**Request For Information:**

**CA Community Land Trust Network Model Ground Lease Project**

The CA Community Land Trust Network (CACLTN) seeks to develop model ground leases for cooperatives, single family homes, and condos on a CLT in California for use by CACLTN members. The single-family home ground lease will reflect the national model ground lease and the CA model will focus on explanatory materials, a Spanish version, and potentially supplementary materials such as an exhibit to address ADUs. Likewise, the model Condo Ground Lease may be the national model with a custom exhibit or exhibits. The co-op ground lease will be more ground up construction and the primary focus of this project. All three ground leases should have the following qualities:

* Compliant with state law
* In line with already approved and established ground leases (particularly for single fam ground lease, ensuring conformity with Fannie Mae’s requirements, and researching other GSE potential requirements for CLT mortgages, such as Freddie Mac.)
* Adaptable for use by CLTs with varying building sizes, shared equity structures, financing sources, and regulatory constraints
* Include a Spanish version
* An annotated version or complementary document translating the ground lease for non-lawyer humans (plain language version)

Project Timeline

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|  | **Phase** |
| September 1 - September 31 | Phase 1: Identify project team |
| Oct. 1 - Jan. 1, 2022 | Phase 2: Information gathering on priorities and challenges for CA coop ground lease |
| Jan. 1. 2021 - Mar, 1. 2022 | Phase 3: Drafting and Revision |
| Mar. 1. - May. 1, 2022 | Phase 4: Translation and Dissemination |

Deliverables

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|  | **Single family GL** | **Condo GL** | **Coop GL** |
| **Deliverables subject to this RFI** | Supplementary materials (e.g. exhibit addressing ADUs) | GL exhibit and supplementary materials | GL text and plain speak version |
| *Other deliverables (not subject to this RFI)* | *Spanish translations of the above* | *Spanish translations of the above* | *Spanish translations of the above* |

CACLTN is looking to contract for one or more experts on the project. Please indicate which of the lines below accurately describe the experience and skill set that you/your firm could bring to this project.

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| --- | --- |
| **Characteristics** | **Mark “Yes” if applicable** |
| *(example) Experience spelunking in Madagascar* | *Yes* |
| Familiarity with elements of CA law impacting CLT ground lease structure, in particular the law impacting limited equity housing cooperatives, co-op conversions and subdivision law. |  |
| Familiarity with the national model CLT ***single family*** ground lease |  |
| Experience drafting or amending***single family*** ground leases on a CLT |  |
| Familiarity with the national model CLT***co-op*** ground lease |  |
| Experience drafting or amending ***co-op***  ground leases on a CLT |  |
| Experience drafting or amending***condo*** ground leases on a CLT |  |
| Connections to CA-based mortgage lenders, attorneys and government agency staff who can be asked to review model ground lease drafts |  |
| Ability to work with an advisory committee of CACLTN members; meeting regularly with them by zoom and iteratively implementing their feedback |  |

1. Notes or comments on the answers above

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1. Please provide brief examples of the experiences and capacities identified above

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1. Please describe other relevant skill sets, experiences, and capacities you/your firm could bring to the project

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CACLTN will be staffing the project with a Project Manager to coordinate the work of contractors, meetings of the advisory committee and the storage and sharing of drafts and supporting documents. We are soliciting two distinct roles for the project:

1. A more involved expert/s, drafting ground lease materials and (virtually) meeting regularly with the project manager and advisory committee. Able to commit to a multi-month iterative process with a time commitment of 5-15 hours per week depending on the stage of the project
2. And an expert advisor/s providing occasional feedback on drafts and consultations. A time commitment of a few hours per month with a few weeks of increased engagement during critical moments in the process.

Please indicate your availability and interest in the roles outlined above:

* A
* B

1. Notes or comments on the answer above

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1. Are there other individuals or firms you recommend CACLTN reach out to in relation to this project?

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**Contact Information**

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

Name of firm or partners if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit the completed RFI to Leo Goldberg at [leo.goldberg@cacltnetwork.org](mailto:leo.goldberg@cacltnetwork.org)

Questions about the CA CLT Network or about this RFI? Again, please contact Leo at [leo.goldberg@cacltnetwork.org](mailto:leo.goldberg@cacltnetwork.org) or 510-244-3784.