

# CalHome Program

## Application for General Program Funding NOFA

### Mortgage Assistance and/or Owner-Occupied Rehabilitation

California Department of Housing and Community Development  
Financial Assistance Division  
P.O. Box 952054, Sacramento, CA 94252-2054  
Or  
2020 West El Camino Ave, Suite 500  
Sacramento, CA 95833

This application, if approved for funding, will be a part of your Standard Agreement with the Department of Housing and Community Development (HCD). In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. **Application forms must not be modified.** No facsimiles, incomplete applications, or application revisions will be accepted prior to, or after the application deadline. Applications must meet all eligibility requirements upon submission. Applications containing material internal inconsistencies will not be rated and ranked. Use **Exhibit A**, Attachment Checklist, as an aid in completing the application. HCD must receive in its office a complete original application in a three ring binder **no later than July 10, 5:00 P.M. 2014.**

For purpose of this NOFA, this will be a Program NOFA which will include first-time homebuyer mortgage assistance activities and owner-occupied activities.

#### SECTION I. APPLICATION SUMMARY:

- A. Name of Applicant: City and County of San Francisco, Mayor's Office of Housing and Community Development
- B. Applicant Address: 1 South Van Ness Avenue, 5<sup>th</sup> Floor  
City: San Francisco Zip Code: 94103
- C. Chief Executive Name and Title: Olson Lee, Director
- D. Contact Person Name and Title: Maria Benjamin, Director of Homeownership Programs
- E. Phone Number: (415) 701-5500 FAX: (415) 701-5501 E-Mail: maria.benjamin@sfgov.org
- F. Proposed Activity:

You may apply for one or two program activities, the aggregate amount of both activities may not exceed the maximum application amount, and the amount for any one activity may not be less than the minimum activity amount, as specified in the NOFA. The maximum amount is \$1 Million for most jurisdictions or \$1.5 Million for High Population Areas. Only apply for the amount that you know you can use. Recipients who do not use at least 95% of their funds will be penalized in future funding rounds for not meeting performance goals. Localities shall only be eligible to apply for an award of CalHome funds for a local program within its jurisdictional boundaries. A nonprofit corporation may propose programs in a county or counties in which they have operated a housing program within the past 4 years, or in a county or counties for which the nonprofit corporation has an existing 523 technical assistance services agreement with the United States Department of Agriculture.

Activity: Submit Appropriate Attachment Number	No. of CalHome Assisted Units Proposed	County or Counties of Activity	Census Tracts if Proposing 100% Rural Activity*
1.FTHB Mortgage Assistance Program	17	San Francisco	N/A
2.Owner-Occupied Rehabilitation Program	8	San Francisco	N/A
<b>Total</b>	25		

\* If your activity is located entirely within a rural census tract or non-metro county as defined in the CalHome Program Regulations and you want to receive consideration for the rural set-aside, you must provide the census tract or tracts or list the non-metro county information in the table above. If the proposed area is rural, applicants must indicate census tract numbers in order to receive consideration under the rural set-aside. Programs in rural census tracts must document that their program is located in a rural area. Follow the steps outlined below to determine if your proposed program is located in a rural area, and to document this rural area status. Programs located in the following counties do not have to provide documentation of their rural status, and will be considered rural applicants:

Alpine, Amador, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Tehama, Trinity and Tuolumne.

Below are two alternate ways to qualify if your site is not located within one of the counties listed above:

**Alternative 1: Rural Housing Services (RHS) Eligible Area** – With an established address, go to the USDA Rural Development website to qualify if the site is RHS-eligible:

<http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

Once on the website, look to the left hand side of this page and click on "Income and Property Eligibility". On the page that follows, under "Property Eligibility", click on your program type (single family) and follow the instructions so that you may enter your program address. If your program is RHS-eligible, you will be able to print a map indicating that the program is eligible. Submit this documentation with your application.

If your program is not listed as RHS eligible, or if you do not yet have a site address, go to Step 2.

**Alternative 2, Step 1: Small City Status** - Is your program located within or adjoining a city with a population of 40,000 or less that is not part of a Census-designated urbanized area?

Go to the State Department of Finance website to verify the city's population estimate:

<http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php>

If the city has a population of 40,000 or less, print the page of Table E-1 which indicates this, and go to Step 3. If the city is more than 40,000, STOP. Your program may not be located in a rural area. Proceed to Step 2 to confirm if your area is rural or not.

**Step 2: Census Map** - If the proposed program is located in an incorporated city of 40,000 or less, or in the unincorporated area adjoining that small city, the program may be considered rural if the program's census tract is not designated "as an urbanized area" or "part of an urbanized area."

a) Go to the Census Bureau's 2010 Census website at:

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

b) Under "Access Data by Geography" select the "street address" link (regardless of whether the program has an established address).

c) On the subsequent screen, enter the program's address or that of another nearby property located within the same census tract (as close to the program as possible). Select "Go" and additional information will display at the bottom of the page.

d) Select "Census Tract" in the Geographies section of the enhanced screen and select "Map It."

e) Print the census tract map provided and your jurisdiction's population estimate from Table E-1, (see Step 1 above), and submit these two documents with the application. The map may show the census tract as "urban" according to the legend provided with the map. However, the census tract will only be considered urban if the map includes bold face type with a "UA" designation. If the map includes no such designation, or shows the census tract as urban but has a "UC" designation, the census tract is still considered rural.

If you tried both of these alternatives and the end result shows that your program is not classified as rural but you believe that it should be considered rural, or if you have other questions, problems, or concerns in determining rural designation pursuant to the above process, please contact Raymond Victor at (916)263-2725.

G. Proposed Grant Amount:

\*\$1,500,000.00

\* If the grant request is over \$1,000,000 (up to \$1,500,000), the city, county, or nonprofit will need to provide the following: The name of the city or unincorporated areas of counties with a population of over 400,000. If a County operates their programs in the small cities within the county as well as the unincorporated areas, we will allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate with the cities. A list of cities and unincorporated areas of counties in California with population over 400,000 is included in this application labeled **Exhibit D**. Please provide the required documentation as **Attachment 3**.

#### H. Brief Description of Each Program Activity Applied for:

The Mayor's Office of Housing and Community Development will utilize this Mortgage Assistance Program award to provide down-payment assistance loans to the purchasers of Below Market Rate (BMR) units. The Mortgage Assistance loans will be payment deferred, accrue 0% interest and will be due with a share of appreciation upon resale or in 30 years, whichever comes first. BMR units are priced as affordable to households earning 90% of the Area Median Income, while CalHome loans will be made available to households earning at or below 80% of the HCD low income limits, thus filling a substantial affordability gap and making the dream of homeownership available to lower income households. The maximum loan amount will be \$57,000. This is especially important in the Latino, African American and the Asian communities in San Francisco, where the average household income is lower than that of the area median for the entire population.

The owner-occupied rehabilitation loans will be payment deferred, 3% interest and due in 30 years or upon sale of the property, transfer of title, or non-occupancy, whichever comes first. Loans from this CalHome award will be made available to households earning 80% of AMI or below, thus providing affordable financing to households who would otherwise not be able to afford property rehabilitation. The maximum loan amount will be \$50,000 and will not exceed a 105% post-work loan to value (LTV). This type of financing is especially important to low-income homeowners whose properties are dilapidated and are faced with health and safety issues and sanctions from local building inspection and health departments. The CalHome loan will address minor to intermediate rehabilitation work and will most likely be coupled with existing programs to address a more holistic rehabilitation, including healthy home and energy efficiency retrofits.

#### **SECTION II. LEGISLATIVE REPRESENTATIVES:**

A form is included in this application labeled **Exhibit B**. Please complete the information on this form and attach as **Attachment 5**.

#### **SECTION III. GOVERNING BOARD RESOLUTION:**

Attach the resolution, duly executed by the governing board of the local public agency or nonprofit corporation, granting authority to make an application to HCD for a funding commitment from the CalHome Program. Label as **Attachment 6** Governing Board Resolution. Please review the sample resolution which is included in this application package as **Exhibit C**. Be sure that the resolution authorizes a signatory for submittal of this application and the resolution is an action of the governing body of the applicant. If someone signs the application other than the person authorized in the resolution, submit evidence that shows that the person signing has the authorization to sign. Such evidence could be in the form of an ordinance or code, or an opinion from the applicant's legal counsel. Include such authorization with **Attachment 6**.

**SECTION IV. APPLICANT INFORMATION:**

A. The applicant is a (check one): [ ] City [ ] County [✓] City and County [ ] Nonprofit Corporation

1. If a Nonprofit Corporation, Submit copies of:

IRS approval of 501(c) (3) status: as **Attachment 7a**

Secretary of State Letter of Good Standing: as **Attachment 7b**

Articles of Incorporation: as **Attachment 7c**

Bylaws: as **Attachment 7d**

List of names of Board of Directors: as **Attachment 7e**

Financial Statements (for the last 2 fiscal years, one of which must be must be audited): as **Attachment 7f**

**SECTION V. ACTIVITY ATTACHMENT:**

Applicants must complete at least one attachment:

Attachment 1, First-Time Homebuyer Mortgage Assistance, or  
Attachment 2, Owner-Occupied Rehabilitation Program

These attachments are part of this application. At least one must be completed and must be included or the application will not be complete and will be ineligible for funding consideration.

**SECTION VI. APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY:**

As the official designated by the governing body, I hereby certify that if approved by HCD for a CalHome Program funding allocation, the City and County of San Francisco, Mayor's Office of Housing and Community Development (Applicant name) assumes the responsibilities specified in the CalHome Program Regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute their proposed program or project;
- B. Before committing funds to a homebuyer/homeowner, it will evaluate the funding eligibility in accordance with CalHome Program Regulations and will not invest any more CalHome funds in combination with other governmental assistance than is necessary to provide affordable housing;
- C. The Applicant does not have any unresolved audit findings for prior HCD or federally-funded housing or community development projects or programs;
- D. There are no pending lawsuits that would impact the implementation of this program or project;
- E. It will comply with all statutes and regulations governing the CalHome Program;
- F. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct;
- G. It has the ability to perform the duties for the activity(s) applied for in accordance with Section 7718 of the CalHome Program Regulations.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information. (This certification must be signed by the person authorized in the Resolution.)

\*Signature: \_\_\_\_\_ Title: Director

Type Name: Olson Lee Date: \_\_\_\_\_

\*Must be signed by authorized signatory per the resolution.

## EXHIBIT A

### Attachment Checklist

Please tab each attachment required by the application and place the attachments behind the completed application in a three ring binder according to the corresponding number listed below.

Check if Included	Attachment No.	Attachment Title
✓	1	Program: First-time Homebuyer Mortgage Assistance Program
✓	Exhibit 1-1	First-time Homebuyer Mortgage Assistance Program-Program Narrative
✓	Exhibit 1-1A	First-time Homebuyer Mortgage Assistance Program- Award Letters
✓	Exhibit 1-1B	First-time Homebuyer Mortgage Assistance Program-Resolutions
✓	Exhibit 1-1C	First-time Homebuyer Mortgage Assistance Program-Program Activities
✓	Exhibit 1-1D	First-time Homebuyer Mortgage Assistance Program-Program Financials
✓	Exhibit 1-1E	First-time Homebuyer Mortgage Assistance Program-Program Manual
✓	2	Program: Owner-Occupied Rehabilitation Program
✓	Exhibit 2-1	Owner-Occupied Rehabilitation Program –Program Narrative
✓	Exhibit 2-1A	Owner-Occupied Rehabilitation Program –Award Letters
✓	Exhibit 2-1B	Owner-Occupied Rehabilitation Program –Resolutions
✓	Exhibit 2-1C	Owner-Occupied Rehabilitation Program –Program Activities
✓	Exhibit 2-1D	Owner-Occupied Rehabilitation Program –Program Financials
✓	Exhibit 2-1E	Owner-Occupied Rehabilitation Program -Manual
✓	Exhibit 2-2	Owner-Occupied Rehabilitation Program – Loan Servicing Experience if there are no loans in the portfolio
✓	3	Documentation regarding population over 400,000 for requesting funds over \$1,000,000 (up to \$1,500,000)
✓	4	Additional Documentation
✓	5	Legislative List
✓	6	Copy of Resolution authorizing this application. As a time-saver, the Resolution may also authorize execution of the contract and other documents needed to process a loan
✓	Bonus-A	Energy Efficient/Green Building Standards
✓	Bonus-B	Universal Design Standards
N/A		<b>Nonprofit corporations must provide the following information:</b>
N/A	7a	IRS approval of 501(c)(3) status
N/A	7b	Copy of current certification of 501(c)(3) status with Secretary of State that is less than one year old
N/A	7c	Copy of Articles of Incorporation
N/A	7d	Copy of Bylaws
N/A	7e	List of officers and Board of governing body of Applicant
N/A	7f	Financial Statements (one of the last 2 years must be audited)

## Exhibit B

### LEGISLATIVE REPRESENTATIVES

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

#### A. Members of the State Assembly:

District number: 17

Name: Tom Ammiano

District Address: 455 Golden Gate Ave., STE 14300

City: San Francisco

Zip Code: 94102

District number: 19

Name: Philip Y. Ting

District Address: 455 Golden Gate Ave., STE 14600

City: San Francisco

Zip Code: 94102

#### B. Members of the State Senate:

District number: 8

Name: District 8

District Address: 455 Golden Gate Ave., STE 14200

City: San Francisco

Zip Code: 94102

District number: 11

Name: Mark Leno

District Address: 455 Golden Gate Ave., STE 14800

City: San Francisco

Zip Code: 94102

#### C. Members of the U.S. House of Representatives:

District number: 12

Name: Nancy Pelosi

District Address: 90 7<sup>th</sup> Street, Ste. 2-800

City: San Francisco

Zip Code: 94103

District number: 14

Name: Jackie Speier

District Address: 155 Bovet Road, Suite 780

City: San Mateo

Zip Code: 94402



## EXHIBIT C

### SAMPLE GOVERNING BOARD RESOLUTION

RESOLUTION NO. \_\_\_\_\_

THE GOVERNING BOARD OF

\_\_\_\_\_  
(Title of Applicant)

HEREBY AUTHORIZES THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.

WHEREAS:

- A. \_\_\_\_\_ (name of applicant), a [political subdivision of the State of California or nonprofit public benefit corporation], wishes to apply for and receive an allocation of funds through the CalHome Program; and
- B. The California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD in April 2004; and
- C. The \_\_\_\_\_ (name of applicant) wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of \$\_\_\_\_\_.

IT IS NOW THEREFORE RESOLVED THAT:

1. The \_\_\_\_\_ (name of applicant) shall submit to HCD an application to participate in the CalHome Program in response to the NOFA issued on \_\_\_\_\_ which will request a funding allocation for the following activities:

**(Briefly describe the proposed activities, including dollar amount of each)**

located in \_\_\_\_\_  
[Program/project location(s)]

2. If the application for funding is approved, the \_\_\_\_\_ (name of applicant) hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program regulations cited above. It also may execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

3. The \_\_\_\_\_ (name of applicant) authorizes \_\_\_\_\_ [office or position titles of authorized person(s)] to execute in the name of the \_\_\_\_\_ (name of Applicant), the application, the Standard Agreement, and all other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

PASSED AND ADOPTED THIS \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

The undersigned \_\_\_\_\_ (title of officer) of the \_\_\_\_\_ (name of applicant) there before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Governing Board adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES:

1. This is intended to be a sample resolution authorizing submittal of an application to HCD. **Applicants may use their own format if it contains all of the authorizations contained in this sample.**
2. The sample resolution should be modified by nonprofit organizations as appropriate to meet the corporate structure of the nonprofit organization.
3. **The person attesting to the signing of the resolution cannot be the same person who is authorized to execute documents in the name of the applicant.**
4. The resolution must be the original or a certified copy of the original.

## EXHIBIT D

### **Cities and unincorporated areas of counties in California with population over 400,000:**

- City of Los Angeles
- City of San Diego
- Unincorporated Los Angeles County
- City of San Jose
- City and County of San Francisco
- Unincorporated Sacramento County
- City of Long Beach
- Unincorporated Riverside County
- Unincorporated San Diego County
- City of Fresno
- City of Sacramento

In our current NOFA, these jurisdictions will be able to apply for an aggregate maximum award of \$1,500,000.

Regarding the situation where the County operates their programs in the small cities within the county as well as the unincorporated areas, we would allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate within the cities.

# CalHome Program Application

## Attachment 1 First-Time Homebuyer Mortgage Assistance Program

This Application form is for homebuyer mortgage assistance to first-time homebuyers of new or existing homes, or for purchase of existing homes to be rehabilitated by the homebuyer. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7729 of the program regulations.

### SECTION I. APPLICANT INFORMATION

Name: City and County of San Francisco, Mayor's Office of Housing and Community Development

### SECTION II. FIRST-TIME HOMEBUYER PROGRAM EXPERIENCE

- A. Provide the following information for each year of first-time homebuyer program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those homebuyer units for which they provided the mortgage assistance services.

PERMANENT FINANCING FUNDING SOURCE(S)							NO. OF PURCHASE ESCROWS UNDERWRITTEN AND CLOSED	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER BUYER					
YEAR	DALP	CITY 2ND LOAN	CalHome BMR-DALP	MA / ADDI	TND	PIC/FR DALP		DALP	CITY 2 <sup>ND</sup> LOAN	CalHome BMR-DALP	MA / ADDI	TND	PIC
2013	20	2	28	2	3	1/4	62	\$79,739	\$58,875	\$31,890	\$12,755	\$20,000	\$20,000
2012	17	-	19	9	2	-	47	\$63,124	-	\$35,122	\$13,556	\$20,000	-
2011	26	1	-	8	4	1	40	\$71,495	\$79,000	-	\$15,137	\$20,000	\$20,000
2010	17	2	1	2	12	5	44	\$67,315	\$55,000	\$36,000	\$10,000	\$20,000	\$20,000
2009	70	0	33	-	14	4	125	\$99,882	*	\$34,689	-	\$20,000	\$20,000
2008	39	1	21	-	7	4	73	\$110,207	\$43,000	\$32,520	-	\$20,000	\$20,000
2007	20	15	-	-	-	-	35	\$108,185	\$127,500	-	-	-	-
2006	41	5	-	39	-	-	85	\$48,061	\$80,079	-	\$17,501	-	-
2005	36	11	-	34	-	-	81	\$55,748	\$77,868	-	\$16,680	-	-
2004	-	16	-	-	-	-	16	-	\$85,016	-	-	-	-

\* Grant Right of First Refusal

- B. For years 2009 through 2013, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. **(Attach as Exhibit 1-1)**

**SECTION III. LOAN UNDERWRITING EXPERIENCE**

A. For the years 2009 through 2013, the total number of homebuyer loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions. # 316

**SECTION IV. LOAN SERVICING EXPERIENCE**

A. For the years 2009 through 2013, the total number of homebuyer loans closed for which the applicant was the named beneficiary on the loan documents. # 316

B. As of the CalHome NOFA issuance date, the total number of homeowner loans in the applicant's portfolio. # 904

C. Number of loans identified in B. above that are being directly serviced by the applicant. # 904

D. Number of loans identified in B. above that are being serviced by a third party. # 0

E. As of the CalHome NOFA issuance date, the total number of homebuyer loans the applicant is servicing for another entity. # 0

F. If there are zero loans identified in C, D **and** E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 1-2)**

**SECTION V. PROGRAM TARGETING**

A. Number of homebuyers to be assisted with this application for CalHome funds # 13

B. Program will be operated **entirely within a federally defined Qualified Census Tract(s) located in Appendix B in the training manual** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):

Yes \_\_\_\_\_ No ✓ \_\_\_\_\_

Federally defined Qualified Census tract(s) No. \_\_\_\_\_

C. Nonprofit corporations must list the county or counties in which the program will be operated. county/counties \_\_\_\_\_

D. Provide the data source used to project median sales price: HUD – By definition, Below Market Rate (BMR) units are sold at a price specified in the planning approvals or other use restrictions which may be lower than the fair market value of comparable units.



2. Volunteer labor: Yes \_\_\_\_\_ No \_\_\_\_\_  
 No. of hours of guaranteed volunteer onsite construction labor per unit: \_\_\_\_\_ hrs
3. A youth construction skills training program: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Name of program: \_\_\_\_\_  
 No. of hours of guaranteed youth construction training onsite construction labor per unit, provided by participants age 16 to 24 years old only: \_\_\_\_\_ hrs

4. **If the answer to A. 1, 2 or 3 above is yes**, indicate the minimum number of onsite construction labor hours per unit to be provided by the homebuyer: \_\_\_\_\_ hrs

- B. Describe the criteria for participation in your contributed labor program. **(Attach as Exhibit 1-4)**
- C. Attach a copy of the agreement form used for the contributed labor program. **(Attach as Exhibit 1-4a)**
- D. Provide description of activities performed by contributed labor participants. **(Attach as Exhibit 1-4b)**
- E. Provide description of activities normally contracted out. **(Attach as Exhibit 1-4c)**
- F. What percentage of total onsite construction labor per unit will be performed by contributed labor:  
 \_\_\_\_\_%

Please provide evidence of previous administration of the type of contributed labor program proposed in this application. This could include, but not be limited to, the nonprofit corporation charter or a copy of the board resolution authorizing the program supported by documentation of completed projects; or copies of contracts with contributed labor participants. **(Attach as Exhibit 1-4d)**

**SECTION VIII. HOMEBUYER EDUCATION**

- A. Does the applicant currently provide homebuyer education classes?  
 Yes \_\_\_\_\_ No  \_\_\_\_\_

If not, describe arrangements for providing homebuyer education in Attachment 4 - Additional Documentation.

**SECTION IX. BONUS POINTS FOR NEW POLICY OBJECTIVES  
MORTGAGE ASSISTANCE ACTIVITIES ONLY**

**A. Energy Efficient / Green Building features (Attach as Bonus Exhibit A)**

Bonus points will be given in the scoring of this application for applicants that use their mortgage assistance loans for home purchase transactions where the units purchased are developed by including the mandatory or voluntary exclusively green building measures (see Appendix A4 at [http://www.hcd.ca.gov/codes/shl/2010\\_CA\\_Green\\_Bldg.pdf](http://www.hcd.ca.gov/codes/shl/2010_CA_Green_Bldg.pdf)). For the submission of your application, you may self-certify that you intend to meet the CALGreen Tier 1 or Tier 2 design criteria (see application self-certification check list and attach as Bonus Exhibit A of the Application). An architect or the local inspection agency must certify that the design actually meets the criteria for CALGreen Tier 1 or Tier 2 specified in the Code. If bonus points are assigned to your application for this, it will be a condition of your contract and will affect all loans.

Yes  No



**B. Targeting homeownership units that meet universal design standards (Attach as Bonus Exhibit B)**

Bonus points will be given in the scoring of this application for applicants that use their mortgage assistance loans exclusively for home purchase transactions where the units purchased are developed by meeting the following universal design standards:

- Provide at least one no-step entrance with beveled threshold. This may be at the front, side or back of the unit.
- Make doorways throughout the unit at least 32 inches wide and hallways at least 36 inches clear width.
- Reinforce walls around the toilet, bathtub and shower stall in order that grab bars may be added at a later time, if needed.
- Install light switches and electrical controls no higher than 48 inches and electrical plugs no lower than 15 inches above the floor.
- Install lever handles on all doors and plumbing fixtures.

Yes     ✓                No \_\_\_\_\_

# CalHome Program Application

## Attachment II Owner-Occupied Rehabilitation Program

This Application form is for rehabilitation of owner-occupied homes. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7733 and Section 7735 of the program regulations.

### SECTION I. APPLICANT INFORMATION

Name: Mayor's Office of Housing and Community Development, Lead Hazard Control and Housing Rehabilitation Program

### SECTION II. OWNER-OCCUPIED REHABILITATION PROGRAM EXPERIENCE

- A. Provide the following information for each year of owner-occupied rehabilitation program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those rehabilitated units for which they provided the rehabilitation services including loan underwriting and escrow closing.

Year	NO. OF HOME REHABILITATIONS COMPLETED				NO. OF ESCROWS CLOSED BY APPLICANT ORGANIZATION				AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER OWNER			
	CF	CH	UP	CAL	CF	CH	UP	CAL	CF	CH	UP	CAL
2013	0	0	0	0	0	0	0	5	0	0	0	\$195,000
2012	0	0	0	2	0	0	0	2	0	0	0	\$37,500
2011	0	0	0	7	0	0	0	7	0	0	0	\$46,429
2010	1	6	0	13	1	6	0	13	\$25,000	\$75,600	\$0	\$37,883
2009	0	3	10	6	0	3	10	6	\$0	\$99,000	\$2,653	\$27,333
2008	2	14	16	7	2	14	16	7	\$18,500	\$93,948	\$2,429	\$98,096
2007	4	5	3	1	5	6	3	0	\$12,268	\$107,640	\$3,367	\$45,600
2006	1	9	5	0	6	6	5	0	\$15,000	\$91,437	\$1,590	\$0
2005	8	7	71	0	3	4	71	0	\$8,625	\$60,417	\$1,869	\$0
2004	4	24	38	0	4	24	38	0	\$11,563	\$64,098	\$1,686	\$0

- B. For years 2009 through 2013, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. **(Attach as Exhibit 2-1)**

**SECTION III. LOAN UNDERWRITING EXPERIENCE**

A. For the years 2009 through 2013, the total number of homeowner rehabilitation loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions. # 92

**SECTION IV. LOAN SERVICING EXPERIENCE**

A. For the years 2009 through 2013, the total number of all types of homeowner rehabilitation loans closed for which the applicant was the named beneficiary on the loan documents. # 66

B. As of the CalHome NOFA issuance date, the total number of homeowner rehabilitation loans in the applicant's portfolio. # 402

C. Number of loans identified in B. above that are being directly serviced by the applicant. # 402

D. Number of loans identified in B. above that are being serviced by a third party. # 0

E. As of the CalHome NOFA issuance date, the total number of homeowner loans the applicant is servicing for another entity. # 0

F. If there are zero loans identified in C, D **and** E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 2-2)**

**SECTION V. PROGRAM TARGETING**

A. Number of homeowners to be assisted with this application for CalHome funds # 13

B. Program will be operated **entirely within a federally defined Qualified Census Tract(s) located in Appendix B in the training manual** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):

Yes  No

Federally defined Qualified Census tract(s) No.

C. Nonprofit corporations must list the county or counties in which the program will be operated.

County/counties N/A

**SECTION VI. FINANCING**

A. Subordinate Financing (other than CalHome) (check all that apply):

Describe the financing structure for any subordinate financing to be provided in addition to the CalHome loan. Do not list the CalHome loan:

Source of Financing	Proposed Lien Position*
Conventional First Mortgage Loan	1 <sup>st</sup>
HELOC – Equity Line of Credit (if any)	2 <sup>nd</sup>
CalHome Loan	3 <sup>rd</sup>

**\*Note: Assume the existence of a first mortgage.**