and Recovery Index as being in the Need Tier of High or Highest.
- a. Please find eligible census tracts here:  
<https://experience.arcgis.com/experience/9d7a43397ea84ab98a534be5b5376fba/page/Page-1/>.
  - b. Does your organization understand the limitations on property location and do you commit to complying with these requirements?

3. **ELIGIBLE TENANTS IN PROPERTIES:** Over 50% of leaseable commercial space within a property acquired under the CAF program must be leased to Qualified Commercial Tenants, which include: Local Small Business Enterprise (LSBE), Social Enterprise (SE), or Community Business Enterprise (CBE) which includes Minority Business Enterprise, Women Business Enterprise, Disabled Veteran Business Enterprise, Disadvantaged Business Enterprise, and LGBTQ+ Enterprise. ([https://iddweb.isd.lacounty.gov/DCA\\_eComplaintSmallBusinessCertifications](https://iddweb.isd.lacounty.gov/DCA_eComplaintSmallBusinessCertifications))

Does your organization understand the requirement that over 50% of leaseable commercial space be leased to a Qualified Commercial Tenant and do you commit to complying with these requirements?

4. **COVENANTS:** The County will record a 55-year covenant that runs with the land associated with any property acquired with CAF fund. The covenant will require that the property be rehabilitated in compliance with local and state laws; offer commercial spaces at below market rent; lease over 50% of space to Qualified Commercial Tenant(s); provide relocation assistance to any tenant businesses displaced by future development of the property and include a first right or return for those businesses after completion of future development. Does your organization understand the requirement that a 55-year covenant will be recorded against the property and do you commit to complying with these requirements?





## **Business Engagement**

1. Has your organization worked with any local small businesses or small business organizations? Please describe any experiences you have working with small businesses.

2,000 Character  
Count

2. Please discuss how your organization will identify local small businesses and community-based organizations as Qualified Commercial Tenants for commercial properties if you are able to acquire property through the CAF program.

2,000 Character  
Count

3. How will your organization ensure that these future Qualified Commercial Tenants provide goods and services that are culturally relevant and accessible to the local and surrounding populations?

2,000 Character  
Count

4. Are there organizations or businesses that you have in mind or have an already established relationship? Please list them along with their business focus or nonprofit mission.

2,000 Character  
Count