

# Local Housing Trust Fund (LHTF) Program Application

Rev. 5/2024

## 2024 Notice of Funding Availability



**State of California  
Governor Gavin Newsom**

**Tomiquia Moss, Secretary  
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director  
Department of Housing and Community Development**

651 Bannon Street, Sacramento, CA 95811

[Website for Local Housing Trust Fund](#)

Program Email: [LHTF@hcd.ca.gov](mailto:LHTF@hcd.ca.gov)

**NOFA Release: July 9th , 2024**

**Project and Applicant Information**

Rev. 5/2024

[§101\(p\) "Local Housing Trust Fund" definition](#)

[§101\(dd\) "Regional Housing Trust Fund" definition.](#)

**§102 Eligible Applicants**

**Applicant Type:** (a) City and County

**Applicant Information**

Applicant Name:		Mayor's Office of Housing and Community Dev't on behalf of City and County of San Francisco			Organization Type:		Local Public Entity
Address:	1 South Van Ness, 5th Floor	City:	San Francisco	County:	San Francisco	State:	CA
						Zip Code:	94103
Auth Rep Name:	Daniel Adams	Title:	Director	Auth Rep. Email:	daniel.adams@sfgov.org		
					Phone:	(415) 701-5500	
Address:	1 South Van Ness, 5th Floor	City:	San Francisco	State:	CA	Zip Code:	94103
Contact Name:	Mara Blitzer	Title:	Dir. Of Special Projects	Contact Email:	mara.blitzer@gmail.com		
					Phone:	(628) 652-5820	
Address:	1 South Van Ness, 5th Floor	City:	San Francisco	State:	CA	Zip Code:	94103

**Trust Fund Information**

Full Trust Fund Name:	San Francisco Housing Trust Fund			Date Established:	7/23/12
Trust Fund Address:	1 South Van Ness, 5th floor	City:	San Francisco	State:	CA
				Zip Code:	94103
Trust Fund Type:	(a) Existing Local Housing Trust Fund (or Existing Regional Housing Trust Fund)				

**(a) The minimum application request shall be \$1 million with a max request of \$5 million.** Amount of LHTF Program Funds Requested: **\$5,000,000**

**Proposed Activity Timeline - provide a timeline of implementation of your Project(s) (§101(g), (1)(2)(3)&(4))**

Project Type and Activity	Name of Project	When will you issue commitments?	When will you issue a NOFA/RFQ?	When will loan closing occur?	When do you anticipate disbursement of LHTF funds?	Amount of Matching Funds designated to project:	Amount of Program Funds designated to project:
Rental new construction	967 Mission Street	Loan approved 9/15/2023 Issue commitment upon	Completed	6/1/2026	6/1/2026	\$5,000,000	\$5,000,000

**Certifications**

On behalf of the entity identified below, I certify that: The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I

<b>Daniel Adams</b>	<b>Director</b>		<b>8/28/2024</b>
Authorized Representative Printed Name	Title	Signature (Please Type Name)	Date

**DRAFT**

<u>\$102 Eligible Applicants</u>					<u>\$103 Funding Amount Minimums and Maximums</u>	
Applicant Type:		(a) City and County			(a) Existing Local Housing Trust Fund (or Existing Regional Housing Trust Fund)	
Amount Requested:					\$5,000,000	
(a)(1)(A) How was the Housing Trust Fund established? The Housing Trust Fund utilizes a public, or joint public and private, fund established by legislation, ordinance, resolution, or a public-private partnership, to receive specific revenue to address local housing needs. From the dropdown list please select the documentation that establishes the HTF. Please highlight the sections in your documentation that outline the requirements below. - Language establishing the Local Housing Trust Fund - Identify the specific revenue given to the Local Housing Trust Fund - Identify the language that states the Housing Trust Fund addresses the local housing needs - NOTE: For public RHTFs only, RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF					Legislation	
(a)(1)(B) Does the Housing Trust Fund meet the minimum Ongoing Revenue requirements? The Trust Fund is funded from Ongoing Revenues as required by the definition in §101 from Dedicated Sources of funding such as taxes, fees, loan repayments, or public or private contributions. <a href="#">Please see requirements in Section 101(z).</a>					Yes: The existing HTF meets the Ongoing Revenues requirement averaging \$100k/year for a min. of 3yrs after Program award date	
(a)(2) Does the city or county have a Housing Element that was adopted by the city or county's governing body and determined by HCD to be in compliance with state Housing Element law pursuant to GC §65585?					Yes	
(a)(3) The city or county has submitted to HCD the Annual Progress Report required by GC Code §65400 for the current or prior year?					Yes	
(4) A Local Housing Trust Fund or Regional Housing Trust Fund that was created, funded, and operated by a combination of two or more cities or counties, agrees to utilize Program Funds only for Eligible Projects located in cities or counties that have, at the time of application, an adopted Housing Element meeting the requirements of subparagraph (2) above, and for which the Annual Progress Report was submitted for the current or prior year by the application deadline date, as required by subparagraph (3) above?					N/A	
<b>§102(d): Previous Awardees</b>						
Enter the dollar amount of Program Funds that have been committed from all previous LHTF awards (leave blank if not previously awarded)					Total Awarded	\$ 5,000,000
					Total Committed	\$ 5,000,000
<b>Matching Funds Committed</b>						
New Applicants (no previous LHTF award) provide the amount of local Matching Funds that have been committed (leave blank if previously awarded)					\$ 5,000,000	
<b>§104 Matching Funds Requirements</b>						
Name of Matching Funds	Select Type of Matching Fund	Specify Source of Funds	Matching Fund Amount	Required Documentation for Matching Funds		
<i>Example:</i> Public Contribution	<i>Example:</i> Residential Local Impact Fee	<i>Example:</i> Residential local impact fees	\$3,000,000	Match_Fund_1	Uploaded to HCD?	
<i>Example:</i> Land Donation	<i>Example:</i> Public Contribution	<i>Example:</i> The public contribution will be from foreclosed land.	\$5,000,000	Match_Fund_2	Uploaded to HCD?	
Public Contribution	Residential Local Impact Fees	Impact Fees	\$5,000,000	Match_Fund_1	Proof of Deposit(s)	
Total Matching Funds			\$5,000,000			
<b>§104 Ongoing Revenue</b>						
Name of Ongoing Revenue	Select Type of Ongoing Revenue	Specify Source of Funds	Annual average amount deposited into the HTF	Required documentation for Ongoing Revenue NOTE: Executed documentation only; no drafts		
<i>Example:</i> Loan Repayments	Loan Repayments	Developer Loan	\$50,000	Ongoing_Rev_1	Uploaded to HCD?	
<i>Example:</i> Taxes	Taxes	Residential local impact fees	\$40,000	Ongoing_Rev_2	Uploaded to HCD?	
Housing Trust Fund	Public Contributions	Housing Trust Fund	\$45,200,000	Ongoing_Rev_1	Legislation	
Total Ongoing Revenues			\$45,200,000			
<b>§105 Eligible Uses of Funds</b>						
105(a): How will Program Funds be used by the Grantee? Note: Please reference the 2023 LHTF NOFA (I.I.G.2. Rating and Ranking) for details regarding scoring						
<u>105(a)</u>	<u>105(b)</u>	<u>105(c)</u>	<u>105(d)</u>	<u>105(e)</u>	Total Program Funds accounted for:	
What is the simple interest rate for Program Funded Loan(s)	Will Program Funds be used toward administrative expenses? (5% Maximum)	Enter percentage of Program Funds designated to serving households no higher than 30% Area Median Income	Enter percentage of Program Funds designated to serving households no higher than 120% Area Median Income	Enter percentage of Program Funds designated to serving households no higher than 80% Area Median Income		
3%	No	30%	0%	70%	100%	
Minimum Amount of Matching Funds		\$1,500,000	\$0	\$3,500,000		
<u>NOFA Section II(G)(1)(f) Loan Guidelines and Underwriting Standard and Procedures</u>						
Applicant has adopted the Uniform Multifamily Regulations (UMRs) as their loan guidelines, underwriting standards, and procedures. The UMRs can be found on our website at <a href="https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf">https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf</a>					No	

**Certification & Legal Status**

**Legal Disclosure**

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

**Explain all positive responses on a separate sheet and include with this questionnaire in the application.**

**Exceptions:** Public entity applicants without an ownership interest in the proposed project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent), and chief financial officers (Treasurers, Chief Financial Officers, or their equivalent) must respond.

**Civil Matters**

1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in <i>past ten years</i> ?	No
2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	No
3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	No
4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?	No
5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?	No

**Criminal Matters**

6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?	No
7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?	No
8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?	No
9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?	No
10. Within the past ten years, has the applicant been convicted of any felony?	No
11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?	No
12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?	No

**Please provide a letter of explanation if you responded "Yes" to any of the questions above.**

Daniel Adams	Director	8/28/24
Printed Name	Title of Signatory	Signature (Please Type Name)
		Date

Application Score - 100 points max §106(f)											Rev. 5/2024	65	
<b>(1) Non-Residential Matching Funds - 15 points max</b>													0
Matching Funds (sources other than residential Local Impact Fees or In Lieu Fees)			\$0	Total Matching Funds			\$5,000,000	% of Matching Funds			0.00%		
<b>(2) Deeper Income Targeting - 20 points max</b>													20
Does Applicant commit to expend no more than 18% of its Program Funds and Matching Funds on Moderate-Income (MI) households?			Yes	If yes, select MI exp. %	0%	Program + Matching Funds - Admin Exp.		\$9,500,000	Max MI exp. (per commitment)		\$0		
<b>(3) Readiness - 15 points max</b>													5
Has Applicant completed a first phase funding process for multifamily rental projects and announced on its website the status of each project, including those projects that were approved to submit a final application upon award of Program Funds by HCD §106(f)(3)?				Yes		Direct link (website address) to page showing project status:							
Project Name	967 Mission			Pre-approved Amount	\$ 5,000,000	Direct link to website		https://www.sf.gov/meeting/september-15-2023/citywide-affordable-housing-loan-committee-meeting					
Project Name				Pre-approved Amount		Direct link to website		Note: all loan committee actions are available on MOHCD's website.					
Project Name				Pre-approved Amount		Direct link to website		MOHCD publishes a dashboard and data set that includes all affordable housing in progress:					
Project Name				Pre-approved Amount		Direct link to website		https://www.sf.gov/data/mohcd-affordable-housing-dashboard					
Project Name				Pre-approved Amount		Direct link to website		Commitment letter to be written upon notice of approval of State funds					
Project Name				Pre-approved Amount		Direct link to website							
Project Name				Pre-approved Amount		Direct link to website							
Project Name				Pre-approved Amount		Direct link to website							
Project Name				Pre-approved Amount		Direct link to website							
Project Name				Pre-approved Amount		Direct link to website							
Total Amount of pre-approved First Phase Funding			\$5,000,000	Total Program Funds Requested			\$5,000,000	First Phase Funding vs. Requested (times)			1		
<b>(4) Increasing the Supply of Lower-Income (LI) Rental Housing - 20 points max</b>													20
How will the Applicant use the HCD Program Funds and Matching Funds - for permanent or construction financing?		Construction	(A) Program Funds + Matching Funds - Admin Exp.		\$9,500,000	(B) Percentage of Program Funds and Matching Funds Applicant commits to use for new construction of rental housing developments Affordable to and restricted to households with average incomes of no more than 60% of AMI?		Funding for Permanent OR Construction financing for 60% AMI or less	100%	(C) Amount Applicant commits based on (B) %		\$9,500,000	
<b>(5) Community Need - 15 points max (NOTE: this section will be scored by HCD using CHAS data (Comprehensive Housing Affordability Strategy): https://www.huduser.gov/portal/datasets/cp.html#2006-2016-datacollapse</b>													0
HCD will provide the percentage of Lower-Income Households paying more than 50 percent of their household income for rent or owner expenses. <b>Applicant does not complete this field.</b>													
<b>(6) Regional Housing Trust Fund Applicants - 5 points</b>													0
A Regional Housing Trust Fund meeting the description herein receive all points in this category: A Regional Housing Trust Fund is one that includes six jurisdictions (in counties with total populations of 250,000 or less) or eight jurisdictions (in counties with more than 250,000), or that meets the minimum threshold (two jurisdictions with more than one million people, or three jurisdictions in counties with total populations of 250,000 or less, or four jurisdictions in counties with more than 250,000), and includes more than 66% of the population of the county or counties.													
List the jurisdictions that your trust fund serves: City of, County of, or Town of					Of those served, which Jurisdictions will be served with this application.			Are you serving the unincorporated county only, or the entire county including all incorporated areas?					
DRAFT													
<b>List the appropriate representatives from the areas that the Applicant serves.</b>													
Congressperson Name(s) (First and last name)		District #	State Senator Name(s) (First and last name)		District #	State Assembly Member Name(s) (First and last name)		District #					
<b>(7) Performance - Applicant has committed at least 40 percent of the Program Funds previously awarded to the Applicant - 10 points</b>													10
<b>New Applicant (not previously awarded) has committed at least 40 percent of the local Matching Funds - 10 points</b>													10
<b>Tie Breaker</b>													
Tie Breaker, if needed. Readiness: The extent to which the application identifies specific multifamily rental projects for which the trust fund has issued Letters of Intent (LOIs) to developers for construction or permanent financing, (which includes dollar amounts). Explain below.													
Project Name	967 Mission			Funding Source	HTF, Inclusionary	Commitment Amount	\$ 24,750,000	Loan Type	Construction				
Project Name				Funding Source		Commitment Amount		Loan Type					
Project Name				Funding Source		Commitment Amount		Loan Type					
Project Name				Funding Source		Commitment Amount		Loan Type					
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Project Name				Funding Source		Commitment Amount		Loan Type					
Project Name				Funding Source		Commitment Amount		Loan Type					
							Commitment vs. Request	495%					

**LOCAL HOUSING TRUST FUND (LHTF) Document Checklist**

Use this document to properly name your attachments before uploading them with your application submission.  
**You must confirm below that you have completed this step.**

Threshold Requirement?	What You'll Name Your Document:	Document Description	Included?
<b>§102(d) Eligible Applicants: Previous Awardees</b>			
Yes	Award_Commitment	<b>Previously awarded applicants only.</b> Documentation evidencing the commitment of at least 40% of the previously awarded LHTF funds.	Included
Yes	LHTF_AR	<b>Previously awarded applicants only.</b> §106(e) Submit evidence that the most recently required LHTF Annual Report was submitted to HCD State Grants Management (e.g. include a copy of the email submission)	Included
<b>New Applicants (no previous LHTF award)</b>			
No	MF_Commitment	<b>New Applicants only.</b> Documentation evidencing the commitment of at least 40% of the local Matching Funds.	N/A
<b>Application Information</b>			
Yes	HTF	§102(a),(b),(c): Legislation, Ordinance, Resolution, or public-private partnership agreement creating the HTF. RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF (public RHTFs only).	Included
Yes (if applicable)	OrgDoc1, OrgDoc2, etc.	§106(e) Organizational Documents (Articles of Incorporation, Bylaws, Amendments, Certificate of Good Standing, etc.)	N/A
Yes (if applicable)	Org_Chart	§106(e) Organizational Chart	N/A
Yes (if applicable)	Gov_TIN_Form	§106(e) Government Agency Taxpayer ID Form	Included
Yes (if applicable)	STD_204	§106(e) STD-204 Payee Data Record	Included
Yes (if applicable)	Sig_Block	<b>501(c)(3) nonprofit corporation only</b> §106(e) - Signature Block, upload as a Microsoft Word document	N/A
Yes (if applicable)	Fin_Statements	<b>501(c)(3) nonprofit corporation only</b> §106(e) - Audited financial statements (2 years)	N/A
Yes (if applicable)	501c3_Determination	<b>501(c)(3) nonprofit corporation only</b> §106(e) - IRS determination letter regarding 501(c)(3) status (this letter must address the name of the 501(c)(3), which must match the name of the HTF)	N/A
Yes	App_Reso	§106(e) Application Resolution <b>Note: Only one Application Resolution may be submitted and must be from the Applicant. Additionally, Attachment 1 must be an attachment to the Resolution prior to approval by the governing body and must be included with your submission.</b>	Included
Yes	Guidelines_107d	§107(d) Loan guidelines and underwriting standards and procedures	Included
Yes (if applicable)	Cert_LOE	Letter of Explanation for any applicable items on "Certification & Legal" tab of the application	Included
<b>Matching Funds and Ongoing Revenue</b>			
Yes	Match_Fund_1, Match_Fund_2, etc.	§104 Required Documentation for Matching Funds	Included
Yes (if applicable)	Binding_Agreement	§104(b) Fully executed <b>commitment letter</b> or a fully executed <b>contract</b> to provide <b>Matching Funds</b> , specifying the source(s) of the Matching Funds, the amount of Matching Funds from each source, the date upon which the funds will be deposited into the LHTF or RHTF account, and <b>remedies</b> for not depositing the Matching Funds on/by that date.	Included
Yes	Ongoing_Rev_1, Ongoing_Rev_2, etc.	§102(a),(b),(c) Required Documentation for Ongoing Revenues	Included
<b>§106 Application Scoring</b>			
No	Readiness_1, Readiness_2, etc.	§106(f)(3) Readiness List	N/A
No	LOI_1, LOI_2, etc.	§106(g)(1) Letter(s) of Intent	N/A

**I have reviewed the Document Checklist and have named my documents according to the instructions.  
I will upload all required documents to the LHTF submission portal.**