

EMERGENCY SHELTER LAND USE APPLICATION

The City of Oakland makes vacant public land available for emergency sheltering interventions and other homeless services. There is no cost to rent the land and no charge to participants. Applicants may be a nonprofit 501(c)(3) organization or an individual with a nonprofit fiscal sponsor able to enter into a lease agreement on their behalf and provide insurance for the use of the property.

Applications will be reviewed on an ongoing basis by the Human Services Department, Building Bureau, Fire Marshal, Economic & Workforce Development Department, and Real Estate Division to evaluate the service plan, shelter habitability, safety, land availability and funding needs. Staff will work with applicants to fill in missing information. Applications must meet safety and habitability standards (attached) and serve current homeless Oakland residents. Successful applicants must enter into a lease with the City in order to use the City property, the form of which will be approved by the Office of the City Attorney. The term of the lease may be for a maximum of three years. The key terms of the lease are attached.

The lease of City land is discretionary, and submitting an application is not a guarantee of land or funding. Applicants who are not accepted may re-apply with a new proposal.

A. Person Responsible for Site:

Name _____

Service Provider _____

Address _____ Phone _____ Email: _____

Nonprofit Fiscal Sponsor of Service Provider (if applicable) _____

Address _____ Phone _____ Email: _____

Primary applicant's phone #: _____ Email: _____

In case of an emergency please notify: _____
(Name) (Phone #)

Address _____ Email: _____

Please attach 501(c)(3) Nonprofit or Business Tax Certificate and most recent financial audit for the service provider or fiscal sponsor as applicable.

B. Proposed Shelter Description:

Please provide a letter describing the type of shelter that will be provided and the services you will offer while occupying the space. The City of Oakland's Planning and Building Codes allow RVs, sleeping cabins, membrane structures or tents with a platform to be constructed on City property during a declared Shelter Crisis. Sites must include sanitation services and electricity. *Attachment A: City of Oakland Emergency Housing Standards* has a description of the minimum health and safety standards that must be met. *Attachment B is a copy of the 2019 Building Standards.*

Please also see *Attachment C: RFQ for Homeless Services*. Applicants for funding to provide services must reply separately to the RFQ for Homeless Services. Applicants who are not seeking funding for services should still use the RFQ, Scope 1 to guide their proposed project description, but do not need to reply to the RFQ.

In your shelter description, please include the following:

- a. Estimated number of residents and shelter units
- b. Type of proposed shelter and construction plan (volunteers? On site or off-site construction?)
- c. How will you use the overall space? Include a drawing of the site plan (see provided example; does not need to be certified).
- d. What services will be provided at the site and who will provide them? Please see *Attachment C RFQ for Homeless Services*, for a list of desired services for residents.
- e. How will the site be managed and secured? How will site residents be involved?
- f. Are you applying for a specific location? If not, what are you looking for in a site? (examples: near transit, near services, etc.) Staff will work with approved applications to identify available public land.
- g. A budget to service the site for the term of the agreement and funding sources or plan to obtain funding. Note any unfunded resource needs, such as electricity, sanitation, or set up and moving costs. Funding plan may include responding to the City's *RFQ for Homeless Services*, attached.
- h. Please include the following information for the proposed tenant (the nonprofit service provider or the nonprofit fiscal sponsor)-
 1. Legal Name or Business Name

- 2 DBA (if different from legal name)
- 3 Type of Organization and Date established, if applicable
- 4 Insurance Coverage limits (Schedule Q)
- 5 List of the management team and their resumes, if applicable
- 6 List of Board Members, if applicable
- 7 Last three years annual financial reports, if available

C. Lease

Successful applicants will be offered the opportunity to enter into a lease for the use of public land for a term of up to three years, on mutually satisfactory terms approved by the City Attorney. *Attachment D* describes the key provisions of the lease. The form of the lease will be provided to applicants upon request.

I acknowledge that submittal of this application does not guarantee approval and the City is not required to enter into a lease with the applicant.

(Applicant signature) (date)

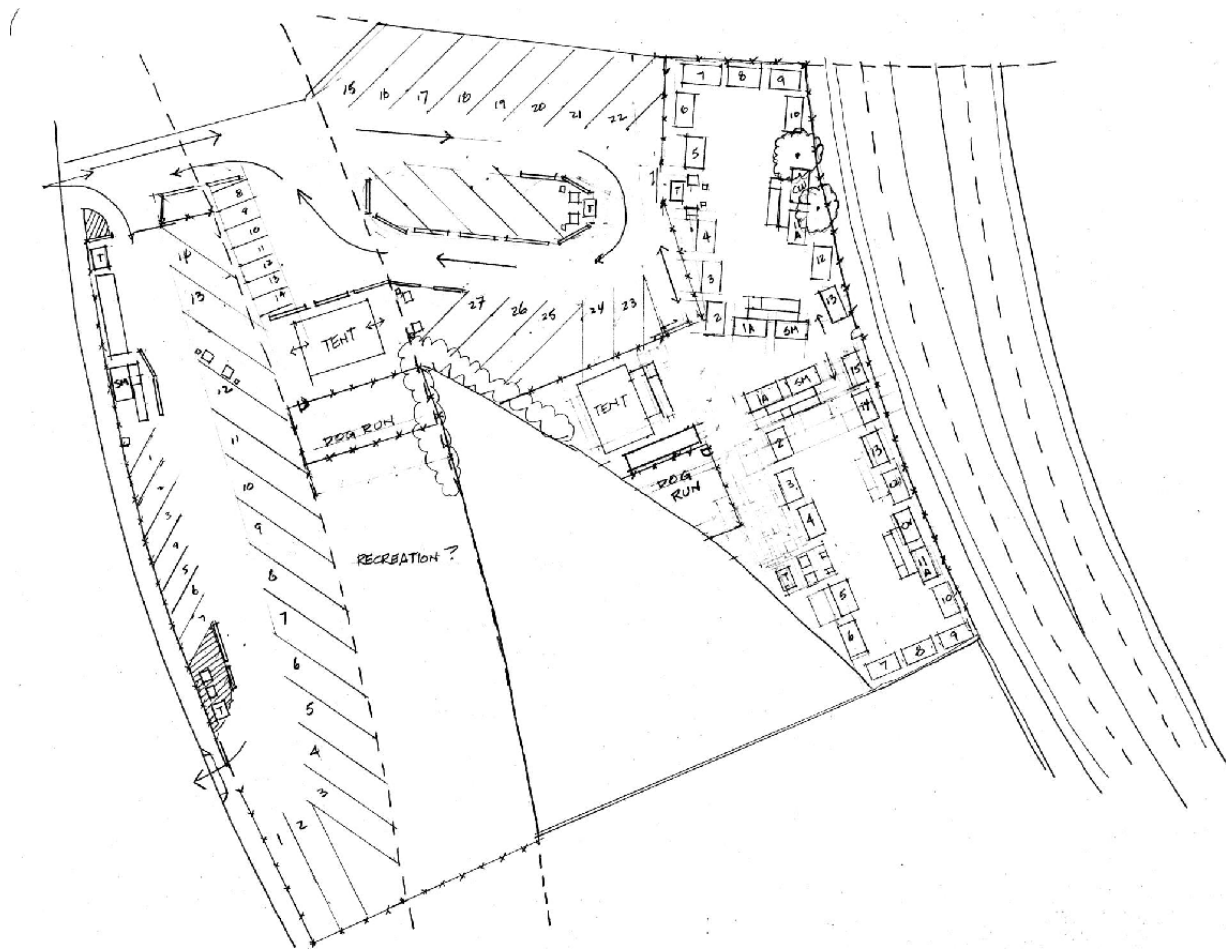
(Applicant signature) (date)

(Received by City) (date)

Please submit your application to: ltannenbaum@oaklandca.gov.

After reviewing your application, staff will contact you to discuss your application and next steps. This will include community engagement for successful proposals and good faith negotiations to enter into a lease agreement for the use of City property. Applications must meet safety and habitability standards and serve current homeless Oakland residents.

Example Site Plan



BEACH ST. SITE

- Parking for 30 RVs, 14 autos
- 1 site manager, 1 case worker

MANDELA SITE

- 28 cabins for 56 people
- 2 site managers, 2 case workers