

Local Housing Trust Fund (LHTF) Program Application

2020 Notice of Funding Availability



**State of California
Governor Gavin Newsom**

**Lourdes Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

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

2020 West El Camino Avenue, Suite 150, Sacramento, CA 95833

Phone: (916) 263-2771

Website: <http://www.hcd.ca.gov/grants-funding/active-funding/lhtf.shtml>

Program Email: LHTF@hcd.ca.gov

NOFA Release: April 30, 2020

Project and Applicant Information

Rev. 5/13/20

§101(p) "Local Housing Trust Fund" is a public, joint public and private, or charitable nonprofit organization organized under §501(c)(3) of the Internal Revenue Code, which was established by legislation, ordinance, resolution (including nonprofit articles of incorporation), or a public-private partnership organized to receive specific public, or public and private, revenue to address local housing needs. The key characteristic of a Local Housing Trust Fund is that it receives Ongoing Revenues from Dedicated Sources of funding sufficient to permit the Local Housing Trust Fund to comply with the requirements of the Program.

§101(dd) "Regional Housing Trust Fund" means a Trust Fund serving two or more jurisdictions if the combined population is more than 1 million people; serving three or more jurisdictions in counties with total populations of 250,000 or less; and serving four or more jurisdictions in counties with total populations of more than 250,000.

§102 Eligible Applicants

Applicant Type: (a) City and County

City and/or County Applicants §102(a)

(a) Applicant has created, funded, and operated an Existing or Local or Regional Housing Trust Fund, or that has created and funded a New Local or Regional Housing Trust Fund?	Yes
(1)(A) The 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?	Yes
(1)(B) 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?	Yes
(2) The city or county has 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
(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?	Yes

Applicant Information

Applicant Name:	City and County of San Francisco	Organization Type:	Local Public Entity
Address:	MOHCD 1 South Van Ness Ave., Floor 5	City:	San Francisco
		State:	CA
		Zip Code:	94103
Auth Rep Name:	Eric Shaw	Title:	Director
		Auth Rep. Email:	eric.shaw@sfgov.org
		Phone:	4157015500
Address:	1 South Van Ness Ave., 5th Floor	City:	San Francisco
		State:	CA
		Zip Code:	94103
Contact Name:	Anne Romero	Title:	Senior Project Manager
		Contact Email:	anne.romero@sfgov.org
		Contact Phone:	4157015525
Address:	1 South Van Ness Ave., 5th Floor	City:	San Francisco
		State:	CA
		Zip Code:	94103
File Name:	HTF	Legislation, Ordinance or Resolution creating the HTF	Uploaded to HCD?
File Name:	Cert & Legal Disclosure	Certifications & Legal Disclosure	Uploaded to HCD?
File Name:	Reso	Resolution (see below for the minimum Resolution content requirements)	Uploaded to HCD?

- (1) Entity Name (identity of the contracting party or borrower) and Entity Type (corporation, non-profit, for-profit, LLC, etc.)
- Name & Title of Signatory(ies)****
- (2) NOTE: Name and title of authorized signatory(ies) is preferred. In instances pertaining to municipalities/jurisdictions/transit agencies (when title is acceptable), supporting documentation evidencing the individual who currently holds the position must be provided.
- (3) NOFA Date.
- (4) Language authorizing Signatory(ies) to sign Standard Agreement (if more than one is listed, ensure "and" or "or" is defined for individuals required to sign).
- (5) Amendment Provision included.
- (6) Aggregate dollar amount (should be equal to or greater than the requested/award amount).
- (7) Person attesting validity of resolution (must be someone other than person authorized to sign Standard Agreement).
- (8) The meeting date authorizing resolution.

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(9) All votes taken at meeting authorizing resolution (ayes, no's, absent, vacant).

(10) LHTF name(s) as it appears on the LHTF application.

File Name:	OrgDoc1, OrgDoc2, etc.	Organizational Documents	Uploaded to HCD?
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Articles of Incorporation (Corp. Code §154, 200 and 202) as certified by the CA Secretary of State.

Bylaws and any amendments thereto (Corp. Code §207(b), 211 and 212).

Certificate of Amendment of Articles of Incorporation (Corp. Code §900-910 (general stock), §5810-5820 (public benefit and religious corporations), §7810-7820 (mutual benefit corporations), or §12500-12510 (general cooperative corporations)) as applicable.

Restated Articles of Incorporation (Corp. Code §901, 906, 910 (general stock), §5811, 5815, 5819 (public benefit and religious corporations), §7811, 7815 and 7819 (mutual benefit corporations) and §12501, 12506 and 12510 (general cooperative corporations)) as applicable.

Statement of Information (CA Secretary of State form SI-100 or SI-200)

Shareholder Agreements (Corp. Code §186) if applicable.

Certificate of Good Standing certified by Secretary of State.

File Name:	OrgChart	Organizational Chart	Uploaded to HCD?
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File Name:	Signature Block	501(c)(3) nonprofit corporation only - Signature Block, upload in Microsoft Word Doc.	Uploaded to HCD?
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File Name:	Government TIN Form	Gov't Agency Taxpayer ID Form	Uploaded to HCD?
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File Name:	Payee Data Record	STD-204 Payee Data Record	Uploaded to HCD?
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File Name:	Financial Statements	501(c)(3) nonprofit corporation only - Audited financial statements (2 years)	Uploaded to HCD?
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File Name:	501 Determination	501(c)(3) nonprofit corporation only - determination letter regarding 501(c)(3) status	Uploaded to HCD?
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§103 and NOFA Funding Amount Minimums and Maximums

Trust Fund Name:	San Francisco Housing Trust Fund	Date Established	1/5/00
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Trust Fund Type:	(a) Existing Local Housing Trust Fund
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(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
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§104 Matching Funds Requirements

(a) Applicant agrees Program Funds provided will be matched on a dollar for dollar basis with dedicated sources of funding, such as taxes, fees, or loan repayments, or public or private contributions by the Applicant? Lines of Credit and loans received by the Trust Fund are not eligible sources of Matching Funds.	Yes
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(b) Applicant understands an application for LHTF funds will not be considered unless the application contains required documentation of the deposit in the Local Housing Trust Fund of the local Matching Funds, and the identity of the source of Matching Funds, or evidence of a legally binding commitment to deposit the required Matching Funds, and the identity of the source of Matching Funds?	Yes
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(c) Applicant understands that funds restricted for housing use by state or federal law (such as funds from the Home Investment Partnerships Program (HOME), the Community Development Block Grant Program (CDBG), redevelopment agency low- and moderate-income housing fund set-aside (LMIHF) funds, or state housing programs administered by HCD), will not be considered Matching Funds? Permanent Local Housing Allocation (PLHA) Program funds may be considered Matching Funds for Regional Housing Trust Funds.	Yes
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(d) Applicant agrees that Matching Funds will be on deposit prior to disbursement of Program Funds?	Yes
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(e) Applicant agrees Matching Funds will be utilized on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used?	Yes
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Matching Funds	Total Matching Funds	\$5,000,000
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Attach documentation for each source of Matching Funds. These include, but are not limited to, Bank statement(s) showing the deposit(s), letter of explanation for each deposit, and a fully-executed, legally-binding commitment/award letter or contract from each funding entity; ordinances adopting fees and/or taxes, prior year financial statement showing fees and/or taxes actually received; land title and appraisal dated within 6 months of application deadline documenting donated land value; Trust Fund loan portfolio spreadsheet showing required interest payments, required principal payments, loan due dates, and required fees, as well as promissory notes for loans whose interest or payments are used as Matching Funds.

Name of Matching Funds	Describe or Select Matching Fund Type	Amount	Required Documentation for Matching Funds
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San Francisco Housing Trust Fund	Public Contribution	\$5,000,000	File Name: Matching Fund 1	Uploaded to HCD?
			File Name: Matching Fund 2	Uploaded to HCD?
			File Name: Matching Fund 3	Uploaded to HCD?
			File Name: Matching Fund 4	Uploaded to HCD?
			File Name: Matching Fund 5	Uploaded to HCD?
			File Name: Matching Fund 6	Uploaded to HCD?
			File Name: Matching Fund 7	Uploaded to HCD?
			File Name: Matching Fund 8	Uploaded to HCD?
			File Name: Matching Fund 9	Uploaded to HCD?
			File Name: Matching Fund 10	Uploaded to HCD?
			File Name: Matching Fund 11	Uploaded to HCD?
			File Name: Matching Fund 12	Uploaded to HCD?
			File Name: Matching Fund 13	Uploaded to HCD?
			File Name: Matching Fund 14	Uploaded to HCD?
			File Name: Matching Fund 15	Uploaded to HCD?
			File Name: Matching Fund 16	Uploaded to HCD?
			File Name: Matching Fund 17	Uploaded to HCD?
			File Name: Matching Fund 18	Uploaded to HCD?
			File Name: Matching Fund 19	Uploaded to HCD?
			File Name: Matching Fund 20	Uploaded to HCD?

Ongoing Revenues

§101(p) "Local Housing Trust Fund" - The key characteristic of a Local Housing Trust Fund is that it receives **Ongoing Revenues from Dedicated Sources** of funding sufficient to permit the Local Housing Trust Fund to comply with the requirements of the Program

§101(e) "Dedicated Source" means taxes, fees, and loan repayments consistent with §104(c), and/or public or private contributions that will provide Ongoing Revenues to the Local Housing Trust Fund sufficient to meet the LHTF Program requirements. Dedicated Source does not include lines of credit or loans obtained by the Trust Fund.

§101(z) "Ongoing Revenues" means the following: (1) For an Existing Housing Trust Fund, it means a public or private source, or sources, of revenue totaling at least an average of \$100,000 per year for three years after the date of the Program award; (2) For a New Housing Trust Fund, it means sufficient public or private sources of revenue to pay for the Trust Fund's operating costs for a minimum of five years after the date of the Program award. (3) Ongoing Revenues may not include one-time donations, such as land donations or large bequests.

Ongoing Revenues must be at least an average of \$100,000 per year for three years after Program award. **Annual Ongoing Revenues** \$25,000,000

Attach documentation for each source of Ongoing Revenues. These include, but are not limited to, Bank statement(s) showing the deposit(s), letter of explanation for each deposit, and a fully-executed, legally-binding commitment/award letter or contract from each funding entity; ordinances adopting fees and/or taxes, prior year financial statement showing fees and/or taxes actually received; Trust Fund loan portfolio spreadsheet showing required interest payments, required principal payments, loan due dates, and required fees, as well as promissory notes for loans whose interest or payments are used as Ongoing Revenues.

Dedicated Source of Ongoing Revenues	Describe or Select Ongoing Revenues Type	Annual Amount	Required Documentation for Ongoing Revenues		
General Fund	Public Contribution	\$25,000,000	File Name: Ongoing Revenue 1	Uploaded to HCD?	
			File Name: Ongoing Revenue 2	Uploaded to HCD?	
			File Name: Ongoing Revenue 3	Uploaded to HCD?	
			File Name: Ongoing Revenue 4	Uploaded to HCD?	
			File Name: Ongoing Revenue 5	Uploaded to HCD?	
			File Name: Ongoing Revenue 6	Uploaded to HCD?	

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			File Name: Ongoing Revenue 7	Uploaded to HCD?
			File Name: Ongoing Revenue 8	Uploaded to HCD?
			File Name: Ongoing Revenue 9	Uploaded to HCD?
			File Name: Ongoing Revenue 10	Uploaded to HCD?
			File Name: Ongoing Revenue 11	Uploaded to HCD?
			File Name: Ongoing Revenue 12	Uploaded to HCD?
			File Name: Ongoing Revenue 13	Uploaded to HCD?
			File Name: Ongoing Revenue 14	Uploaded to HCD?
			File Name: Ongoing Revenue 15	Uploaded to HCD?
			File Name: Ongoing Revenue 16	Uploaded to HCD?
			File Name: Ongoing Revenue 17	Uploaded to HCD?
			File Name: Ongoing Revenue 18	Uploaded to HCD?
			File Name: Ongoing Revenue 19	Uploaded to HCD?
			File Name: Ongoing Revenue 20	Uploaded to HCD?
			File Name: Ongoing Revenue 21	Uploaded to HCD?
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			File Name: Ongoing Revenue 24	Uploaded to HCD?
			File Name: Ongoing Revenue 25	Uploaded to HCD?
			File Name: Ongoing Revenue 26	Uploaded to HCD?
			File Name: Ongoing Revenue 27	Uploaded to HCD?

Average annual projected Operating Costs for the five years after Program award.	Total Average Operating Costs	\$0
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New Housing Trust Fund only: average annual operating cost	Annual Operating Cost
Salaries and benefits	
Insurance	
Utilities	
Phone and internet	
Marketing	
Mailing fees	
Recording fees	
Supplies	
Real property taxes	
Rent	
Property maintenance	
Interest on loans	
Other - describe	
Other - describe	
Other - describe	
Other - describe	

§105. Eligible Uses of Funds

(a) Applicant agrees Program Funds will be used to provide construction loans and/or permanent financing loans at simple interest rates of no higher than 3% per annum, for payment of predevelopment costs, acquisition costs and other costs associated with the development, or rehabilitation of Eligible Projects?	Yes
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(b) Applicant understands administrative expenses of up to 5% of Program Funds and up to 5% of Matching Funds are allowed (see amount below)?					Yes
Max Program admin. expenses (5%)	\$250,000	Max Matching Funds admin. expenses (5%)	\$250,000	Max admin. expenses	\$500,000
(c) Applicant agrees at least 30% of the Program Funds, after deducting administrative expense, and the Matching Funds will be expended on assistance to Extremely Low-Income (ELI) Households. To comply with this requirement, dwelling units or shelter beds must be Affordable to, and restricted for, ELI Households with household income of no more than 30% of AMI (see amount below)?					Yes
Min Program funds for ELI Households	\$1,425,000	Minimum Matching Funds for ELI Households	\$1,425,000	Minimum ELI assistance	\$2,850,000
(d) Applicant agrees no more than 20% of the Program Funds, after deducting administrative expense, and the Matching Funds will be expended on assistance to Moderate-Income (MI) Households. To comply with this requirement, dwelling units must be Affordable to, and restricted for, MI Households with household income of no more than 120% of AMI (see amount below)?					Yes
Max Program funds for MI Households	\$950,000	Maximum Matching Funds for MI Households	\$950,000	Maximum MI assistance	\$1,900,000
(e) Applicant agrees the remaining Program Funds and Matching Funds will be expended on assistance to Lower-Income (LI) Households. To comply with this requirement, dwelling units must be Affordable to, and restricted for, LI Households with household income of no more than 80% of AMI (see amount below)?					Yes
Min Program funds for LI Households	\$2,375,000	Minimum Matching Funds for LI Households	\$2,375,000	Minimum LI assistance	\$4,750,000

§107(d) Applicant's Loan Guidelines and Underwriting Standards and Procedures

Applicant must upload loan guidelines and underwriting standards and procedures. Describe the guidelines and underwriting standards and procedures.

MOHCD has developed Underwriting Guidelines that are reviewed and approved by the Citywide Affordable Housing Loan Committee, to ensure standard underwriting that meets MOHCD and industry standards. Once an eligible application under a MOHCD procurement process is scored and ranked, it is assigned to a MOHCD Project Manager to underwrite using the Underwriting Guidelines. MOHCD staff evaluates the project's overall feasibility, proposed financing, zoning, potential for leveraging of non-City sources, target population and affordability targets. A loan request is then prepared for review and approval by the Citywide Affordable Housing Loan Committee, prior to entering into a loan agreement. The request is also brought before the Board of Supervisors if required. The overall goal is to bring high quality affordable housing online as quickly as possible to address the housing crisis.

File Name:	Guidelines 107d	Local loan guidelines and underwriting standards and procedures	Uploaded to HCD?	Yes
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List all of the proposed project(s) and activities in connection with this application as specified in §101(g), (1)(2)(3)&(4).

Project Type and Activity	Proposed Activity Timeline - provide a general timeline of implementation of your Project, including at a minimum, when you will issue commitments, when construction loan closing will occur, and when you anticipate a disbursement of LHTF Program Funds.	Proposed amount
Rental new construction	If awarded, MOHCD intends to invest LHTF Program Funds in one to two projects in the supportive housing pipeline, through a construction financing loan agreement, to be matched by San Francisco Housing Trust Fund dollar for dollar. We anticipate these funding commitments would be made in late 2020 or Spring 2021, and that a LHTF Program Fund disbursement would be needed in Spring to Summer 2021. Construction completion would occur around Fall 2022.	

Certification & Legal Status

On behalf of the entity identified in the signature block below, I certify that:

1. The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct.
2. I possess the legal authority to submit this application on behalf of the entity identified in the signature block.
3. The following is a complete disclosure of all identities of interest - of all persons or entities, including affiliates, that will provide goods or services to the Project either (a) in one or more capacity or (b) that qualify as a "Related Party" to any person or entity that will provide goods or services to the project. "Related Party" is defined in Section 10302 of the California Code of Regulations (CTCAC Regulations):

4. As of the date of application, the Project, or the real property on which the Project is proposed (Property) is not part to or the subject of any claim or action at the State or Federal appellate level.

5. I have disclosed and described below any claim or action undertaken which affects or potentially affects the feasibility of the Project. In addition, I acknowledge that all information in this application and attachments is public, and may be disclosed by the State.

Printed Name	Title of Signatory	Signature	Date

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) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

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 past ten years?	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.

File Name:	Cert. Letter of Explanation	Letter of explanation for any "red" shaded cells above.	Uploaded to HCD?
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Printed Name	Title of Signatory	Signature	Date

Application Development Team (ADT) Support Form

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Please complete the "yellow" cells in the form below and email a copy to: AppSupport@hcd.ca.gov. A member of the Application Development Team will respond to your request within ASAP.

Full Name:		Date Requested:		Application Version Date:	
Organization:		Email:		Contact Phone:	

Justification:

Issue #	Program Name	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
1	LHTF							
2	LHTF							
3	LHTF							
4	LHTF							
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