

File No. 191295

Committee Item No. 15

Board Item No. 20

### COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget & Finance Committee

Date January 8, 2020

Board of Supervisors Meeting

Date January 14, 2020

#### Cmte Board

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- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
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- Contract/Agreement
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- Award Letter
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#### OTHER (Use back side if additional space is needed)

- ITG Program Guidelines
- Notice of Funding Availability
- \_\_\_\_\_
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Completed by: Linda Wong Date January 3, 2020

Completed by: Linda Wong Date January 8, 2020

1 [Apply for Grant - Balboa Park Housing Partners, L.P. - Assumption of Liability -  
2 Department of Housing and Community Development Infill Infrastructure Program - 2340  
San Jose Avenue]

3  
4 **Resolution authorizing the Mayor's Office of Housing and Community Development**  
5 **on behalf of the City and County of San Francisco to execute a grant application,**  
6 **as defined herein; under the Department of Housing and Community Development**  
7 **Infill Infrastructure ("IIG") Program as a joint applicant with Balboa Park Housing**  
8 **Partners, L.P., a California limited partnership, for the 100% affordable housing**  
9 **project at 2340 San Jose Avenue; authorizing the City to assume any joint and**  
10 **several liability for completion of the projects required by the terms of any grant**  
11 **awarded under the IIG Program; and adopting findings under the California**  
12 **Environmental Quality Act ("CEQA"), the CEQA Guidelines, and Administrative**  
13 **Code, Chapter 31.**

14  
15 WHEREAS, The State of California Department of Housing and Community  
16 Development ("Department") has issued a Notice of Funding Availability ("NOFA") dated  
17 October 30, 2019, under the Infill Infrastructure Program ("IIG Program") established  
18 under Division 31, Part 12.5 of the Health and Safety Code commencing with Section  
19 53559; and

20 WHEREAS, The Department is authorized to approve funding allocations for the  
21 IIG Program, subject to the terms and conditions of the NOFA IIG Program Grant  
22 Guidelines adopted by the Department on October 30, 2019 ("Program Guidelines"), an  
23 application package released by the Department for the IIG Program ("Application  
24 Package"), and an IIG standard agreement with the State of California ("Standard  
25 Agreement"), the Department is authorized to administer the approved funding allocations

1 of the IIG Program; and

2 WHEREAS, The IIG Program provides infrastructure grants for Capital  
3 Improvement Projects in support of Qualifying Infill Projects or Qualifying Infill Areas to  
4 applicants identified through a competitive process for the development of projects that,  
5 per the Program Guidelines, support higher-density affordable and mixed-income housing  
6 and mixed-use infill developments; and

7 WHEREAS, The IIG Program requires that joint applicants for a project will be held  
8 jointly and severally liable for completion of such project; and

9 WHEREAS, Balboa Park Housing Partners, L.P., a California limited partnership  
10 ("Developer"), has requested the City and County of San Francisco (the "City"), acting by  
11 and through the Mayor's Office of Housing and Community Development ("MOHCD"), to  
12 be a joint applicant for its project located at 2340 San Jose Avenue (the "Balboa Park  
13 Upper Yard"); and

14 WHEREAS, On October 11, 2018, by Notice of Final Approval of an SB 35 Project,  
15 the Planning Department by case No. 2017-012151PRJ, determined that the  
16 development of the mixed-use, 100 % affordable housing project consisting of 130-unit  
17 residential rental building project (with proposed ground floor retail, community facility,  
18 and child care facility with outdoor activity area and lot line adjustment) at 2340 San Jose  
19 Avenue (Assessor's Parcel Block No. 6973 / Lot No. 039) (the "Project"), met all the  
20 standards of the Planning Code and would be eligible for ministerial approval under  
21 California Government Code, Section 65913.4 (Senate Bills 35 and 765), California Public  
22 Resources Code, Section 21080, and the CEQA Guidelines, Sections 15002(i)(1), 15268  
23 and 15369, and would therefore not be subject to the California Environmental Quality Act  
24 (CEQA); and

25 WHEREAS, Along with the construction of the Project, the Developer and Bay

1 Area Rapid Transit ("BART") have agreed to revitalize the Balboa Park BART Station  
2 ("BART Work") adjacent to the Project, and the Developer will receive a portion of any IIG  
3 grant funds awarded for the BART Work; and

4 WHEREAS, BART and the Developer will enter into a Memorandum of  
5 Understanding regarding the completion of the BART WORK, and the City, as joint  
6 applicant for the Balboa Park Upper Yard IIG application, will execute the Memorandum  
7 of Understanding for acknowledgement and consent purposes; and

8 WHEREAS, The City, acting by and through MOHCD, desires to apply for IIG  
9 Program funds and submit an Application Package as a joint applicant with the  
10 Developer; now, therefore, be it

11 RESOLVED, That the Board of Supervisors delegates to MOHCD, on behalf of the  
12 City, the authority to execute an application to the IIG Program as detailed in the NOFA  
13 dated October 30, 2019, in a total amount not to exceed \$4,000,000 of which the entire  
14 amount will be provided as a as a grant for Capital Infrastructure Improvements ("IIG  
15 Grant") as defined the IIG Program Guidelines and sign the IIG Program documents; and,  
16 be it

17 FURTHER RESOLVED, The Board of Supervisors specifically agrees that the City  
18 shall assume any joint and several liability for completion of the Project required by the  
19 terms of any grant awarded to the City and the Developer under the IIG Program; and, be  
20 it

21 FURTHER RESOLVED, That the Board of Supervisors acknowledges that if the  
22 Application is successful, the City, through MOHCD, shall seek Board of Supervisors  
23 approval of the IIG Standard Agreement, with terms and conditions that IIG Program  
24 funds are to be used for allowable capital asset project expenditures to be identified in the  
25 Standard Agreement, that the Application Package in full is incorporated as part of the

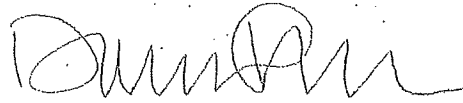
1 Standard Agreement, and that any and all activities funded, information provided, and  
2 timelines represented in the application are enforceable through the Standard Agreement;  
3 and, be it

4 FURTHER RESOLVED, That the Board of Supervisors authorizes the Acting  
5 Director of MOHCD (or his designee) to execute and deliver any documents in the name  
6 of the City that are necessary, appropriate or advisable to secure the IIG Program funds  
7 from the Department, and all amendments thereto, and complete the transactions  
8 contemplated herein and to use the funds for eligible capital asset(s) in the manner  
9 presented in the application as approved by the Department and in accordance with the  
10 NOFA and Program Guidelines and Application Package; and, be it

11 FURTHER RESOLVED, That all actions authorized and directed by this Resolution  
12 and heretofore taken are ratified, approved and confirmed by this Board of Supervisors.  
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RECOMMENDED:



Daniel Adams, Acting Director,

Mayor's Office of Housing and Community Development

# Infill Infrastructure Grant Program of 2019

## 2019 Notice of Funding Availability

### Qualifying Infill Area and Qualifying Infill Project Supplemental Application



State of California  
Governor Gavin Newsom

Alexis Podesta, Secretary  
Business, Consumer Services and Housing Agency

Douglas R. McCauley, Acting Director  
Department of Housing and Community Development

2020 West El Camino Avenue, Suite 150  
Sacramento, CA 95833  
Phone: (916) 263-2771  
Email: [infill@hcd.ca.gov](mailto:infill@hcd.ca.gov)

NOFA: October 30, 2019

Rev: 12/23/19

**Overview** 12/23/19

When opening this file, a yellow banner at the top may appear with a button that says "Enable Editing". It is essential that you click this box so that the macros are enabled. Enabling macros is necessary for full worksheet functionality. Macros do not work with Microsoft's Excel version for Apple Mac.

Orange shaded areas are documents that must be submitted to HCD and/or uploaded to FAAST. Click here for FAAST upload instructions and user manual.

Are you applying for funds for a Capital Improvement Project (CIP) within a Qualifying Infill Area (QIA) or for a Qualified Infill Project (QIP)?

QIP Name: \_\_\_\_\_ County QIP is located: \_\_\_\_\_ Geographic Region: \_\_\_\_\_

**Project or Area information for**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QIA - Provide the description of the Project Area including the designated housing within the QIA.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QIA - include all info for all QIPs. *For all QIA attachments, clearly identify and label the required QIP documents* All required QIP docs identified?

Required QIP #	QIP Name	QIP Brief Description	QIP Address	QIP City	QIP Zip	Census Tract	APN
	QIP #1						
QIP #2							
QIP #3							
QIP #4							
QIP #5							

Name(s) of QIP(s) that CIP will support Related CIP Description and Scope §304

CIP (identify all if more than one)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Is the required QIP a scattered site project?  If yes, complete the section below

Site Address	Homeownership or Rental
_____	_____

QIP - Total Land Area in Acres: \_\_\_\_\_

QIP - Commercial Square Feet \_\_\_\_\_

**Eligible Applicant §302(j)**

(a) Applicants certify the proposed CIP(s) or portion thereof, has not previously received an award of Program funds under a previous NOFA.

Applicant #1

Entity Name \_\_\_\_\_ Applicant Type \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Auth Rep \_\_\_\_\_ Title \_\_\_\_\_ Authorized Rep. Email \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_ Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Applicant #2				
Entity Name		Applicant Type		
Address		City	State	Zip
Auth Rep	Title	Authorized Rep. Email		Phone
Contact	Title	Contact Email	Contact Phone	
Address		City	State	Zip
<b>Certifications &amp; Legal Disclosure</b>				
Certifications & Legal Disclosures are required for all Applicants, except where a Joint applicant is a governmental entity. Governmental entities are not required to submit Certifications & Legal Disclosure with the application.				
A completed and signed Certification is required for each Applicant.		A copy of the required Certification & Legal Disclosure can be downloaded by clicking here.		
FAAST File:	App1 Cert & Legal	Certification & Legal Disclosure		File Uploaded?
FAAST File:	App2 Cert & Legal	Certification & Legal Disclosure		File Uploaded?
<b>Resolution</b>				
A resolution is required of each Joint Applicant - both private and public entities. A sample resolution template is available on IIG website.				
The resolution template is intended to be a sample. Applicants may use their own format as long as it contains ALL of the authorizations contained in the template.				
<ul style="list-style-type: none"> <li>The person attesting to the signing of the resolution cannot be the same person authorized to execute the documents in the name of the applicant.</li> <li>If more than one authorized signatory is identified in the resolution, specifically state whether both signatories are required (i.e. x and y) or only one signatory (i.e. x or y) is required to submit and execute the IIG Program documents.</li> <li>If the application is being signed by a designee of the authorized signatory, the applicant must also submit a designee letter or other proof of signing authority.</li> <li>Wet signature originals must be submitted at application due date.</li> </ul>				
FAAST File:	App1 Réso	Résolution (wet signature required)	Copy submitted	File Uploaded?
FAAST File:	App2 Reso	Resolution (wet signature required)	Copy submitted	File Uploaded?
<b>Organizational Documents</b>				
Organization documents are required for all Applicants, except where a Joint applicant is a governmental entity. Governmental entities are not required to submit organizational documents with the application.				
Submit Organizational Documents supporting the Resolution.				
FAAST File:	App1 OrgChart	Organizational Chart		Files Uploaded?
FAAST File:	App2 OrgChart	Organizational Chart		Files Uploaded?
FAAST File:	App1 Org1, App1 Org2, etc.	Organizational Documents		Files Uploaded?
FAAST File:	App2 Org1, App2 Org2, etc.	Organizational Documents		Files Uploaded?
<b>Signature Block</b>				
All Applicants must submit a Signature Block in a Microsoft Word Document that will be used in Department legal documents such as a Standard Agreement.				
FAAST File:	App1 Signature	Signature Block (Upload in Microsoft Word Document)		File Uploaded?
FAAST File:	App2 Signature	Signature Block (Upload in Microsoft Word Document)		File Uploaded?
<b>Payee Data Record STD-204 or Taxpayer Identification Number (TIN)</b>				
Any Applicant or party that receives HCD funding must submit a Payee Data Record or Taxpayer Identification Number (TIN) form. The TIN must be submitted by all governmental entities. All others must submit the STD-204 Payee Data Record. A wet signature original must be submitted to HCD. Forms available on IIG website.				
FAAST File:	App1 Payee Data or TIN	Payee Data Record STD-204 or Taxpayer Identification Number (TIN)		File Uploaded?
FAAST File:	App2 Payee Data or TIN	Payee Data Record STD-204 or Taxpayer Identification Number (TIN)		File Uploaded?

Project Narrative

1. Summarize the scope of work for the CIP(s). Describe the distinct infrastructure improvements relating to utilities, surface improvements, landscape and amenities, environmental mitigation and remediation, replacement transit, residential parking and/or transit, etc.:

2. Describe all on-site supportive services that will be provided at the required QIP:

3. Explain any specific development issues (relocation, environmental, historical, topography, etc.) at the required QIP and/or CIP(s):

4. Explain any required demolition at the required QIP:

5. Identify the developer(s) for the required QIP. Describe developer(s) experience with affordable housing:

6. Have any of the QIPs previously received a Funding Award from the IIG program or any other HCD program? If yes, describe the funding sources. Indicate the HCD Contract Number, award date and award amount. Indicate whether other HCD funding applications will be submitted for the Project.



Grant Amount (generated by QIP Units excluding the required QIP Units above)																		
	Income Level	Points \$310(b)	Number of Units					Basic Grant Limit x Units										
			0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4-Bdrm	Total	0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4-Bdrm	Total				
Owner Occupied	200%+FMR or > CalHFA		0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	Unrestricted		0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	<= Moderate Income	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	<= Lower Income	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	Total Owner	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
Rental Unit	200%+FMR or > CalHFA		0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	Unrestricted		0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	<= 60% AMI to >50% AMI	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	<= 50% AMI to >40% AMI	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	<= 40% AMI to >30% AMI	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	<= 30% AMI	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
	Total Rental	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0				
Total Rental & Owner	0.00	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0					
§309(b)(1) QIP Affordability: Points will be awarded based on the "Lowest Income Point Table" below, 60 points max.														0.00				
Is this Project in a Rural Area as defined by H&S Code §50199.21. Applicant must use the TCAC Method for determining rural status. Reference document on the MHP webpage and include documentation of rural status.																		
If Project is in a Rural Area, which methodology is being used to demonstrate that the project area is rural?																		
FAAST File:		Rural Status					TCAC Method for determining rural status.					File Uploaded?						
Redeveloped Right Points available to Rural set as a project only	% AMI	55%	50%		45%		40%		35%		30%		25%		20% and below		Total Points	
	% of Units	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded	Points Available	Points Awarded			
	50%	5.00		12.50		18.75		17.50		18.75		25.00		25.00		25.00		0.00
	45%	5.00		11.25		16.90		17.50		18.75		25.00		25.00		25.00		0.00
	40%	5.00		10.00		15.00		17.50		18.75		25.00		25.00		25.00		0.00
	35%	4.40		8.75		13.15		17.50		18.75		25.00		25.00		25.00		0.00
	30%	3.75		7.50		11.25		15.00		18.75		22.50		25.00		25.00		0.00
	25%	3.15		6.25		9.40		12.50		15.65		18.75		21.90		25.00		0.00
	20%	2.50		5.00		7.50		10.00		12.50		15.00		17.50		20.00		0.00
	15%	1.90		3.75		5.65		7.50		9.40		11.25		13.10		15.00		0.00
10%	1.25		2.50		3.75		5.00		6.25		7.50		8.75		10.00	0.00		

**Eligibility and Threshold**

**Eligible Projects §303**

(a) Is the CIP an integral part of, or necessary for the development of a QIP or housing designated within a QIA?

FAAST File:  CIP Integral to QIP  Applicant narrative and documentation evidencing the locality requiring the CIP:  File Uploaded?

(b) Does the proposed Project include a QIP that is a discrete development (all housing development components have been planned as one development and jointly considered for local land use approval; have common, affiliated or contractually-related ownership and financing structures)? (QIA must have a QIP)

(c)(1) Is located in an Urbanized Area?

FAAST File:  Urban Area  Provide documentation of location in an urban area.  File Uploaded?

(c)(2) Is located in a locality that has adopted housing element in substantial compliance with Art. 10.6 (§65580) Ch. 3 Div. 1 of Title 7 (Gov. Code §65585)?  A jurisdiction's current housing element compliance status is obtainable thru HCD's website.

(c)(3) located in a locality that at time of application has submitted its housing element annual progress reports (required by Gov. Code §65400) for 2017 & 2018

(c)(4) Does include not less than 15% of total residential units as Affordable Units (AU) in

Required QIP Residential Units	Total QIP Rental AUs	0	Total QIP Ownership AUs	0	Total QIP AUs	0	Total QIP Units	0	No
other-QIP (QIA) Res. Units	Total non-QIP Rental AUs	0	Total non-QIP Ownership AUs	0	Total non-QIP AUs	0	Total non-QIP Units	0	

(c)(5) Average Residential Net Density (dwelling units per acre)

Are parcels to be developed within a Rural Area per H&S Code §50199.21? (Refer to the document entitled IIG Program, Rural Area Determination Procedures)  If yes (project is rural), parcels to be developed must have a net density of 10 units per acre.

If non-rural, enter minimum net density for parcels to be developed per locality (see Appendix 1, click here):  Housing Units per Acre (Net Density)  0.0  Is the density equal to or greater than required §303(c)(5)?  Yes

Total Site Area in Square Feet  0  NOT qualified site deductions: utility easements, setbacks, private drives/walkways, landscaping, common areas and facilities, off street parking, drainage facilities exclusive to a development project & other related mitigation space required.

Less Qualified Site Deductions\* in square feet

Public Streets

Public Sidewalks

Public Open Space  If contains commercial answer V22-23 below:

Public Drainage Facilities  Square ft. of largest residential unit:

Net Site Area in Acres (43,560 square feet per acre)  0.00  # of bedrooms in largest unit:

adjusted net density as a percentage of required density §309(c)(2)  0.00%

(c)(6) Is located in area designated for mixed-use or residential development pursuant to one of the following plans? If yes, select plan.

FAAST File:  Relevant Development Plan  Provide, label and attach a copy of the relevant plan showing area designation.  File Uploaded?

(c)(7) Can the Applicant identify a mechanism, such as a minimum density ordinance or a recorded, binding covenant, to reliably ensure that future development will occur at an overall Net Density equaling or exceeding that set forth in §303(c)(5) and the Net Density proposed in the application for the purposes of rating pursuant to §309(c) and §310(c), and determining the max grant amount pursuant to §305? This mechanism must be acceptable to HCD and in effect and legally enforceable prior to the disbursement of Program funds.

FAAST File:  Net Density Verification  Provide a minimum density ordinance, recorded binding covenant or date stamped map and letter certified by a California State-licensed professional such as an engineer, surveyor or landscape architect confirming the Net Density.  File Uploaded?

(c)(8) Will the applicant designate the proposed residential units in the QIP, and/or within the QIA (non-QIP), that the Applicant intends to utilize for the purpose of establishing the max Program grant amount pursuant to §305, and for the purpose of rating applications pursuant to §309 or §310.

(c)(9) Does this application demonstrate that the percentage of Affordable Units (AUs), and units restricted to other income limits and rents as designated for the purpose of determining the max Program grant amount shall be maintained or exceeded through the completion of each proposed residential development?

(c)(10) Applicant certifies construction shall not have commenced on any units designated in the application prior to the application submittal deadline set forth in the NOFA, except for AUs identified in a disposition and development agreement or other project or area-specific agreement between the Developer and the local agency having jurisdiction over the AUs executed on or before July 31, 2019 (if exception applies, attach related agreement)?

FAAST File:  Construction exception  If applicable, label and attach agreement requiring AUs be built as a local approval condition.  File Uploaded?

**Eligible Costs §304**

(a)(4) Total # of required replacement transit station parking spaces:  Are replacement transit parking spaces costs less than \$50,000 per space?

(a)(5) Minimum residential per unit parking spaces as required by local land-use entitlement approval:  Spaces exceed one space per unit?  No  Are costs less than \$50,000 per space?

(b) Impact fees for the CIP are required by local ordinance?  If yes, impact fees do not exceed 5% of the total Program grant amount? Describe fee(s), the association to CIP and locality:

We certify the CIP funded costs do not include any of the following ineligible costs:

(b)(1) Parking spaces and structures except (a)(4) and (5) above.

(b)(2) Costs of site acquisition for housing and mixed use structural improvements.

(b)(3) Costs of housing or mixed use structures.

(b)(4) Soft costs related to ineligible costs.

(b)(5) In lieu fees for local inclusionary programs.

**Application Threshold Requirements - §308**

(a)(1) We certify that construction of the CIP has not commenced as of the application deadline set forth in the NOFA?

(a)(2) We certify the CIP is infeasible without CIP Program funds, and other available funds are not and will not be supplanted by CIP Program funds?

(a)(3) Does applicant or Developer have Site Control for the CIP Project? If yes, enter form of Site Control and the most recent execution date below (see Site Control definition §302(cc))

Form of Site Control §302(cc):  Most recent document execution date:

(a)(4) We certify all proposed uses of Program funds must be eligible pursuant to §304?

(a)(5) We certify funds awarded pursuant to this section shall supplement, not supplant, other available funding?

(b) Is application including the Universal Application sufficiently complete to assess feasibility of application and its compliance with Program requirements?

Describe any special circumstances:

FAAST File:  CIP Site Control  Attach appropriate documentation to demonstrate the form of Site Control indicated above.  File Uploaded?

Does the required QIP trigger State-Relocation Assistance Law (CA Gov Code §7260-7277)?

If Yes, provide a narrative discussion on the number of impacted households and provided relocation assistance including what actions have or will be taken to comply with State Relocation Assistance Law? If No, provide			
FAAST File:	QIP Relocation Plan	Applicants must provide a Relocation Plan or documentation supporting no relocation.	File Uploaded?
<b>Market Study</b>			
Does Market study demonstrate QIP is financially feasible? - <i>Must submit a market study that meets the requirements specified in TCAC Regs §10322(h)(10)</i>			
FAAST File:	Market Study	Applicants must provide a completed market study prepared within one year of the application due date.	File Uploaded?
<b>Tax Credits (TC)</b>			
Select appropriate entry for each item:			
Type (Select One):	Federal:	Proposed Equity Investor Contribution (\$):	Anticipated TC Factor:
	State:	Proposed Equity Investor Contribution (\$):	Anticipated TC Factor:
Timeframe for Applying for 4% TC	Proposed Month:	Proposed Year:	
Timeframe for Applying for 9% TC	Proposed Round:	Proposed Year:	
If already awarded:	Date TCAC Reservation Award:		
FAAST File:	Tax Credit Reservation	If this project has already received a tax credit reservation, attach documentation.	File Uploaded?
What covenants or regulatory agreements are already on title?			
What covenants or regulatory agreements are anticipated?			
Note: Some of the following milestones may have already been achieved. For previously met milestones, please enter the month and year completed. For those milestones not yet completed, please provide a projected completion date (MM/YY) for each of the applicable items below. If not applicable to the specific Capital Project, please indicate "NA" below.			
Provide the actual or anticipated completion date for the following performance milestones for the CIP. If a milestone is not applicable, please enter "N/A".			
<b>Required QIP Milestones</b>			
			Milestone Date
Executed binding agreement between Applicant and developer of the proposed QIP detailing the terms and conditions of the development.			
Submission of Final Construction Drawings and Specifications to the appropriate local building department or permitting authority.			
Commencement of construction.			
Construction complete and the filing of the Notice of Completion.			
Program funds fully disbursed.			
<b>CIP Milestones</b>			
			Milestone Date
Executed binding agreement between Applicant and developer of the proposed CIP detailing the terms and conditions of the development.			
Obtaining all necessary and discretionary public land use approvals.			
Obtaining all enforceable funding commitments for all CIP construction period financing.			
Submission of Final Construction Drawings and Specifications to the appropriate local building department or permitting authority.			
Commencement of construction.			
Construction complete and the filing of the Notice of Completion.			
Program funds fully disbursed.			

**QIP and all CIPs Sources of Funds**

12/23/19

See §309(a)(3) for an explanation of funding commitments

QIP and all CIPs Construction Period Sources of Funds														
Committed by Application Due Date?	Rental vs Owner	CIP or QIP #1	Source Name (listed in order of lien priority)	Source Type	Local Support §310(a)(5)	Lien No.	Residential Amount	Commercial Amount	Total Amount	Interest Rate	Required Payment	Loan Term (months)	Details of Deferred Costs	
													Amount	Description
1	Yes		IG CIP Grant	State-HCD	No				\$0					
2									\$0					
3									\$0					
4									\$0					
5									\$0					
6									\$0					
7									\$0					
8									\$0					
9									\$0					
10									\$0					
11									\$0					
12									\$0					
13									\$0					
14									\$0					
15									\$0					
16									\$0					
17									\$0					
18									\$0					
19									\$0					
20									\$0					
21	Yes		Equity Investor						\$0					
		\$0	<Total funds committed	0.00%	<% Funds committed				TOTALS	\$0	\$0	\$0		\$0
0	<Rental Units	\$0	<Total Rental funds committed	0.00%	<% Rental funds committed									
0	<Owner Units	\$0	<Total Owner funds committed	0.00%	<% Owner funds committed									
		\$0	<Total CIP funds committed	0.00%	<% Funds committed									

QIPs (excluding the required QIP above) Construction Period Sources of Funds														
Committed by Application Due Date?	Rental vs Owner	QIP #2, 3, 4 or 5	Source Name (listed in order of lien priority)	Source Type	Local Support §310(a)(5)	Lien No.	Residential Amount	Commercial Amount	Total Amount	Interest Rate	Required Payment	Loan Term (months)	Details of Deferred Costs	
													Amount	Description
1									\$0					
2									\$0					
3									\$0					
4									\$0					
5									\$0					
6									\$0					
7									\$0					
8									\$0					
9									\$0					
10									\$0					
11									\$0					
12									\$0					
13									\$0					
14									\$0					
15									\$0					
16									\$0					
17									\$0					
18									\$0					
19									\$0					
20									\$0					
21	Yes		Equity Investor						\$0					
		\$0	<Total funds committed	0.00%	<% Funds committed				TOTALS	\$0	\$0	\$0		\$0

QIP and all CIPs Permanent Sources of Funds																
Committed by Application Due Date?	Rental vs Owner	Source Name (listed in order of lien priority)	Source Type	Local Support §310(a)(5)	Lien No.	Residential Amount	Commercial Amount	Total Amount	Interest Rate		Repayment Terms		Amortization Period (yrs)	Required Residential Debt Service	Required Commercial Debt Service	Balloon?
									Type	Rate	Type	Due In (yrs)				
1	Yes	IG CIP Grant	State-HCD	No				\$0								N/A
2								\$0								
3								\$0								
4								\$0								
5								\$0								
6								\$0								
7								\$0								
8								\$0								
9								\$0								
10								\$0								
11								\$0								
12								\$0								
13								\$0								
14								\$0								
15								\$0								
16	Yes		Equity Investor					\$0								
								TOTALS	\$0	\$0	\$0		TOTALS	\$0	\$0	
0	<Rental Units	\$0	<Total Rental funds committed	0.00%	<% Rental funds committed											
0	<Owner Units	\$0	<Total Owner funds committed	0.00%	<% Owner funds committed											

Applicant Comments: Include a description of unusual or extraordinary circumstances that have resulted in higher than expected project costs and provide a justification as to why these costs are reasonable.

3333

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QIP Residential and all CIP Permanent Sources of Funds																Commercial Sources					
USES OF FUNDS	IIG CIP Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Deferred Costs	Equity Investor	Total Residential Sources/Costs	Total Commercial Sources/Costs	Source Name	Source Name
Qualifying Infill Project (QIP)																					
<b>LAND COST ACQUISITION</b>																					
Land Cost or Value																		\$0	\$0		
Domestically																		\$0	\$0		
Legal																		\$0	\$0		
Land Lease Rent Prepayment																		\$0	\$0		
Total Land Cost or Value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Existing Improvements Cost or Value																		\$0	\$0	\$0	\$0
Off-Site Improvements																		\$0	\$0		
Total Acquisition Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Land Cost / Acquisition Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prodevelopment Interest/Holding Cost																		\$0	\$0		
Assumed, Accrued Interest on Existing Debt (Rebate/Free)																		\$0	\$0		
Excess Purchase Price Over Appraisal																		\$0	\$0		
Total Relocation Expenses																		\$0	\$0		
<b>NEW CONSTRUCTION</b>																					
Site Work																		\$0	\$0		
Site Survey																		\$0	\$0		
General Requirements																		\$0	\$0		
Contractor Overhead																		\$0	\$0		
Contractor Profit																		\$0	\$0		
Prevailing Wages																		\$0	\$0		
General Liability Insurance																		\$0	\$0		
Urban Greening																		\$0	\$0		
Other New Construction (Specify)																		\$0	\$0		
Other New Construction (Specify)																		\$0	\$0		
Other New Construction (Specify)																		\$0	\$0		
Other New Construction (Specify)																		\$0	\$0		
Total New Construction Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>ARCHITECTURAL FEES</b>																					
Design																		\$0	\$0		
Supervision																		\$0	\$0		
Total Architectural Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Survey & Engineering																		\$0	\$0		
<b>CONSTRUCTION INTEREST &amp; FEES</b>																					
Construction Loan Interest																		\$0	\$0		
Origination Fee																		\$0	\$0		
Credit Enhancement/Application Fee																		\$0	\$0		
Bond Premium																		\$0	\$0		
Cost of Issuance																		\$0	\$0		
Title & Recording																		\$0	\$0		
Taxes																		\$0	\$0		
Insurance																		\$0	\$0		
Employment Reporting																		\$0	\$0		
Other Construction Int. & Fees (Specify)																		\$0	\$0		
Other Construction Int. & Fees (Specify)																		\$0	\$0		
Other Construction Int. & Fees (Specify)																		\$0	\$0		
Other Construction Int. & Fees (Specify)																		\$0	\$0		
Total Construction Interest & Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PERMANENT FINANCING</b>																					
Loan Origination Fee																		\$0	\$0		
Credit Enhancement/Application Fee																		\$0	\$0		
Title & Recording																		\$0	\$0		
Taxes																		\$0	\$0		
Insurance																		\$0	\$0		
Other Perm. Financing Costs (Specify)																		\$0	\$0		
Other Perm. Financing Costs (Specify)																		\$0	\$0		
Other Perm. Financing Costs (Specify)																		\$0	\$0		
Other Perm. Financing Costs (Specify)																		\$0	\$0		
Total Permanent Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statewide Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>LEGAL FEES</b>																					
Legal Paid by Applicant																		\$0	\$0		
Other Attorney Costs (Specify)																		\$0	\$0		
Other Attorney Costs (Specify)																		\$0	\$0		
Other Attorney Costs (Specify)																		\$0	\$0		
Other Attorney Costs (Specify)																		\$0	\$0		
Total Attorney Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



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USES OF FUNDS	QIP Residential and all CIP Permanent Sources of Funds															Commercial Sources					
	IG CIP Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Deferred Costs	Equity Investor	Total Residential Sources/Costs	Total Commercial Sources/Costs	Source Name:	Source Name:
<b>RESERVES</b>																					
Operating Reserve																		\$0	\$0		
Replacement Reserve																		\$0	\$0		
Transition Reserve																		\$0	\$0		
Rent Reserve																		\$0	\$0		
Other Reserve Costs: (Specify)																		\$0	\$0		
Other Reserve Costs: (Specify)																		\$0	\$0		
Other Reserve Costs: (Specify)																		\$0	\$0		
Total Reserve Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTINGENCY COSTS</b>																					
Construction Hard Cost Contingency																		\$0	\$0		
Soft Cost Contingency																		\$0	\$0		
Total Contingency Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER PROJECT COSTS</b>																					
TCAD App/Allegation/Monitoring Fees																		\$0	\$0		
Environmental Audit																		\$0	\$0		
Local Development Impact Fees																		\$0	\$0		
Permit Processing Fees																		\$0	\$0		
Capital Fees																		\$0	\$0		
Marketing																		\$0	\$0		
Furniture																		\$0	\$0		
Market Study																		\$0	\$0		
Accounting/Reimbursable																		\$0	\$0		
Assessors' Costs																		\$0	\$0		
Other Costs: (Specify)																		\$0	\$0		
Other Costs: (Specify)																		\$0	\$0		
Other Costs: (Specify)																		\$0	\$0		
Other Costs: (Specify)																		\$0	\$0		
Other Costs: (Specify)																		\$0	\$0		
Other Costs: (Specify)																		\$0	\$0		
Total Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL PROJECT COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEVELOPER COSTS</b>																					
Developer Overhead/Profit																		\$0	\$0		
Consultant/Processing Agent																		\$0	\$0		
Project Administrator																		\$0	\$0		
Broker Fees Paid to a Related Party																		\$0	\$0		
Construction Oversight by Developer																		\$0	\$0		
Other Developer Costs: (Specify)																		\$0	\$0		
Total Developer Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Improvement Project(s) (CIP)</b>																					
Site acquisition of CIP including easements and right of way																					
Other																					
Total Site Acquisition (not parking)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clearing and Grubbing																					
Demolition																					
Excavation																					
Grading																					
Soil Stabilization (lims, etc)																					
Erosion/Weed Control																					
Dewatering																					
Other																					
Other																					
Total Site Preparation Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Sewer																					
Potable Water																					
Non-Potable Water																					
Storm Drain																					
Detention Basin/Culverts																					
Silt/Trench																					
Other																					
Total Site Utilities Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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QIP Residential and all CIP Permanent Sources of Funds																	Commercial Sources					
USES OF FUNDS	IG CIP Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Deferred Costs	Equity Investor	Total Residential Sources/Costs	Total Commercial Sources/Costs	Source Name:	Source Name:
Aggregate Base																				\$0		
Asphalt Pavement																				\$0		
Curb, Gutter, Sidewalk																				\$0		
Street Lights																				\$0		
Striping/Signage/Baricades																				\$0		
Traffic Mitigation																				\$0		
Other:																				\$0		
Total Surface Improvements Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Irrigation																				\$0		
General Work																				\$0		
Landscaping																				\$0		
Urban Greening																				\$0		
Playground Facilities and Tot Lots																				\$0		
Walking/Bike Path																				\$0		
Drinking Fountains																				\$0		
Structures																				\$0		
Lighting																				\$0		
Open Space																				\$0		
Other:																				\$0		
Total Parks-Landscape and Amenities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Wetland Mitigation																				\$0		
Endangered Species																				\$0		
Tree Mitigation																				\$0		
Environmental Remediation																				\$0		
Other:																				\$0		
Total Env. Mitigation/Remediation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Replacement Parking																				\$0		
Grading																				\$0		
Foundation Work																				\$0		
Site Work																				\$0		
Other:																				\$0		
Total Replacement Parking Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Residential Parking Structures																				\$0		
Grading																				\$0		
Foundation Work																				\$0		
Site Work																				\$0		
Other:																				\$0		
Total Residential Parking Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Access Pistas																				\$0		
Pathways																				\$0		
Bus Shelters																				\$0		
Transit Shelters																				\$0		
Pedestrian Facilities																				\$0		
Bicycle Facilities																				\$0		
Other:																				\$0		
Total Transit Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Damage																				\$0		
Parks & Recreation																				\$0		
Street Signals																				\$0		
Traffic Fees																				\$0		
Waste Water																				\$0		
Water Facility																				\$0		
Other:																				\$0		
Other:																				\$0		
Total Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Engineering																				\$0		
Design																				\$0		
Other:																				\$0		
Other:																				\$0		
Total Soft Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other:																				\$0		
Other:																				\$0		
Total Other Aerial Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
<b>QIP TOTAL PROJECT COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>QIP TOTAL PROJECT COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>TOTAL QIP &amp; CIP PROJECT COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

IIG

Dev Budget

**Verification of Environmental Review & Land Use Entitlements** 12/23/19

FAAST File:	Auth to Use Grant Funds	For NEPA only, provide a copy of the HUD 7015.16 "Authority To Use Grant Funds" or clarify the current status of the issuance of the HUD form.	File Uploaded?
FAAST File:	Environmental	Provide a copy of all environmental clearances or Notice of Exemption.	File Uploaded?

**TO THE APPLICANT:** Submit this form to the Agency or Department of local government responsible for administration of the items listed. This form may be submitted to more than one Agency or Department, if necessary. QIP applicants need only submit one completed form per locality. If the NEPA Responsible Entity is not a local government, submit a copy of this form to the appropriate NEPA Responsible Entity. If an item is not required, include the reason why in the box provided.

**Applicant**

Entity Name	Applicant Type
Address	City
	State
	Zip

	Project Name	Brief Description	Address	City	Zip	County	Census Tracts	APNs
Required QIP								

**TO THE LOCAL JURISDICTION OR NEPA RESPONSIBLE ENTITY:** The Applicant named above will submit an application to the State of California, Department of Housing and Community Development, requesting funding for the project named above under the Infill Infrastructure Grant Program (IIG). Projects will be evaluated based upon readiness. Please answer the following questions:

**Environmental Review**

Is this QIP approved "by right"?

This form must be completed in its entirety regardless of the answer to the preceding question.

All Environmental Clearances (CEQA/NEPA) necessary to begin construction are:	Not Required for this Project	Has a Negative Declaration been issued?	Final Date of Public Comment Period	Date(s) EIR Certified / Notice of Determination filed	Date Appeal Period Ends	Have any appeals been filed?
CEQA						
NEPA*						

In the box below, explain why any items are not required and include documentation, if applicable:

**Signature Block for Environmental Review**

I certify that the information on this form is true and correct to the best of my knowledge.

Date:	Signature of party completing form:
Printed name of party completing form:	
Title of party completing form:	Agency and/or Dept. name:
Agency/Dept. Address	City
	State
	Zip

**Land Use Entitlements** (indicate below the status of the following local approvals)

All necessary and discretionary public land use approvals except building permits and other ministerial approvals are:	Not Required for this Project	QIP is consistent with local planning documents & zoning ordinances	An Application has been submitted, accepted and deemed complete for processing.	Date Approved
General Plan Amendment:				
Site Plan Review:				
Zoning Approval:				
Conditional Use Permits:				
Density Bonus:				
Other Variances:				
Other Variances:				
Other Variances:				
Other Variances:				

In the box below, explain why any items are not required and include documentation, if applicable:

**Signature Block for Land Use Entitlements**

I certify that the information on this form is true and correct to the best of my knowledge.

Date:	Signature of party completing form:
Printed name of party completing form:	
Title of party completing form:	Agency and/or Dept. name:
Agency/Dept. Address	City
	State
	Zip

HCD requires an original, fully completed form with "wet signatures". Faxes or electronically transmitted versions of this document will not be accepted.

Large Jurisdiction QIP Scoring																																	
250 Points Max (points in blue shaded cells)								Total QIP Self Score		0																							
Project Readiness §309(a) - 100 Points Max																																	
FAAST File:	E&L Use	Provide signed copies of Verification of Environmental Review & Land Use Entitlements (Env & Land Use Verification worksheet). Identify name of locality at beginning of document.						File Uploaded?																									
<b>(1) Environmental Review Status - 30 points max</b>																																	
(A) For the QIP, we have completion and approval or adoption of all necessary environmental clearances including those required under the CEQA and if applicable, NEPA, and all applicable time periods for filing appeals or lawsuits have lapsed. If no, answer (B). - 30 points																																	
(B) For the QIP, we have issued of a public notice of the availability of a draft environmental impact report, negative declaration, or environmental assessment? - 15 points																																	
NEPA:	Is Federal funding proposed that will trigger NEPA? Describe any special circumstances:					If Yes, enter date of "Authority to Use Grant Funds":																											
CEQA:	Project approved "by-right"?	Is Project Categorically Exempt?	Negative Declaration Date:	Final EIR Date:	Describe special circumstances below:																												
<b>(2) Land Use Entitlement Status - 30 points max</b>																																	
(A) For the QIP, all necessary discretionary local land use approvals, excluding design review, have been granted as determined by a local land use authority (e.g., planning or community development director or zoning administrator)? <i>Identify in table below</i> - 30 points. If no, answer (B) below:																																	
(B) The QIP is eligible to receive all necessary local land use approvals pursuant to a Nondiscretionary Local Approval Process and has submitted all applications for such necessary approvals? <i>Identify in table below</i> - 15 points																																	
(C) The QIP is consistent with all relevant local planning documents & zoning ordinances & applications for all necessary discretionary local land use approvals, excluding design review, have been submitted, accepted, & deemed complete by the appropriate local agencies? <i>Identify in table below</i> - 15 points																																	
Provide a listing and status of all discretionary local land use approvals, excluding design review, required to complete QIP that have been granted, submitted or to be applied to the appropriate local agencies, or consistent with local planning documents. <i>This information must match the info provided on the Verification of the Status of Environmental Review and Land Use Entitlements form.</i>																																	
<table border="1"> <thead> <tr> <th>Agency / Issuer</th> <th>Land Use Approval Date</th> <th>Approval Type</th> <th>Type and Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Site Plan Review</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Conditional Use Permits</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Zoning Approval</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Agency / Issuer	Land Use Approval Date	Approval Type	Type and Comments				Site Plan Review				Conditional Use Permits				Zoning Approval								
Agency / Issuer	Land Use Approval Date	Approval Type	Type and Comments																														
			Site Plan Review																														
			Conditional Use Permits																														
			Zoning Approval																														
<b>(3) Funding Commitments - 20 points max</b>																																	
<i>All funding sources on the Dev Sources worksheet must include Rental or Owner relating to the type of QIP. §309(a)(3)(B) and (C)</i>																																	
Rental:	Commitments as a % of TDC less def. costs:	Construction:	0.00%	Permanent:	0.00%	Points:	0		0																								
Owner:	Commitments as a % of TDC less def. costs:	Construction:	0.00%	Permanent:	0.00%	Points:	0																										
FAAST File:	Const EFC #1, #2, etc	Commitment letter or other evidence documenting construction financing commitments					File Uploaded?																										
<b>(4) Local Support - 12 points max</b>																																	
<i>All funding sources on the Dev Sources worksheet must include Yes or No regarding whether it is Local Support. §309(a)(4)(B)</i>																																	
Total Local Public Agencies Funding Commitment Amt:	\$0	CIP Grant Amount	\$0	Commitments as % of Grant:	0.00%																												
<b>(5) Following Prohousing Policies - 8 points max</b>																																	
(i)	Projects located in jurisdictions that have implemented programs over the last five years that finance infrastructure with accompanying increased housing capacity or provide local financial incentives for housing, including, but not limited to, a local housing trust fund or fee waivers. - 4 points																																
(ii)	Projects located in jurisdictions that have adopted a Nondiscretionary Local Approval Process for residential & mixed-use development in all zones permitting multifamily housing, established a Workforce Housing Opportunity Zone, as defined in Gov. Code §65620, or a housing sustainability district as defined in Gov. Code §66200. - 4 points																																
(iii)	Projects located in jurisdictions that zone more sites for residential development or zoning sites at higher densities than is required to accommodate 150 percent of the minimum regional housing need allocation for the Lower Income allocation in the current housing element cycle. - 4 points																																
(iv)	Projects in jurisdictions that have adopted accessory dwelling unit ordinances or other mechanisms that reduce barriers for property owners to create accessory dwelling units beyond the requirements outlined in Gov. Code §65852.2 as follows: - 4 points - Parking reductions to 0.75 or fewer spaces per accessory dwelling unit in areas not already exempt from parking pursuant to Gov. Code §65852.2; - Processing or impact fee waivers or reductions of 50% or more; - Ministerial approval in fewer than 45 days; - Reduction or modifications of development standards for side yard setbacks of five feet or less; - Reduction or modifications of development standards to two story heights; - Reduction or modifications of development standards to allow 60% or more lot coverage; - No minimum lot size requirement; - Provisions for affordability; or - Offering support programs such as a user-friendly website																																
(v)	Projects located in jurisdictions that only use objective design standards for multifamily residential development or adopt fee transparency measures, inc. publicly available fee calculators. - 4 points																																

Select Strategy Type (from above)	Strategy Description	Enter name of source document and the hyperlink to where the document can be accessed.	Estimated Outcomes - Describe numerically in terms of increase in supply (number of units), timing (reduced number of days), development costs (reduced costs per unit), entitlement streamlining (reduced number of approvals), or funding (dollars value of incentives).
<b>Affordability §309(b) - 60 Points Max</b>			
Points based on % of QIP units restricted to occupancy by various income groups. (see <i>Max Funds and Unit Mix worksheet</i> )		§309(b)(1) points= 0.00	§309(b)(2) points= 0.00 0.
<b>Density §309(c) - 40 Points Max</b>			
Points based on extent to which the average Net Density of QIP, adjusted by unit size, exceeds the required density §303(a)(4). (see <i>Eligibility and Threshold worksheet</i> )		Minimum Net Density = 0	% QIP meets or exceeds required net density: 0.00%
<b>Access to Transit §309(d) - 20 Points Max</b>			
Points for proximity of QIP to a Transit Station or Major Transit Stop. Distance must be evidenced by a scaled map; "walkable route" is a route which after completion of Project is free of negative environmental conditions that deter pedestrian circulation, such as barriers; stretches without sidewalks or walking paths; noisy vehicular tunnels; streets, arterials or highways without regulated crossings that facilitate pedestrian movement; or stretches without lighted streets.			
Type	Transit Name	Contact	Phone
Planned Station Service Date			
FAAST File:	Transit Access	Provide scaled map showing Transit Stations or Major Transit Stops and walkable routes.	File Uploaded?
(1) Is QIP within one-quarter mile of a Transit Station or Major Transit Stop per §302(l)(1) or (2) measured by a "walkable route" from nearest boundary of QIP? (If yes, skip to §309(e)) - 20 points			
(2) Is QIP within one-half mile of a Transit Station or Major Transit Stop per §302(l)(1) or (2) measured by a "walkable route" from the nearest boundary of QIP? (If yes, skip to §309(e)) - 10 points			
<b>Proximity to Amenities §309(e) - 20 Points Max</b>			
Points based on the proximity or accessibility of QIP to the following existing amenities or amenities that will be in service when the QIP is completed. Distance to amenities shall be evidenced by a certified date stamped map. Also include an aerial photo clearly showing distance from amenity to QIP. Distances are measured "as the crow flies".			Rural Area Project? 0
(1) The QIP is within what distance from a public park (not including school grounds unless there is a bona fide, formal joint use agreement between the jurisdiction responsible for the parks/recreational facilities and the school district providing availability to the general public of the school grounds and/or facilities)? - 4 or 6 points			
Entity Name	Responsible Jurisdiction		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
FAAST File:	Park Access	Provide scaled map showing Transit Stations or Major Transit Stops and walkable routes.	File Uploaded?
(2) The QIP is within what distance from a locally recognized employment center with a minimum of 50 full-time employees? An employment center is a locally recognized concentration of employment opportunities practically available to the residents of the proposed QIP, such as a large hospital, industrial park, commercial district, or office area. - 4 or 7 points			
Entity Name	Responsible Jurisdiction		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
FAAST File:	Employment Access	Provide scaled map showing distance to employment center.	File Uploaded?
Entity Name	Responsible Jurisdiction		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
(3) The QIP is within what distance from a locally recognized retail center with a minimum of 50 full-time employees? A retail center is a downtown area or recognized neighborhood or regional shopping mall. - 4 or 7 points			
FAAST File:	Retail Access	Provide scaled map certified showing distances to retail center.	File Uploaded?
(4) Only for QIPs where 50% of units have 2 or more bedrooms: - 4 or 7 points			
# of two+ bedrooms in QIP (see <i>Max Funds and Units worksheet</i> ): 0		% of two+ bedrooms: 0%	Below 50% skip to (5)
The QIP is within what distance from a public school or community college that residents of the QIP may attend (only for QIPs with 50% of the units have two or more bedrooms)?			
Entity Name	Responsible Jurisdiction		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
FAAST File:	Education	Provide scaled map showing distances to school/college.	File Uploaded?
(5) For a QIP that is a special needs or single room occupancy development, per TCAC, or a special needs or supportive housing project, as defined under MHP, the QIP is within what distance from a social service facility that operates to serve residents of QIP? - 4 or 7 points			
Entity Name	Responsible Jurisdiction		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
FAAST File:	SPN or SH	Provide scaled map showing distances to social service facility.	File Uploaded?

(6) For a QIP that is reserved for qualified senior citizens under Civil Code §51.2, 51.3 and 51.4, the QIP is within what distance from a senior center or a facility regularly offering services specifically designed for seniors? 4 or 7 points									
Entity Name			Responsible Jurisdiction						
Site Address					City		State		Zip
Contact			Title		Phone		Date In Service		File Uploaded?
FAAST File:	Qualified Seniors		Provide scaled map showing distances to senior center or facility regularly offering services.					File Uploaded?	
(7) Only for QIPs where 25% of units have two bedrooms and an additional 25% of the units are three bedrooms or larger with no restriction or preference for seniors or special needs populations, and located within the high or highest resource community neighborhoods as indicated at time of application on the currently adopted TCAC/HCD Opportunity Area Map. - 20 points				# of two bedrooms in QIP (see Max Funds and Units worksheet):		0	% of two bedrooms	0%	skip to §309(f)
				# of three+ bedrooms in QIP (see Max Funds and Units worksheet):		0	% of three+ bedrooms	0%	skip to §309(f)
				Does QIP have restrictions or preference for Senior Units?		No	Does QIP have restrictions or preference for Special Needs Units?		N
(a) QIP located within the high or highest resource community neighborhoods as indicated on the currently adopted TCAC/HCD Opportunity Area Map <a href="https://haas.institute.berkeley.edu/sites/default/files/mappings/TCAC/opportunity_map_2019.html">https://haas.institute.berkeley.edu/sites/default/files/mappings/TCAC/opportunity_map_2019.html</a>									
If Yes, Select or Enter The Entire TCAC/HCD Opportunity Area Map Tract ID #:									
FAAST File:	Opportunity Area		Documentation of TCAC/HCD Opportunity Area status.					File Uploaded?	
<b>Consistency with Regional Plans §309(f) - 10 Points Max</b>									
Points awarded for each of the following									
(A)	Does QIP support the implementation of a sustainable communities strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target. Consistency with such plans must be demonstrated by a letter or resolution executed by an officer, or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission - 5 points								
(B)	If a sustainable communities strategy is not required for a region by law, and if the QIP supports a regional plan that includes policies and programs to reduce greenhouse gas emissions. Evidence of consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization or regional transportation planning agency or local transportation commission. - 5 points								
(C)	Not less than 50% of the land area is within a Transit Priority Area evidenced by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization, regional transportation planning agency, or local transportation commission - 5 points								
FAAST File:	QIP Consistency		Submit letters or resolutions from the local council of government, metropolitan planning organization or regional transportation planning agency confirming points above.					File Uploaded?	
<b>Tie Breaker §307(b)(3); NOFA</b>									
In the event two or more applications have the same rating and ranking scores, HCD will apply tie breaking criteria outlined in the NOFA.								Application due date: 2/11	
(1) 10 bonus points to the QIP having the lowest ratio between the requested grant amount to the total allowable maximum grant amount per §305.								Ratio= 0.0	
(2) If tie still exists, 3 points to the QIP for each prior awarded QIP developed by the Applicant that has received a Certificate of Occupancy by the application deadline.									
Development Name:			IIG prior NOFA Date		Cert. of Occup Date:		0		
Development Name:			IIG prior NOFA Date		Cert. of Occup Date:		0		
Development Name:			IIG prior NOFA Date		Cert. of Occup Date:		0		
Development Name:			IIG prior NOFA Date		Cert. of Occup Date:		0		











<b>(6) Following Prohousing Policies - 8 points max</b>		<b>0</b>
(i)	Projects located in jurisdictions that have implemented programs over the last five years that finance infrastructure with accompanying increased housing capacity or provide local financial incentives for housing, including, but not limited to, a local housing trust fund or fee waivers. - 4 points	0
(ii)	Projects located in jurisdictions that have adopted a Nondiscretionary Local Approval Process for residential & mixed-use development in all zones permitting multifamily housing, established a Workforce Housing Opportunity Zone, as defined in Gov. Code §65620, or a housing sustainability district as defined in Gov. Code §66200. - 4 points	0
(iii)	Projects located in jurisdictions that zone more sites for residential development or zoning sites at higher densities than is required to accommodate 150 percent of the minimum regional housing need allocation for the Lower Income allocation in the current housing element cycle, - 4 points	0
(iv)	Projects in jurisdictions that have adopted accessory dwelling unit ordinances or other mechanisms that reduce barriers for property owners to create accessory dwelling units beyond the requirements outlined in Gov. Code §65852.2 as follows: - 4 points - Parking reductions to 0.75 or fewer spaces per accessory dwelling unit in areas not already exempt from parking pursuant to Gov. Code §65852.2; - Processing or impact fee waivers or reductions of 50% or more; - Ministerial approval in fewer than 45 days; - Reduction or modifications of development standards for side yard setbacks of five feet or less; - Reduction or modifications of development standards to two story heights; - Reduction or modifications of development standards to allow 60% or more lot coverage; - No minimum lot size requirement; - Provisions for affordability; or offering support programs such as a user-friendly website	0
(v)	Projects located in jurisdictions that only use objective design standards for multifamily residential development or adopt fee transparency measures, inc. publicly available fee calculators. - 4 points	0

Select Strategy Type (from above)	Strategy Description	Enter name of source document and the hyperlink to where the document can be accessed.	Estimated Outcomes - Describe numerically in terms of increase in supply (number of units), timing (reduced number of days), development costs (reduced costs per unit), entitlement streamlining (reduced number of approvals), or funding (dollar value of incentives).

**Affordability §310(b) - 60 Points Max**

Points based on % of QIA units restricted to occupancy by various income groups. (see Max Funds and Unit Mix worksheet - all QIPs) 0.00

**Density §310(c) - 40 Points Max**

Points based on extent to which the average Net Density of QIA, adjusted by unit size, exceeds the required density §303(a)(4). (see Eligibility and Threshold worksheet)

Minimum Net Density =	0	% QIA meets or exceeds required net density:	0.00%	0
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**Access to Transit §310(d) - 20 Points Max**

Points based on the percentage of residential units in the QIA which are in developments which meet the criteria for proximity to a Transit Station or Major Transit Stop set forth in §309(d) relative to the total number of housing units in the QIA. §309(d) Proximity is within one half mile of QIPs within the QIA to a Transit Station or Major Transit Stop. The distance to a Transit Station or Major Transit Stop shall be evidenced by a date stamped map certified by a California State-licensed professional such as an engineer, surveyor or landscape architect. Provide a walkable route map, current transit maps and route schedules, highlighting the appropriate routes.

# of residential units in QIA which are in developments meeting the criteria for proximity to a Transit Station or Major Transit Stop?	Total residential Units	% of residential units meeting criteria vs. total residential Units	0.00%	0
--	-------------------------	---	-------	---

FAAST File:  Transit Access  Provide scaled map showing all Transit Stations or Major Transit Stops and walkable routes:  File Uploaded?

**Proximity to Amenities §310(e) - 20 Points Max**

Points based on the amenities in the QIA or within one-half mile of its boundary, including amenities that will be in service when construction of the QIP for the QIA is completed. The one-half mile radius will be measured from the established boundaries of the QIA, as defined in local planning documents. Distances are measured "as the crow flies". Amenities serving QIAs consisting of fewer than 200 residential units will yield 4 points each. Amenities serving QIAs consisting of 200 or more residential units will yield 2 points each.

QIA Residential Units	0	0
-----------------------	---	---

(A) QIA will include how many park(s) not including school grounds unless there is a bona fide, formal joint use agreement between the jurisdiction responsible for the parks and recreational facilities and the school district providing availability to the general public of the school grounds and/or facilities? (must identify park(s) below) - 4 points (amenities serving QIAs consisting of 200 or more residential units will yield 2 points each).

Park Type:	Responsible Jurisdiction:		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
Provide link to local planning documents:	Specify page numbers info can be found:		

Park Type:	Responsible Jurisdiction:		
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
Provide link to local planning documents:	Specify page numbers info can be found:		

(B) QIA will include how many locally recognized employment centers with a minimum of fifty full-time employees. An employment center is a locally recognized concentration of employment opportunities such as a large hospital, industrial park, commercial district, or office area? (must identify employment center(s) below) - 4 points (amenities serving QIAs consisting of 200 or more residential units will yield 2 points each).

Type of Employment Center:	Date In Service:		
Employment Center Name:	Responsible Jurisdiction:		
Site Address	City	State	Zip
Provide link to local planning documents:	Specify page numbers info can be found:		
Type of Employment Center:	Date In Service:		

Employment Center Name:		Responsible Jurisdiction	
Site Address	City	State	Zip
Provide link to local planning documents:		Specify page numbers info can be found:	
(C) QIA will include how many locally recognized retail centers with a minimum of 50 full-time employees. A retail center is a downtown area or recognized neighborhood or regional shopping mall? (must identify retail center type(s) below) - 4 points (amenities serving QIAs consisting of 200 or more residential units will yield 2 points each).			0
Type of Retail Center:		Date In Service	
Retail Center Name:		Responsible Jurisdiction	
Site Address	City	State	Zip
Provide link to local planning documents:		Specify page numbers info can be found:	
Type of Retail Center:		Date In Service	
Retail Center Name:		Responsible Jurisdiction	
Site Address	City	State	Zip
Provide link to local planning documents:		Specify page numbers info can be found:	
(D) Only for QIAs where 50% of units have 2 or more bedrooms:	# of two+ bedrooms in QIA (see Max Funds and Units worksheet):	0	% of two+ bedrooms: 0% Below 50% skip to (E) 0
The QIA will include how many public schools/community colleges that residents of the QIA may attend (must identify type of school below)? - 4 points (amenities serving QIAs consisting of 200 or more residential units will yield 2 points each).			
Type of school:		Date In Service	
Entity Name		Responsible Jurisdiction	
Site Address	City	State	Zip
Provide link to local planning documents:		Specify page numbers info can be found:	
Type of school:		Date In Service	
Entity Name		Responsible Jurisdiction	
Site Address	City	State	Zip
Provide link to local planning documents:		Specify page numbers info can be found:	
(E) The QIA has designated units in the application which qualify for special needs or single room occupancy use, as defined by TCAC, or has a special needs or supportive housing component, as defined under MHP, social service facilities available to serve the residents living in the QIA? - 4 points			0
Entity Name		Responsible Jurisdiction	
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
Provide link to local planning documents:		Specify page numbers info can be found:	
(F) The QIA will have designated units reserved for qualified senior citizens under §51.2, 51.3 and 51.4 of the Civil Code, senior centers or facilities regularly offering services designed for seniors and available to the seniors residing in the QIA? - 4 points			0
Entity Name		Responsible Jurisdiction	
Site Address	City	State	Zip
Contact	Title	Phone	Date In Service
Provide link to local planning documents:		Specify page numbers info can be found:	
(G) Only for QIAs where 25% of units have two bedrooms and an additional 25% of the units are three bedrooms or larger with no restriction or preference for seniors or special needs populations, and located within the high or highest resource community neighborhoods as indicated at time of application on the currently adopted TCAC/HCD Opportunity Area Map. - 20 points	# of two bedrooms in QIA (see Max Funds and Units worksheet):	0	% of two bedrooms: 0% skip to §310(f)
	# of three+ bedrooms in QIA (see Max Funds and Units worksheet):	0	% of three+ bedrooms: 0% skip to §310(f)
	Does QIA have restrictions or preference for Senior Units?	No	Does QIA have restrictions or preference for Special Needs Units?
(a) QIA located within the high or highest resource community neighborhoods as indicated on the currently adopted TCAC/HCD Opportunity Area Map <a href="https://haas.institute.berkeley.edu/sites/default/files/mappings/TCAC/opportunity_map_2019.html">https://haas.institute.berkeley.edu/sites/default/files/mappings/TCAC/opportunity_map_2019.html</a>			
If Yes, enter the entire TCAC/HCD Opportunity Area Map Tract ID #:			
FAAST File:	Opportunity Area	Documentation of TCAC/HCD Opportunity Area status.	File Uploaded?
<b>Consistency with Regional Plans §310(f) - 10 Points Max:</b>			
Points awarded for each of the following			0
(A)	Does QIA support the implementation of a sustainable communities strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target. Consistency with such plans must be demonstrated by a letter or resolution executed by an officer, or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission - 5 points		0
(B)	If a sustainable communities strategy is not required for a region by law, and if the QIA supports a regional plan that includes policies and programs to reduce greenhouse gas emissions. Evidence of consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization or regional transportation planning agency or local transportation commission. - 5 points		0
(C)	Not less than 50% of land area is within a Transit Priority Area evidenced by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization, regional transportation planning agency, or local transportation commission - 5 points		0
FAAST File:	QIA Consistency	Letters or resolutions from the local council of government, metropolitan planning organization or regional transportation planning agency confirming points above.	File Uploaded?
<b>Tie Breaker §307(b)(3): NOFA</b>			
In the event two or more applications have the same rating and ranking scores, HCD will apply tie breaking criteria outlined in the NOFA.			Application due date: 2/18/20
(1) 10 bonus points to the QIA having the lowest ratio between the requested grant amount to the total allowable maximum grant amount per §305.		Ratio=	0.00%
(2) If tie still exists, 3 points to the QIA for each prior awarded QIP developed by the Applicant that has received a Certificate of Occupancy by the application deadline.			
Development Name:	IIG prior NOFA Date	Cert. of Occup Date:	0
Development Name:	IIG prior NOFA Date	Cert. of Occup Date:	0
Development Name:	IIG prior NOFA Date	Cert. of Occup Date:	0
Development Name:	IIG prior NOFA Date	Cert. of Occup Date:	0

**Application Development Team (ADT) Support Form**

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								
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**IIG Round 6 Document Checklist**

Overview/TAB		Submitted	Comments
FAAST File:			
<b>Applicant Documents (if more than two applicants continue attachments as App3, App4, and App5)</b>			
App1 Certs & Legal (wet signature required)			
App2 Certs & Legal (wet signature required)			
App1 Reso (wet signature required)			
App2 Reso (wet signature required)			
<b>Resolutions***</b>			
1. Entity Name and Entity Type (corporation, non-profit, for-profit, LLC, etc.).			
2. Name & Title of Signatory(ies)**** 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.			
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.			
9. All votes taken at meeting authorizing resolution (ayes, no's, absent, vacant).			
10. Project name as it appears on IIG application.			
** Organizational documents for the manager of the LLC if an entity other than an individual.			
*** These are minimum requirements for a resolution. Updates can be requested once a review is completed.			
**** Ensure when identifying the Signatory(ies), if more than one is listed, that "and" or "or" is defined for individuals required to sign.			
App1 OrgChart			
App2 OrgChart			
App1 Signature			
App2 Signature			
App1 Payee Data or TIN			
App2 Payee Data or TIN			
<b>Applicant Organizational Documents (submit documentation for each as App1, App2, etc.)</b>			
Entity Type: (Overview Tab Continued under Organizational Documents)		Submitted	Comments
Corporations		FAAST File:	
Articles of Incorporation, with all amendments	App1 OrgDoc1		
By-Laws, with all amendments	App1 OrgDoc2		
Certificate of Status from Secretary of State	App1 OrgDoc3		
Evidence of tax-exempt status from FTB	App1 OrgDoc4		
Evidence of tax-exempt status from IRS	App1 OrgDoc5		
Limited Liability Company (LLC)**		FAAST File:	Submitted
Articles of Organization LLC-1, with all amendments	App1 OrgDoc1		
Operating Agreement, with all amendments	App1 OrgDoc2		
Certificate of Status from Secretary of State	App1 OrgDoc3		
Max Funds and Units TAB		Submitted	Comments
FAAST File:			
Rural Status			
Eligibility and Threshold TAB		Submitted	Comments
FAAST File:			

**IIG Round 6 Document Checklist**

CIP Integral to QIP		
Urban Area		
Relevant Development Plan		
Net Density Verification		
Construction exception		
CIP Site Control		
QIP Relocation Plan		
Market Study		
Tax Credit Reservation		
<b>Env &amp; Land Use Verification TAB</b>		
FAAST File:	Submitted	Comments
Auth to Use Grant Funds		
Environmental		
<b>Large Jurisdiction QIP Scoring TAB, if applicable</b>		
FAAST File:	Submitted	Comments
E&L Use		
Const EFC #1, #2, etc		
Transit Access		
Park Access		
Employment Access		
Retail Access		
Education		
SPN or SH		
Qualified Seniors		
Opportunity Area		
QIP Consistency		
<b>Large Jurisdiction QIA Scoring TAB, if applicable</b>		
FAAST File:	Submitted	Comments
E&L Use		
Const EFC #1, #2, etc		
CIP EFC #1, #2, etc		
Letter of Intent		
Transit Access		
Opportunity Area		
QIA Consistency		

# **Infill Infrastructure Grant Program of 2019**

## **Guidelines**



**Governor Gavin Newsom  
State of California**

**Alexis Podesta, Secretary  
Business, Consumer Services, and Housing Agency**

**Douglas R. McCauley, Acting Director  
California Department of Housing and Community Development**

2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
IIG Program Email: [Infill@hcd.ca.gov](mailto:Infill@hcd.ca.gov)

**October 30, 2019**



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## ARTICLE 1. GENERAL

### Section 300. Purpose and Scope

The purpose of these Infill Infrastructure Grant Program of 2019 Guidelines (Guidelines) is to implement and interpret Assembly Bill 101 (Chapter 159, Statutes of 2019) and Part 12.5 (commencing with section 53559) of Division 31 of the Health and Safety Code, which establishes the Infill Infrastructure Grant Program of 2019, hereinafter referred to as the Infill Infrastructure Grant Program (IIG or Program).

### Section 301. Program Overview

The Program's primary objective is to promote infill housing development. The Program seeks to accomplish this objective by providing financial assistance for infrastructure improvements necessary to facilitate new infill housing development.

Under the program, grants are available as gap funding for infrastructure improvements necessary for specific residential or mixed-use infill development projects or areas. Both infill projects and areas must have either been previously developed or be largely surrounded by development. Eligible improvements include development or reconstruction of Parks or Open Space, water, sewer or other utility service improvements, streets, roads, parking structures, transit linkages, transit shelters, traffic mitigation features, sidewalks, and streetscape improvements.

### Section 302. Definitions

The following definitions apply to the capitalized terms used in these Guidelines:

- (a) "Affordable Unit" means a unit that is made available at an affordable rent, as defined in Health and Safety Code section 50053, to a household earning no more than 60 percent of the Area Median Income or at an affordable housing cost, as defined in Health and Safety Code section 50052.5, to a household earning no more than 120 percent of the Area Median Income. Rental units shall be subject to a recorded covenant ensuring affordability for a duration of at least 55 years. Ownership units shall initially be sold to and occupied by a qualified household, and shall be subject to a recorded covenant that includes either a resale restriction for at least 30 years or equity sharing upon resale.
- (b) "Area Median Income" means the most recent applicable county median family income published by the California Tax Credit Allocation Committee (TCAC).
- (c) "Bus Hub" means an intersection of three or more bus routes, where one route or a combination of routes has a minimum scheduled headway of 10 minutes or at least six buses per hour during peak hours. Peak hours means the time between 7 a.m. to 10 a.m., inclusive, and 3 p.m. to 7 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit

agency.

- (d) "Bus Transfer Station" means an arrival, departure, or transfer point for the area's intercity, intraregional, or interregional bus service having a permanent investment in multiple bus docking facilities, ticketing services, and passenger shelters.
- (e) "Capital Asset" means a tangible physical property with an expected useful life of 15 years or more. "Capital Asset" also means a tangible physical property with an expected useful life of 10 to 15 years for costs not to exceed 10 percent of the Program grant. "Capital Asset" includes major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 to 15 years or expenditures that continue or enhance the useful life of the Capital Asset. "Capital Asset" also includes equipment with an expected useful life of two years or more. Costs allowable under this definition include costs incidentally but directly related to construction or acquisition, including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.
- (f) "Capital Improvement Project" or "Project" means the construction, rehabilitation, demolition, relocation, preservation, acquisition, or other physical improvement of a Capital Asset that is an integral part of, or necessary to facilitate the development of, a Qualifying Infill Project or Qualifying Infill Area. Capital Improvement Projects that may be funded under the Program include, but are not limited to, those described in Section 304 (a).
- (g) "CCR" means the California Code of Regulations.
- (h) "Department" means the California Department of Housing and Community Development.
- (i) "Developer" means an Eligible Applicant that the Department may rely upon for Site Control of either the Qualifying Infill Project or the Qualifying Infill Area.
- (j) "Eligible Applicant" means one of the following:
  - (1) A city, county, city and county, or public housing authority that has jurisdiction over a Qualifying Infill Area, or
  - (2) A nonprofit or for-profit Developer of a Qualifying Infill Project applying jointly with a city, county, city and county, or public housing authority that has jurisdiction over a Qualifying Infill Area.
- (k) "Large Jurisdiction" means a county that is not a Small Jurisdiction, or any city within that county.

- (l) "Local Support" means support of local public agencies.
- (m) "Locality" means a California city, county, or city and county.
- (n) "Lower Income" has the meaning set forth in Health and Safety Code section 50079.5.
- (o) "Major Transit Stop" means an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods (as defined in Public Resources Code section 21064.3).
- (p) "Master Development" means the proposed residential units within the Qualifying Infill Area identified in the Program application.
- (q) "Moderate-Income" has the meaning set forth in Health and Safety Code section 50093.
- (r) "MHP" shall mean the Multifamily Housing Program authorized and governed by Health and Safety Code sections 50675 through 50675.14 and the Multifamily Housing Program Guidelines.
- (s) "Net Density" means the total number of dwelling units per acre of land to be developed for residential or mixed use, excluding allowed deductible areas. Allowed deductible areas are public dedications of land which are for public streets, public sidewalks, public Open Space, and public drainage facilities. Non-allowed deductible areas include utility easements, setbacks, private drives and walkways, general landscaping, common areas and facilities, off street parking, and traditional drainage facilities exclusive to a development project. Mitigations required for development will not be included in the allowed deductible areas.
- (t) "NOFA" means a Notice of Funding Availability for the Program issued by the Department.
- (u) "Nondiscretionary Local Approval Process" means a process for development approval involving little or no personal judgment by the public official as to the wisdom or manner of carrying out the project. The public official merely ensures that the proposed development meets all the "objective zoning standards," "objective subdivision standards," and "objective design review standards" in effect at the time that the application is submitted to the local government, but uses no special discretion or judgment in reaching a decision.
- (v) "Open Space" means a parcel or area of land or water that is essentially unimproved and dedicated to one or more of the following purposes: (1) the preservation of

natural resources; (2) the managed production of resources; (3) public and/or residential outdoor recreation; or (4) public health and safety.

- (w) "Park" means a facility that provides benefits to the community and includes, but is not limited to, places for organized team sports, outdoor recreation, and informal turf play; non-motorized recreational trails; permanent play structures; landscaping; community gardens; places for passive recreation; multipurpose structures designed to meet the special recreational, educational, vocational, and social needs of youth, senior citizens, and other population groups; recreation areas created by the redesign and retrofit of urban freeways; community swim centers; regional recreational trails; and infrastructure and other improvements that support these facilities.
- (x) "Program" means the Infill Infrastructure Grant Program of 2019 as implemented by these Guidelines.
- (y) "Qualifying Infill Area" means an area designated in the Program application that meets the criteria for a Qualifying Infill Area set forth in Section 303.
- (z) "Qualifying Infill Project" means a residential or mixed-use residential development project designated in the Program application that meets the criteria for a Qualifying Infill Project set forth in Section 303.
- (aa) "Recipient" means the city, county, city and county, public housing authority and/or Developer receiving a commitment of Program funds for an approved Capital Improvement Project.
- (bb) "Rural Area" has the meaning set forth in Health and Safety Code section 50199.21.
- (cc) "Site Control" means the Eligible Applicant and/or Developer has sufficient control of the property through one or more of the following:
  - (1) fee title;
  - (2) a leasehold interest on the property with provisions that enable the lessee to make improvements on and encumber the property provided that the terms and conditions of any proposed lease shall permit, prior to grant funding, compliance with all Program requirements;
  - (3) an enforceable option to purchase or lease which shall extend through the anticipated date of the Program award as specified in the Notice of Funding Availability;
  - (4) an executed disposition and development agreement, or irrevocable offer of dedication to a public agency;

- (5) a right of way or easement, which is either perpetual, or of sufficient duration to meet Program requirements, and which allows the Eligible Applicant and/or Developer to access, improve, occupy, use, maintain, repair, and alter the property underlying the right of way or easement;
  - (6) an executed encroachment permit for construction of improvements or facilities within the public right of way or on public land;
  - (7) an executed agreement with a public agency that gives the Eligible Applicant exclusive rights to negotiate with the agency for the acquisition of the site; provided that the major terms of the acquisition have been agreed to by all parties;
  - (8) a land sales contract or other enforceable agreement for the acquisition of the property; or
  - (9) other forms of Site Control that give the Department equivalent assurance that the Eligible Applicant or and/Developer will be able to complete the Project and all housing designated in the application in a timely manner and in accordance with all the requirements of the Program.
- (dd) "Small Jurisdiction" means a county with a population of less than 250,000 as of January 1, 2019, or any city within that county.
- (ee) "TCAC" means the California Tax Credit Allocation Committee.
- (ff) "Transit Priority Area" means an area within one-half mile of a major transit stop that is existing or planned, if the planned stop is scheduled to be completed within the planning horizon included in a transportation improvement program adopted pursuant to Title 23 of the Code of Federal Regulations section 450.216 or 450.322.
- (gg) "Transit Station" means a rail or light-rail station, ferry terminal, Bus Hub, or Bus Transfer Station. Included in this definition are planned Transit Stations otherwise meeting this definition whose construction is programmed into a regional or state transportation improvement program to be completed no more than five years from the deadline for submittal of applications set forth in the NOFA.
- (hh) "Urbanized Area" means an incorporated city or an Urbanized Area or urban cluster as defined by the United States Census Bureau. For unincorporated areas outside of an urban area or urban cluster, the area must be within a designated urban service area that is designated in the local general plan for urban development and is served by the public sewer and water.
- (ii) "Urban Uses" means any residential, commercial, industrial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.

- (j) "Very-low Income" has the meaning set forth in Health and Safety Code section 50105.

## ARTICLE 2. PROGRAM REQUIREMENTS

### Section 303. Eligible Projects

- (a) To be eligible for funding, a Capital Improvement Project must be an integral part of, or necessary for the development of either a Qualifying Infill Project or housing designated within a Qualifying Infill Area.
- (b) To be eligible for funding, all applications must include a Qualifying Infill Project, including those Qualifying Infill Projects used to establish the eligibility of a Qualifying Infill Area.
  - (1) Each Qualifying Infill Project must be a discrete development and all housing development components must have been planned as one development and jointly considered for local land use approval, with common, affiliated or contractually related ownership and financing structures.
- (c) For both Large Jurisdictions and Small Jurisdictions, the Qualifying Infill Project or Qualifying Infill Area must:
  - (1) Be located in an Urbanized Area.
  - (2) Be located in a Locality with an adopted housing element that has been found by the Department to be in substantial compliance with the requirements of Article 10.6 (commencing with section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code, pursuant to Government Code section 65585 at time of application
  - (3) Be located in a Locality that, at the time of application, has submitted its housing element annual progress reports as required by Government Code section 65400 to the State of California for 2017 through the most recently required annual progress report.
  - (4) Include not less than 15 percent of the total residential units to be developed in the Qualifying Infill Project or Qualifying Infill Area as Affordable Units.
    - (A) For developments that contain both rental and ownership units, units of either or both product types may be included in the calculation of the percentage of Affordable Units.
    - (B) To the extent included in a Capital Improvement Project grant application, for the purpose of calculating the percentage of Affordable Units, the Department may consider the entire Master Development in which the development seeking grant funding is included.



- (C) Where applicable, an Eligible Applicant may include a replacement housing plan to ensure that dwelling units housing persons and families of low or Moderate-Income are not removed from the low- and Moderate-Income housing market. Residential units to be replaced shall not be counted toward meeting the affordability threshold required for eligibility for funding under this section.
  - (D) A Qualifying Infill Project or Qualifying Infill Area for which a recorded disposition and development agreement or other recorded project or area-specific agreement between the Developer and the local agency having jurisdiction over the project has been executed on or before July 31, 2019, shall be deemed to meet the affordability requirement of this paragraph if the agreement includes affordability restrictions that subject the Qualifying Infill Project, Qualifying Infill Area to the production of affordable units for Very Low, Lower- or Moderate-Income households.
  - (E) New housing units that replace demolished units that have been occupied by low or Moderate-Income households within the last five years from the deadline for submittal of applications shall not count toward meeting the requirements of this paragraph.
- (5) Include average residential Net Densities on the parcels to be developed that are equal to or greater than the densities described in subparagraph (B) of paragraph (3) of subdivision (c) of section 65583.2 of the Government Code, except that in a Rural Area the average residential Net Densities on the parcels to be developed shall be at least 10 units per acre. Minimum densities for Localities that are not Rural Areas may be found in Appendix 1 of the housing element law memorandum issued by the Department's Division of Housing Policy Development dated June 20, 2012.
- (A) A city with a population greater than 100,000 in a standard metropolitan statistical area or a population of less than 2,000,000 may petition the Department for, and the Department may grant, an exception to the density requirements set forth in this subsection, if the city believes it is unable to meet the density requirements described herein. The city shall submit the petition with its application and shall include the reasons why the city believes the exception is warranted. The city shall provide information supporting the need for the exception, including, but not limited to, any limitations that the city may encounter in meeting the density requirements specified in subsection (5). Any exception shall be for the purposes of this section only. This subdivision shall become inoperative on January 1, 2023.
- (6) Be located in an area designated for mixed-use or residential development pursuant to one of the following:

- (A) A general plan, or general plan amendment, adopted pursuant to Government Code section 65300.
  - (B) A sustainable communities strategy adopted pursuant to Government Code section 65080.
  - (C) A specific plan adopted pursuant to Government Code section 65450
  - (D) A workforce housing opportunity zone established pursuant to Government Code section 65620.
  - (E) A housing sustainability district established pursuant to Government Code section 66201.
- (7) The Eligible Applicant must identify a mechanism, such as a minimum density ordinance or a recorded, binding covenant, acceptable to the Department to reliably ensure that future development will occur at an overall Net Density equaling or exceeding that set forth in Section 303(c)(5) and the Net Density proposed in the application for the purposes of rating pursuant to Section 309 (c) and section 310 (c), and determining the maximum grant amount pursuant to Section 305. This mechanism must be in effect and legally enforceable prior to the disbursement of Program funds.
- (8) Eligible Applicants shall designate the proposed residential units in the Qualifying Infill Project, or within the Qualifying Infill Area, that the Eligible Applicant intends to utilize for the purpose of establishing the maximum Program grant amount pursuant to Section 305, and for the purpose of rating applications pursuant to Sections 309 or 310. Any such designated units must be utilized for both purposes in applications from Large Jurisdictions.
- (9) The application must demonstrate that the percentage of Affordable Units, and units restricted to other income limits and rents as designated for the purpose of determining the maximum Program grant amount in Section 305 and for rating purposes pursuant to Sections 309 or 310, shall be maintained or exceeded through the completion of each residential development proposed in the application. The Department may modify the requirement set forth in the previous sentence to conform to a similar local public agency requirement, provided that it determines that the local requirement will reliably result in completion of the required Affordable Units within a reasonable period of time.
- (10) Construction shall not have commenced on any units designated in the application prior to the deadline for applications submittal set forth in the NOFA, except for Affordable Units identified in a disposition and development agreement or other project- or area-specific agreement between the

Developer and the local agency having jurisdiction over the Affordable Units executed on or before July 31, 2019 that requires the Affordable Units to be built as a condition of local approval for the other units designated in the application, where the Developer of the other units contributed funds or land to cover costs of developing the Affordable Units, in an amount not less than 25 percent of the total development cost of the Affordable Units.

(d) For purposes of evaluating applications from Large Jurisdictions:

- (1) "Qualifying Infill Area" means a contiguous area located within an Urbanized Area (i) that has been previously developed, or where at least 75 percent of the perimeter of the area adjoins parcels that are developed with Urban Uses, and (ii) in which at least one development application has been approved or is pending approval for a residential or mixed-use residential project that meets the definition and criteria in this section for a Qualifying Infill Project.
- (2) "Qualifying Infill Project" means a residential or mixed-use residential project located within an Urbanized Area on a site that has been previously developed, or on a vacant site where at least 75 percent of the perimeter of the site adjoins parcels that are developed with urban uses.

(e) For purposes of evaluating applications from Small Jurisdictions:

- (1) "Qualifying Infill Area" means a contiguous area located within an Urbanized Area that meets either of the following criteria:
  - (A) The area contains sites included on the inventory of land suitable and available for residential development in the housing element of the applicable city or county general plan pursuant to paragraph (3) of subdivision (a) of section 65583 of the Government Code, and at least 50 percent of the perimeter of the area shall adjoin parcels that are developed with urban uses.
  - (B) The Capital Improvement Project for which funding is requested is necessary, as documented by an environmental review or some other adopted planning document, to make the area suitable and available for residential development, or to allow the area to accommodate housing for additional income levels, and the area otherwise meets the requirements for inclusion on the inventory of land suitable and available for residential development in the housing element of the applicable city or county general plan pursuant to paragraph (3) of subdivision (a).

of section 65583 of the Government Code. At least 50 percent of the perimeter of the area shall adjoin parcels that are developed with Urban Uses.

- (2) "Qualifying Infill Project" means a residential or mixed-use residential project located within an Urbanized Area on a site that has been previously developed, or on a vacant site where at least 50 percent of the perimeter of the site adjoins parcels that are developed with urban uses.
- (3) Applications from Small Jurisdictions must include a complete description of the Capital Improvement Project and requested grant funding for the Project. The application must describe how the project is necessary to support the development of housing, and how it meets the criteria of this section, including:
  - (A) A financial document that shows the gap financing needed for the project.
    - (i) For a Qualifying Infill Project located in the unincorporated area of the county, the Department shall allow an Eligible Applicant to satisfy the requirement in this paragraph by submitting copies of an application or applications for other sources of state or federal funding for a Qualifying Infill Project.
  - (B) Documentation of all necessary entitlement and permits, and a certification from the Eligible Applicant that the project is shovel-ready.
    - (i) For a Qualifying Infill Project located in the unincorporated area of the county, the department shall allow the Eligible Applicant to meet the requirement described in this paragraph by submitting a letter of intent from a willing affordable housing Developer that has previously completed at least one comparable housing project, certifying that the Developer is willing to submit an application to the county for approval by the county of a Qualifying Infill Project within the area in the event that the funding requested pursuant to this subdivision is awarded.

#### **Section 304. Eligible Costs**

- (a) Program grant funds must be used for reasonable and necessary costs of a Capital Improvement Project. Costs must be reasonable compared to similar infrastructure projects of modest design in the general area of the Capital Improvement Project. Eligible costs include the construction, rehabilitation, demolition, relocation, preservation, acquisition, or other physical improvements of the following:

- (1) The creation, development, or rehabilitation of Parks or Open Space.
- (2) Water, sewer, or other utility service improvements and relocation.
- (3) Street, road, and bridge construction and improvement.
- (4) Required replacement of Transit Station parking spaces, not to exceed \$50,000 per space.
- (5) Residential parking and mechanical parking lifts. The minimum residential per unit parking spaces in parking structures, as required by local land-use entitlement approval, not to exceed one parking space per residential unit, and not to exceed \$50,000 per permitted space.
- (6) Transit linkages and facilities, including, but not limited to, related access plazas or pathways, or bus and transit shelters.
- (7) Facilities that support pedestrian or bicycle transit.
- (8) Traffic mitigation devices, such as street signals.
- (9) Site clearance, grading, preparation and demolition.
- (10) Sidewalk or streetscape improvements, including, but not limited to, the reconstruction or resurfacing of sidewalks and streets or the installation of lighting, signage, or other related amenities, including shade structures, seating, landscaping, streetscaping, public safety improvements, and public art. Program funding for public art may not exceed 5 percent of the total Program award.
- (11) Storm drains, stormwater detention basins, culverts, and similar drainage features.
- (12) Required environmental remediation necessary for the development of the Capital Improvement Project, where the cost of the remediation does not exceed 50 percent of the Program grant amount.
- (13) Site acquisition or control for the Capital Improvement Project including, but not limited to, easements and rights of way. Such costs must be deemed reasonable and demonstrated by documentation that may include appraisals, purchase contracts, or any other documentation as determined by the Department.
- (14) Other capital asset costs approved by the Department and required as a condition of local approval for the Capital Improvement Project.

- (15) Impact fees required by local ordinance are eligible for Program funding only if used for the identified Capital Improvement Project. Funded impact fees may not to exceed 5 percent of the Program award.
- (b) The following costs are not eligible:
- (1) Parking spaces and structures, except as provided in Section 304 (a)(4) and (5).
  - (2) Costs of site acquisition for housing and mixed-use structural improvements.
  - (3) Costs of housing or mixed-use structures.
  - (4) Soft costs related to ineligible costs.
  - (5) In-lieu fees for local inclusionary programs.

#### **Section 305. Grant Terms and Limits**

- (a) The total maximum grant amount shall be limited based on the number of units in the Qualifying Infill Project or Qualifying Infill Area, the bedroom count of these units, and the density and affordability of the housing to be developed. Replacement housing units may be included in the calculation of the total maximum grant amount. The Department shall publish a table listing per unit grant limits for each NOFA based on these factors. The total actual grant amount shall be based upon the lesser of the amount necessary to fund the Capital Improvement Project or the maximum amount calculated from the table published by the Department.
- (b) The Program establishes the following minimum and maximum award amounts:
- (1) For Qualifying Infill Projects, the Program grant amount shall not be less than \$1 million, or \$500,000 for Rural Areas, and shall not exceed \$7.5 million for each NOFA.
  - (2) For Qualifying Infill Areas, the Program grant amount shall not be less than \$2 million, or \$1 million for Rural Areas, and shall not exceed \$30 million for each NOFA.
  - (3) Over the life of the Program, the total of all Program awards, including previous and future awards made under the Infill Infrastructure Grant Program of 2007, shall not exceed \$60 million for any single Qualifying Infill Project or Qualifying Infill Area.
  - (4) The Department will fund only one application for each Capital Improvement Project or portion thereof.

- (5) In each NOFA, the Department will fund only one application for each Qualifying Infill Project and Qualifying Infill Area.
- (c) The Eligible Applicant must demonstrate that the grant does not result in the Developer(s) benefiting from the Qualifying Infill Project, Qualifying Infill Area or the Capital Improvement Project by realizing a profit that is within the limits set forth in California Code of Regulations, Title 4, section 10327.
- (d) The Eligible Applicant must demonstrate that Program funds are reasonably necessary for Project feasibility and no other source of funding is reasonably available
- (e) The Eligible Applicant must demonstrate that the Qualifying Infill Project or the housing to be developed in the Qualifying Infill Area, as proposed in the application, is financially feasible as evidenced by documentation such as, but not limited to, a market study, Project proforma, sources and uses statement, or other feasibility documentation that is standard industry practice for the type of proposed housing development (except as described in Section 303 (e)(3).
- (f) Where the Qualifying Infill Project is receiving low-income housing tax credits, the Recipient may provide Program funds to the Developer of the Qualifying Infill Project in the form of a zero (0) percent, deferred payment loan, with a term of at least 55 years. The loan may be secured by a deed of trust, which may be recorded with the local county recorder's office, provided, however, the beneficiary of the loan shall not under any circumstances exercise any remedy, including, without limitation, foreclosure, under the deed of trust without the prior written consent of the Department, in its sole and absolute discretion. The loan may not be sold, assigned, assumed, conveyed or transferred to any third party without prior written Department approval in its sole and absolute discretion. For Projects assisted by other Department funding programs, repayment of the loan between the Recipient and the Developer shall be limited to (1) no repayments to the Recipient until the maturity date or (2) repayment only from "distributions" from the Project within the meaning of Title 25, California Code of Regulations section 8301(i). The Recipient shall be responsible for all aspects of establishing and servicing the loan. The provisions governing the loan shall be entirely consistent with these Guidelines and all documents required by the Department with respect to the use and disbursement of Program funds. All documents governing the loan between the Recipient and the Developer borrower shall contain all the terms and conditions set forth in this subdivision and shall be subject to the review and approval of the Department prior to making the loan. This subdivision shall apply to any Qualifying Infill Project receiving low-income housing tax credits regardless of the date of the Program award.

- (g) Conditions precedent to the first disbursement of Program funds shall include receipt of all required public agency entitlements and all required funding commitments for the Qualifying Infill Project supported by the Capital Improvement Project.
- (h) Funds will be disbursed as progress payments for approved eligible costs incurred subject to the requirements of these Guidelines.
- (i) Where approval by a local public works department, or an entity with equivalent jurisdiction, is required for the Capital Improvement Project, the Recipient must submit, prior to the disbursement of grant funds, a statement or other documentation acceptable to the Department, indicating that the Capital Improvement Project is consistent with all applicable policies and plans enforced or implemented by that department or entity.
- (j) The Uniform Multifamily Regulations (UMRs) in title 25, division 1, chapter 7, subchapter 19 (commencing with section 8300) of the California Code of Regulations is hereby incorporated by reference into these Guidelines. In the event of a conflict between the UMRs and these Guidelines, the provisions of these Guidelines shall prevail.

#### **Section 306. Performance Requirements**

- (a) Recipients shall, within the time set forth in the Standard Agreement, but not more than two (2) years from the date of the Program award, begin construction of the housing units which were used as the basis for calculating the Program award.
- (b) Recipients shall, within the time set forth in the Standard Agreement, but not more than five (5) years from the date of the Program award, complete construction of the housing units which were used as the basis for calculating the Program award. Completion of construction must be evidenced by a certificate of occupancy or equivalent documentation.
- (c) The Standard Agreement and disbursement agreement must be executed in accordance with the following subsections. Failure to meet the requirements of Section 306 (c)(1) and 306 (c)(2) will result in the Department's recapture of the grants awarded.
  - (1) The Standard Agreement must be executed within two (2) years from the date of award.
  - (2) The disbursement agreement must be executed within two (2) years from the date of award.
- (d) Program funds must be disbursed in accordance with the deadlines specified in the Standard Agreement, and in no event later than the following disbursement deadlines.



- (1) Program funds must be disbursed within four (4) years from the date of award.
- (2) The maximum disbursement extension deadline is seven (7) years from the date of award.
  - (A) The Department may approve a disbursement extension deadline request up to the applicable maximum disbursement extension deadline if the Recipient demonstrates, to the satisfaction of the Department, that it has complied with performance milestones identified in the Standard Agreement.
- (e) Recipients will be required to repay disbursed Program grant funds where construction of residential units used as the basis for calculating the grant amount pursuant to Section 305(a) has not received building permits within two years from the date of the Program grant award. The amount to be repaid shall be the same proportion to the total grant amount as the number of residential units where construction has not timely commenced to the total number of designated residential units.
- (f) Where a Locality is participating in the Program pursuant to Section 307, that Locality shall not be held liable for the construction and continued operation of the Qualifying Infill Project or the housing designated in the Qualifying Infill Area.
- (g) Recipients of Qualifying Infill Area awards must have closed construction period financing on a Qualifying Infill Project before a subsequent Program application is submitted within the same project area or adjoining project areas.

## ARTICLE 3. APPLICATION PROCEDURES

### Section 307. Application Process

- (a) The Department shall offer Program funds through Notices of Funding Availability. Applications shall be made on forms made available by the Department, except as indicated in Section 303 (e)(3). Applications selected for funding shall be approved subject to conditions specified by the Department.
- (b) The Large Jurisdiction Notice of Funding Availability will specify the amount of funds available, application requirements, minimum eligibility point scores, the deadline for submittal of applications, the schedule for rating and ranking applications and awarding funds, a list of counties eligible to apply under this NOFA, and the general terms and conditions of funding commitments.
  - (1) The Department shall accept applications for Projects in Large Jurisdictions and evaluate them on a competitive basis. The NOFA for Large Jurisdictions may specify a minimum number of ranking points for a Project to be eligible for funding.
  - (2) The Department may elect to not evaluate compliance with some or all threshold requirements for applications from Large Jurisdictions that are not within a fundable range, as indicated by a preliminary point scoring.
  - (3) In the event of two or more applications having the same rating and ranking scores, the Department will apply a tie-breaking criterion outlined in the NOFA.
  - (4) The Department shall evaluate applications from Large Jurisdictions for compliance with the threshold requirements listed in Section 308, and score them based on the application selection criteria listed in Sections 309 or 310. The highest scoring Large Jurisdiction applications that meet all threshold requirements shall be selected for funding as specified in the NOFA, except that the Department may make adjustments in this procedure to meet approximately the following geographic distribution objectives of each NOFA:
    - (A) Target 45 percent of total funds to projects located in Southern California (Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, and Ventura counties);

- (B) Target 10 percent of total funds to projects located in the Central Valley (Fresno, Merced, San Joaquin, Stanislaus and Tulare counties); and
  - (C) Target 45 percent of total funds to projects located in Northern California Large Jurisdiction counties (those not located in the Large Jurisdiction counties specified in previous paragraphs).
- (c) The NOFA for Small Jurisdictions will specify the amount of funds available, application requirements, the date the Department will begin accepting applications, a list of counties eligible to apply under this NOFA, and the general terms and conditions of funding commitments.
  - (1) The Department shall accept applications for Projects in Small Jurisdictions on an over the counter basis and evaluate them for compliance with the eligibility requirements listed in Section 303 and threshold requirements listed in Section 308. Small Jurisdiction applications that meet all threshold and eligible Project requirements shall be selected for funding as specified in these Guidelines and the NOFA for Small Jurisdictions.
- (d) All applications shall include a Locality or a public housing authority as an applicant.
  - (1) A Locality or public housing authority identified as an applicant of either a Qualifying Infill Area or Qualifying Infill Project shall only be a party to the Standard Agreement when that Locality or public housing authority has an on-going ownership interest in the Capital Improvement Project identified in the application.
  - (2) Where a Locality or public housing authority is participating in the Program pursuant to Section 307(d)(2), and has no on-going ownership interest in the Capital Improvement Project, that Locality's responsibility shall be limited to providing an official written certification of support for the Capital Improvement Project, and that Locality shall not be required to be party to the Standard Agreement.

**Section 308. Application Threshold Requirements**

- (a) The Capital Improvement Project set forth in the application must be eligible pursuant to Section 303, and the Eligible Applicant must be eligible pursuant to Section 307. Additionally, the following requirements apply to all applications:
  - (1) Construction of the Capital Improvement Project has not commenced as of the deadline for submittal of applications set forth in the NOFA

- (2) The Capital Improvement Project is infeasible without Program funds, and other available funds are not being supplanted by Program funds.
  - (3) The Eligible Applicant of the Capital Improvement Project must have Site Control sufficient to ensure the timely commencement of the Capital Improvement Project as determined by the Department.
  - (4) All proposed uses of Program funds must be eligible pursuant to Section 304.
  - (5) Funds awarded pursuant to this section shall supplement, not supplant, other available funding.
- (b) The application must be sufficiently complete to assess the feasibility of the application and its compliance with Program requirements.

**Section 309. Selection Criteria for Qualifying Infill Projects in Large Jurisdictions**

Applications for Qualifying Infill Projects in Large Jurisdictions shall be rated using the criteria detailed below. Eligible Applicants may elect to exclude from consideration discrete phases or portions of their developments, provided these portions or phases are not included for other purposes under these Guidelines, including rating pursuant to this Section, and determining the maximum grant amount calculated pursuant to Section 305(a). Points are not cumulative within each subparagraph unless otherwise specified.

<b>Criterion: Qualifying Infill Project</b>	<b>Maximum Score</b>
Project Readiness	100
Affordability	60
Density	40
Access to Transit	20
Proximity to Amenities	20
Consistency with Regional Plans	10
<b>Total</b>	<b>250</b>

- a) Project Readiness – 100 points maximum.

Readiness points will be awarded as follows:

- (1) Environmental Review Status - 30 points maximum

Applications will be awarded points based on the extent to which environmental reviews have been completed for the Qualifying Infill Project:

- (A) Documented compliance with the California Environmental Quality Act and the National Environmental Policy Act, if applicable. All applicable time periods for filing appeals or lawsuits must have lapsed, shall receive 30 points.
- (B) Issuance of a public notice of the availability of a draft environmental impact report, negative declaration, or environmental assessment, shall receive 15 points.

- (2) Land Use Entitlement Status - 30 points maximum

Applications will be awarded points based on the extent that the Qualifying Infill Project can secure necessary entitlements from the local jurisdiction within a reasonable period of time, as follows:

- (A) Applications which demonstrate that all necessary local land use approvals, excluding design review, have been granted for the Qualifying Infill Project, as determined by a local land use authority (e.g., planning or community development director or zoning administrator) shall receive 30 points.
  - (B) Applications which demonstrate that the Qualifying Infill Project is eligible to receive all necessary local land use approvals pursuant to a Nondiscretionary Local Approval Process and has submitted all applications for such necessary approvals shall receive 15 points.
  - (C) Applications which demonstrate that the Qualifying Infill Project is consistent with all relevant local planning documents and zoning ordinances and applications for all necessary discretionary local land use approvals, excluding design review, have been submitted, accepted, and deemed complete by the appropriate local agencies shall receive 15 points.
- (3) Funding Commitments - 20 points maximum

Applications will be awarded points as follows based on the extent the Eligible Applicant has secured enforceable funding commitments for the combined development cost of the Capital Improvement Project and the Qualifying Infill Project.

(A) Funding Commitment Levels:

Rental housing developments

Construction Financing	Permanent Financing	Points
At least 90% of the total development cost, less deferred costs	At least 90% of the total development cost, less deferred costs	20

Construction Financing	Permanent Financing	Points
At least 75% of the total development cost, less deferred costs	At least 75% of the total development cost, less deferred costs	10

Construction Financing		Points

At least 50% of the total development cost, less deferred costs		5
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Ownership developments

Construction Financing	Permanent Financing	Points
At least 90% of the total development cost including all necessary public agency funds, less deferred costs	At least 90% of the total development cost including all necessary public agency funds, less private mortgage financing and deferred costs	20

Construction Financing	Permanent Financing	Points
At least 75% of the total development costs, less deferred costs	At least 75% of the total development cost, less deferred costs	10

Construction Financing		Points
At least 50% of the total development cost including all necessary public agency funds, less deferred costs		5

Combined rental and ownership developments

Applications designating both rental and ownership units will be awarded points on the funding commitments for the combined development cost of the Capital Improvement Project and the Qualifying Infill Project on a percentage basis in proportion to the number of rental and ownership units. For example, in a 100 unit development consisting of 80 rental units and 20 ownership units, the number of points will be weighted 80 percent for the funding commitments associated with the rental units and 20 percent for the funding commitments associated with the ownership units, then the

respective scores for each component will be combined, not to exceed 20 points.

- (B) Allowable Program funds and 4 percent low-income housing tax credit equity contributions (without the necessity of a tax credit reservation letter) will be considered committed in this calculation. A Land Donation in fee for no other consideration that is supported by an appraisal or purchase/sale agreement ("Land Donation") or a Local Fee Waiver resulting in quantifiable cost savings for the Project where those fees are not otherwise required by federal or state law ("Local Fee Waiver") may be considered a funding commitment. The value of the Land Donation will be the greater of either the original purchase price or the current appraised value as supported by an independent third-party appraisal prepared by a qualified appraiser who is a Member of the Appraisal Institute (MAI) conducted within one year of the application deadline. A funding commitment in the form of a Local Fee Waiver must be supported by written documentation from the local public agency. Funds conditionally reserved under the following programs shall be accepted as funding commitments: the United States Department of Housing and Urban Development's (HUD) Continuum of Care (CoC), Home Investment Partnerships Program (HOME), and the Community Development Block Grant Program (CDBG). Deferred-payment financing, grant funds and subsidies from other Department programs proposed for Project financing must be awarded for Large Jurisdictions prior to final rating and ranking for the IIG application or prior to application submission for a Small Jurisdiction.
  - (C) For self-help homeownership developments utilizing United States Department of Agriculture (USDA) 502 Loans, those funds shall be considered committed if the Eligible Applicant is an active 523 grantee that has Site Control of the Capital Improvement Project and a letter of support from USDA.
  - (D) Owner equity contributions or Developer funds shall not be substituted later with a different funding source or forgone if committed in the application, except that a substitution may be made for up to 50 percent of deferred-developer fee. The Department may require the Eligible Applicant to evidence the availability of the proposed amount of owner equity or developer funds.
- (4) Local Support - 12 points maximum
- (A) Points will be awarded for one of the following:



- (i) Obtaining a funding commitment or commitments from a local public agency or agencies for the Qualifying Infill Project or Capital Improvement Project equivalent to at least 25 percent of the Program grant will be awarded 12 points.
  - (ii) Obtaining a funding commitment or commitments from a local public agency or agencies for the Qualifying Infill Project or Capital Improvement Project equivalent to at least 15 percent of the Program grant will be awarded 3 points.
- (B) For purposes of awarding points pursuant to this section, the following will also be considered a commitment of Local Support:
- (i) Conditionally reserved federal or state program funds administered by a local public agency or agencies for the Qualifying Infill Project or Capital Improvement Project shall also be accepted as funding commitments demonstrating Local Support. Such programs include, but are not limited to, the HUD Continuum of Care (CoC), Home Investment Partnerships Program (HOME), and Community Development Block Grant Program (CDBG).
  - (ii) A Land Donation or a Local Fee Waiver may be considered a commitment of Local Support. The value of the Land Donation will be the greater of either the original purchase price or the current appraised value as supported by an independent third-party appraisal prepared by a qualified appraiser who is a Member of the Appraisal Institute (MAI) conducted within one year of the application deadline. A commitment of Local Support in the form of a Local Fee Waiver must be evidenced by written documentation from the local public agency.

(5) Prohousing Policies – 8 points maximum

- (A) Points will be awarded for each of the following:
- (i) Four (4) points will be awarded to Projects located in jurisdictions that have implemented programs over the last five years that finance infrastructure with accompanying increased housing capacity or provide local financial incentives for housing, including, but not limited to, a local housing trust fund or fee waivers.

- (ii) Four (4) points will be awarded to Projects located in jurisdictions that have adopted a Nondiscretionary Local Approval Process for residential and mixed-use development in all zones permitting multifamily housing, established a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a housing sustainability district, as defined in Government Code section 66200.
- (iii) Four (4) points will be awarded to Projects located in jurisdictions that zone more sites for residential development or zoning sites at higher densities than is required to accommodate 150 percent of the minimum regional housing need allocation for the Lower Income allocation in the current housing element cycle.
- (iv) Four (4) points will be awarded to Projects in jurisdictions that have adopted accessory dwelling unit ordinances or other mechanisms that reduce barriers for property owners to create accessory dwelling units beyond the requirements outlined in Government Code section 65852.2, as follows:
- parking reductions to 0.75 or fewer spaces per accessory dwelling unit in areas not already exempt from parking pursuant to Government Code section 65852.2,
  - processing and impact fee waivers or reductions of 50 percent or more,
  - ministerial approval in fewer than 45 days,
  - reduction or modifications of development standards for side yard setbacks of five feet or less,
  - reduction or modifications of development standards to two story heights,
  - reduction or modifications of development standards to allow 60 percent or more lot coverage,
  - no minimum lot size requirement,
  - provisions for affordability, or
  - offering support programs such as a user-friendly website.
- (v) Four (4) points will be awarded to Projects located in jurisdictions that only use objective design standards for

multifamily residential development or adopt fee transparency measures including publicly available fee calculators.

(b) Affordability – 60 points maximum

Applications will be awarded points based on the percentage of units in the Qualifying Infill Project restricted to occupancy by various income groups. Applications designating only rental units in the Qualifying Infill Project may elect to have their applications scored in accordance with any one of the two following scales. Applications designating ownership units, or a combination of rental and ownership units, must utilize the scale set forth in paragraph 2 below.

- (1) The scale used by MHP, as specified in the Multifamily Housing Program Guidelines section 7320(b)(1). Eligible Applicants making this election shall be awarded 60/35 points for every 1 point they would be eligible to receive using MHP's system (applications eligible for the maximum possible 35 points using the MHP scale receive the maximum possible points in this category for the Program).
- (2) The following scale:
  - (A) .30 points will be awarded for each percent of total units that are owner-occupied and restricted to occupancy by households with incomes not exceeding the Moderate-Income limit.
  - (B) .80 points will be awarded for each percent of total units that are owner-occupied and restricted to occupancy by households with incomes not exceeding the Lower Income limit.
  - (C) .40 points will be awarded for each percent of total units that are rental units restricted to occupancy by households with incomes not exceeding 50 percent of Area Median Income.
  - (D) 2.0 points will be awarded for each percent of total units that are rental units restricted to occupancy by households with incomes less than or equal to 30 percent of Area Median Income, or that are or will be covered by a long-term, project-based rental or operating subsidy contract under a program that either has a history of predominately serving households at this income level or that by design will reliably serve this population.
- (3) Owner-occupied units shall be subject to a recorded covenant with a duration of at least 30 years that includes either a resale restriction or a requirement for sharing equity upon resale.

- (4) For rental units used as the basis for point scores in the application, rent limits for initial occupancy and for each subsequent occupancy shall be based on unit type, applicable income limit, and area in which the Qualifying Infill Project is located, following the calculation procedures used by TCAC. Rents shall be restricted in accordance with the rent and income limits specified in the application and approved by the Department and set forth in a legally binding agreement recorded against the Qualifying Infill Project with a duration of at least 55 years. Rents shall not exceed 30 percent of the applicable income eligibility level.

(c) Density – 40 points maximum

Applications will be scored based on the extent to which the average Net Density of the Qualifying Infill Project, adjusted by unit size, exceeds the required density specified in Section 303(c)(5). Net Density calculations shall be evidenced by a date stamped map certified by a licensed State of California professional such as an architect, engineer, or surveyor.

- (1) Net density will be adjusted by unit size (and commercial space as applicable) as follows:

Example = Mixed-use project, three-quarter ( $\frac{3}{4}$ ) acre, urban site, with twelve 1-bedroom units at 800 sq. ft. each, twelve 2-bedroom units at 1,100 sq. ft. each, and 5,000 sq. ft. of commercial space.

Based on the density factors in the chart below, the equation looks like this:

$$12 \times 0.9 \text{ (1 bedroom units)} = 10.8$$

$$12 \times 1.2 \text{ (2 bedroom units)} = 14.4$$

To attribute density to the commercial space, utilize the square footage and bedroom count of the largest unit in the project to determine how many whole units would fit into the square footage of the commercial space.

For this example, the largest unit is a 2-bedroom, 1,100 square foot unit. 5,000 square feet (commercial space) would accommodate four (4) of these units. Multiply that result by the appropriate factor:

$$4 \times 1.2 \text{ (2-bedroom units)} = 4.8$$

To calculate the percentage at which this project meets or exceeds the required density, add all three resulting calculations above, and divide by the minimum density required for the project site (in this case 30 units/acre for an urban site), then by the number of acres in the project, then multiply by 100 (for percentage):

$$(10.8+14.4+4.8)/30 = 1/75=1.3333 \times 100=133.33\%$$

Unit Size (Bedrooms)	Factor
0-Bedroom	0.7
1-Bedroom	0.9
2-Bedroom	1.2
3-Bedroom	1.6
4-Bedroom	1.8

- (2) Points will be awarded in accordance with the following schedule:

Adjusted Net Density as a Percentage of Required Density	Points
150% or More	40
140% to 149.9%	30
130% to 139.9%	20
120% to 129.9%	15
110% to 119.9%	10
Less than 110%	0

(d) Access to Transit – 20 points maximum

Points will be awarded based on the proximity of the Qualifying Infill Project to a Transit Station or Major Transit Stop as follows: The distance to a Transit Station or Major Transit Stop shall be evidenced by a scaled map. For the purposes of this subdivision (d), “walkable route” shall mean a route which after completion of the proposed Project, shall be free of negative environmental conditions that deter pedestrian circulation, such as barriers; stretches without sidewalks or walking paths; noisy vehicular tunnels; streets, arterials or highways without regulated crossings that facilitate pedestrian movement; or stretches without lighted streets.

- (1) 20 points will be awarded to a Qualifying Infill Project within one quarter mile of a Transit Station or Major Transit Stop as defined in Section 302 measured by a walkable route from the nearest boundary of the Qualifying Infill Project to the outer boundary of the site of the Transit Station or Major Transit Stop.
- (2) 10 points will be awarded to a Qualifying Infill Project within one half mile of a Transit Station or a Major Transit Stop as defined in Section 302 measured by a walkable route from the nearest boundary of the Qualifying Infill Project to the outer boundary of the site of the Transit Station or Major Transit Stop.

(e) Proximity to Amenities – 20 points maximum

Applications will be awarded points based on the proximity or accessibility of the Qualifying Infill Project to the following existing amenities or amenities that will be in service when the Qualifying Infill Project is completed. The distance to amenities shall be evidenced by a scaled map.

Applications may receive only one award of points from each of the following subcategories:

- (1) The Qualifying Infill Project is within one-quarter mile of a Park (one-half mile for Rural Area projects) (not including school grounds unless there is a bona fide, formal joint use agreement between the jurisdiction responsible for the parks/recreational facilities and the school district providing availability to the general public of the school grounds and/or facilities), 6 points, or within one-half mile (one (1) mile for Rural Area projects), 4 points.
- (2) The Qualifying Infill Project is within one (1) mile of a locally recognized employment center with a minimum of fifty (50) full-time employees (two (2) miles for Rural Area projects), 7 points, or within two (2) miles

(four (4) miles for Rural Area projects), 4 points. An employment center is a locally recognized concentration of employment opportunities practically available to the residents of the proposed Qualifying Infill Project, such as a large hospital, industrial park, commercial district, or office area.

- (3) The Qualifying Infill Project is within one mile of a locally recognized retail center with a minimum of fifty full-time employees (two miles for Rural Area projects), 7 points, or within two miles (four miles for Rural Area projects), 4 points. A retail center is a downtown area or recognized neighborhood or regional shopping mall.
- (4) For Qualifying Infill Projects where at least 50 percent of the units have two or more bedrooms, the Qualifying Infill Project is within one-quarter mile of a public school or community college that residents of the Qualifying Infill Project may attend (one-half mile for Rural Area projects), 7 points, or within one-half mile (one mile for Rural Area projects), 4 points.
- (5) For a Qualifying Infill Project that is a special needs or single room occupancy development, as defined by TCAC, or a special needs or supportive housing project, as defined under MHP, the Qualifying Infill Project is located within one-half mile of a social service facility that operates to serve residents of the Qualifying Infill Project, 7 points or within one mile, 4 points.
- (6) For a Qualifying Infill Project that is reserved for qualified senior citizens under Civil Code sections 51.2, 51.3 and 51.4, the Qualifying Infill Project is within one-quarter mile of a senior center or a facility regularly offering services specifically designed for seniors (one-half mile for Rural Area projects), 7 points or within one-half mile (one mile for Rural Area projects), 4 points.
- (7) For a Qualifying Infill Project where at least 25 percent of the units are two bedroom or larger and an additional 25 percent of the units are three bedroom or larger, with no restriction or preference for seniors or special needs populations, and located within the high or highest resource community neighborhoods as indicated at time of application on the currently adopted TCAC/HCD Opportunity Area Map shall receive 20 points.

(f) Consistency with Regional Plans –10 points maximum

(1) Points will be awarded for each of the following:

- (A) 5 points will be awarded if the Qualifying Infill Project supports the implementation of a sustainable communities strategy or alternative planning strategy that has been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target. Consistency with such plans must be demonstrated by a letter or resolution executed by an officer, or an equivalent representative from the metropolitan planning organization, regional transportation agency, planning, or local transportation commission.
- (B) If a sustainable communities strategy is not required for a region by law, 5 points will be awarded if the Qualifying Infill Project supports a regional plan that includes policies and programs to reduce greenhouse gas emissions. Evidence of consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization or regional transportation planning agency or local transportation commission.
- (C) A Qualifying Infill Project in which not less than 50 percent of the land area is within a Transit Priority Area shall receive 5 points. Evidence of Qualifying Infill Project location, or partially within (as defined in this section) a Transit Priority Area must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization, regional transportation planning agency, or local transportation commission.



**Section 310. Selection Criteria for Qualifying Infill Areas in Large Jurisdictions**

Applications for Capital Improvement Projects associated with Qualifying Infill Areas in Large Jurisdictions shall be awarded points using the criteria detailed below. Eligible Applicants may elect to exclude from consideration discrete phases or portions of the developments within the Qualifying Infill Area, provided that these portions or phases are not included for other purposes under these Guidelines, including rating pursuant to this Section 310 and the maximum grant amount calculated pursuant to Section 305.. Points are not cumulative within each subparagraph unless otherwise specified.

<b>Criterion: Qualifying Infill Areas</b>	<b>Maximum Score</b>
Area Readiness	100
Affordability	60
Density	40
Access to Transit	20
Proximity to Amenities	20
Consistency with Regional Plans	10
<b>Total</b>	<b>250</b>

- (a) Area Readiness – 100 points

Readiness points will be awarded as follows:

- (1) Multiple Qualifying Infill Projects – 10 points maximum
  - (A) Qualifying Infill Areas with three or more Qualifying Infill Projects that have received all land use entitlements required for construction or that all applications required for construction have been submitted and deemed complete under a Nondiscretionary Local Approval Process will receive 10 points.
  - (B) Qualifying Infill Areas with two Qualifying Infill Projects that have received all land use entitlements required for construction or that all applications required for construction have been submitted and deemed complete under a Nondiscretionary Local Approval Process will receive 5 points.
- (2) Environmental Review Status - 25 points maximum
  - (A) Applications with documented compliance with the California Environmental Quality Act and the National Environmental

Policy Act, if applicable. All applicable time periods for filing appeals or lawsuits must have lapsed will receive 25 points.

- (B) Applications for Qualifying Infill Areas for which a draft of a program, master or tiered environmental impact report has been certified by the appropriate agency and the developments included in the application will constitute subsequent projects subject to environmental review as such pursuant to CEQA Guidelines, Chapter 3, Title 14, CCR, commencing with section 15000 will receive 15 points.
  - (C) Applications for Qualifying Infill Areas for which a draft of a program, master or tiered environmental impact report has been completed and filed with the appropriate agency and the developments included in the application will constitute subsequent projects subject to environmental review as such pursuant to CEQA Guidelines, Chapter 3, Title 14, CCR, commencing with section 15000 will receive 5 points.
  - (D) Applications for Qualifying Infill Areas in which not less than 50 percent of the land area is on sites that have been subject to a Phase 1 Site Assessment within one year prior to the application due date will receive 5 points.
- (3) Land Use Entitlement Status - 25 points maximum

Applications will be awarded points based on the extent that developments within the Qualifying Infill Area can secure necessary entitlements from the local jurisdiction within a reasonable period of time.

- (A) Applications which meet the criteria in Subparagraph (C) and demonstrate that all necessary local land use approvals, excluding design review, for not less than 50 percent of the housing units proposed for development within the Qualifying Infill Area have been granted, as determined by a local land use authority (e.g., planning or community development director or zoning administrator) will receive 25 points.
- (B) Applications which meet the criteria in Subparagraph (C) and demonstrate that all necessary local land use approvals, excluding design review, for not less than one-third of the housing units proposed for development within the Qualifying Infill Area have been granted will receive 20 points.

- (C) Applications which demonstrate that the Qualifying Infill Area is subject to a general plan, specific plan, community plan or similar area-specific plan, adopted by the Locality in which the Qualifying Infill Area is located and the housing proposed in the application is consistent with such plan will receive 10 points.
- (D) Applications which demonstrate that all approvals by a local land use authority (e.g., planning or community development director or zoning administrator) for the Capital Improvement Project within the Qualifying Infill Area have been granted will receive 5 points.

(4) Funding Commitments - 20 points maximum

Applications will be awarded points based on the extent to which the housing in the Qualifying Infill Area and the Capital Improvement Project can secure sufficient funding in a timely manner, as follows (An application may not receive points under both paragraphs (B) and (C)):

- (A) Up to 10 points shall be awarded based on the percentage of total residential units to be developed in the Qualifying Infill Area that are in developments for which enforceable commitments have been obtained for all necessary construction period funding, in accordance with the following schedule, and excluding tax credit equity, tax-exempt bonds, and funding provided by this and other Department funding program(s) provided that the other Department funding is awarded prior to or simultaneously with the final rating and ranking of the Program application.
  - (i) A Land Donation supported by an appraisal may be considered a commitment. For self-help homeownership developments utilizing USDA 502 loans, those funds shall be considered committed if the active 523 grantee has Site Control and a letter of support from USDA.

Percentage of Total Residential Units In Developments with Committed Construction Funding	Points
75% or more	10.0
50% to 74.9%	7.5
25% to 49.9%	5.0
10% to 24.9%	2.5

- (B) Ten (10) points shall be awarded for obtaining enforceable commitments for all construction period funding for the Capital Improvement Project, excluding funding provided by another Department funding program provided that this funding is awarded prior to or simultaneously with the final rating and ranking of the Program application. A Land Donation supported by an appraisal may be considered an enforceable commitment.
  - (C) Five (5) points shall be awarded for obtaining documentation including, but not limited to, letters of intent, executive-approved term sheets, or a letter from a public agency expressing interest and/or intent to fund the Capital Improvement Project.
  - (D) Owner equity contributions or developer funds shall not be subsequently substituted with a different funding source or forgone if committed in the application, except that a substitution may be made up to 50 percent of the deferred developer fee. The Department may require the Eligible Applicant to evidence the availability of the proposed amount of owner equity or developer funds.
- (5) Local Support - 12 points maximum
- (A) Obtaining a funding commitment or commitments from a local public agency or agencies for the Qualifying Infill Area or Capital Improvement Project equivalent to at least 25 percent of the Program grant will receive 12 points. A Land Donation supported by an appraisal may be considered an enforceable commitment.
  - (B) Obtaining a funding commitment or commitments from a local public agency or agencies for the Qualifying Infill Area or Capital Improvement Project equivalent to at least 15 percent of the Program grant will be awarded 6 points. A Land Donation supported by an appraisal may be considered an enforceable commitment.
  - (C) Three (3) points will be awarded if at least 50 percent of the residential units in the Qualifying Infill Area are located on a site or sites designated or identified in the housing element of the local general plan as suitable for housing development consistent with application

(6) Prohousing Policies – 8 points maximum

(A) Points will be awarded for each of the following:

- (i) Four (4) points will be awarded to Projects located in jurisdictions that have implemented programs over the last five years that finance infrastructure with accompanying increased housing capacity or provide local financial incentives for housing, including, but not limited to, a local housing trust fund or fee waivers.
- (ii) Four (4) points will be awarded to Projects located in jurisdictions that have adopted a Nondiscretionary Local Approval Process for residential and mixed-use development in all zones permitting multifamily housing, established a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a housing sustainability district, as defined in Government Code section 66200.
- (iii) Four (4) points will be awarded to Projects located in jurisdictions that zone more sites for residential development or zoning sites at higher densities than is required to accommodate 150 percent of the minimum regional housing need allocation for the Lower Income allocation in the current housing element cycle.
- (iv) Four (4) points will be awarded to Projects in jurisdictions that have adopted accessory dwelling unit ordinances or other mechanisms that reduce barriers for property owners to create accessory dwelling units beyond the requirements outlined in Government Code section 65852.2, as follows;
  - parking reductions to 0.75 or less spaces per accessory dwelling unit in areas not already exempt from parking pursuant to Government Code section 65852.2,
  - processing and impact fee waivers or reductions of 50 percent or more,
  - ministerial approval in less than 45 days,
  - reduction or modifications of development standards of side yard setbacks to five feet or less,
  - reduction or modifications of development standards to two story heights,

- reduction or modifications of development standards to allow 60 percent or more lot coverage,
- no minimum lot size requirement,
- provisions for affordability, or
- offering support programs such as a user-friendly website.

(v) Four (4) points will be awarded to Projects located in jurisdictions that only use objective design standards for multifamily residential development or adopt fee transparency measures including publicly available fee calculators.

(b) Affordability – 60 points maximum

Applications will be awarded points based on the percentage of units to be developed in the Qualifying Infill Area that will be restricted to occupancy by various income groups, in accordance with the following schedule.

- (1) 2.0 points will be awarded for each percent of total units that are owner-occupied and restricted to occupancy by households with incomes not exceeding the Moderate-Income limit.
- (2) 2.4 points will be awarded for each percent of total units that are owner-occupied and restricted to occupancy by households with incomes not exceeding the Lower Income limit.
- (3) 2.0 points will be awarded for each percent of total units that are rental units restricted to occupancy by households with incomes less than or equal to 60 percent of Area Median Income.
- (4) 4.0 points will be awarded for each percent of total units that are rental units restricted to occupancy by households with incomes less than or equal to 30 percent of Area Median Income.
- (5) Owner-occupied units proposed for points under this category shall be subject to a recorded covenant with a duration of at least 30 years that includes either a resale restriction or a requirement for sharing equity upon resale.
- (6) For rental units used as the basis for point scores in the application, rent limits for initial occupancy, and for each subsequent occupancy shall be based on unit type, applicable income limit, and area in which the Qualifying Infill Area is located, following the calculation procedures used by TCAC. Rents shall be restricted in accordance with the rent

and income limits specified in the application and approved by the Department and set forth in a legally binding agreement recorded against housing developments in the Qualifying Infill Area with a duration of at least 55 years. Rents shall not exceed 30 percent of the applicable income eligibility level.

(c) **Density – 40 points maximum**

Applications will be awarded points based on the extent to which the average Net Density of the Qualifying Infill Area, adjusted by unit size, exceeds the required density specified in Section 303(a)(4).

- (1) Net Density will be adjusted for unit size by multiplying the factors shown below by the total number of units in each unit size category, then summing the resulting products then dividing by the net area of all projects. Net Density calculations shall be evidenced by a date stamped map certified by a licensed State of California professional such as an architect, engineer, or surveyor. For a suburban three-site Qualifying Infill Area:

Project # 1	7 2-Bedroom Units	5 3-Bedroom Units	.75 Acre
Project # 2	6 2-Bedroom Units	8 3-Bedroom Units	.65 Acre
Project # 3	9 2-Bedroom Units	7 3-Bedroom Units	.50 Acre

The adjusted Net Density would be 22 two-bedroom units times 1.2 plus 20 three-bedroom units times 1.6) or 58.4. Dividing this by 20 (suburban Minimum Density) and 1.9 acres (net area of the 3 sites) and multiplied by 100 results in an adjusted Net Density as a Percentage of Required Density of 153.7 percent which yields 15 points for Density.

Unit Size (Bedrooms)	Factor
0-Bedroom	0.7
1-Bedroom	0.9
2-Bedroom	1.2
3-Bedroom	1.6
4-Bedroom	1.8

- (2) Points will be awarded in accordance with the following schedule:

Adjusted Net Density as a Percentage of Required Density	Points
200% or more	40
175% to 199.9%	30
150% to 174.9%	20
125% to 149.9%	15
110% to 124.9%	10
Less than 110%	0

(d) Access to Transit – 20 points maximum

Points will be awarded based on the percentage of residential units in the Qualifying Infill Area which are in developments which meet the criteria for proximity to a Transit Station or Major Transit Stop set forth in paragraph 309(d) relative to the total number of housing units in the Qualifying Infill Area. Two (2) points will be awarded for each 10 percent of such housing units. Percentages shall be rounded off to the nearest whole tenth.

(e) Proximity to Amenities – 20 points maximum

Applications will be awarded points based on the amenities in the Qualifying Infill Area or within one-half mile of its boundary, including amenities that will be in service when construction of the Qualifying Infill Project for the Qualifying Infill Area is completed.

The one-half mile radius will be measured from the established boundaries of the Qualifying Infill Area, as defined in local planning documents.

Points shall be awarded per amenity as follows:

Amenities serving Qualifying Infill Areas consisting of fewer than 200 residential units will yield 4 points each. Amenities serving Qualifying Infill Areas consisting of 200 or more residential units will yield 2 points each. Each distinct amenity may be counted only once. The Eligible Applicant shall designate the specific subcategory for each amenity identified. No more than 25 percent of a Qualifying Infill Area's amenities may be from any one subcategory. Applications may receive only one award of points from each of the following categories. Total points for this category may not exceed 20 points.

(1) Amenities include:

- (A) Parks (not including school grounds unless there is a bona fide, formal joint use agreement between the jurisdiction responsible for



the parks and recreational facilities and the school district providing availability to the general public of the school grounds and/or facilities), 4 points.

- (B) Locally recognized employment center with a minimum of fifty full-time employees. An employment center is a locally recognized concentration of employment opportunities such as a large hospital, industrial park, commercial district, or office area, 4 points.
- (C) Locally recognized retail center with a minimum of fifty full-time employees. A retail center is a downtown area or recognized neighborhood or regional shopping mall, 4 points.
- (D) Where at least 50 percent of the units designated in this application have two or more bedrooms, public schools or community colleges available for residents of the Qualifying Infill Area to attend, 4 points.
- (E) Where designated units in this application which qualify for special needs or single room occupancy use, as defined by TCAC, or has a special needs or supportive housing component, as defined under MHP, social service facilities available to serve the residents living in the Qualifying Infill Area, 4 points.
- (F) Where designated units in this application are reserved for qualified senior citizens under sections 51.2, 51.3 and 51.4 of the Civil Code, senior centers or facilities regularly offering services designed for seniors and available to the seniors residing in the Qualifying Infill Area, 4 points.
- (G) Where at least 25 percent of the total units are two bedroom or larger and an additional 25 percent of the total units are three bedroom or larger, with no restriction or preference for seniors or special needs populations, and the housing developments including these units are located within the high or highest resource community neighborhoods as indicated at time of application on the currently adopted TCAC/HCD Opportunity Area Map shall receive 20 points.

**(f) Consistency with Regional Plans –10 points maximum**

(1) Points will be awarded for each of the following:

- (A) Five (5) points will be awarded if the Qualifying Infill Area supports the implementation of either a sustainable communities strategy or alternative planning strategy that has

been determined by the California Air Resources Board to achieve the region's greenhouse gas emissions target. Consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization, regional transportation planning agency, or local transportation commission.

- (B) If a sustainable communities strategy is not required for a region by law, 5 points will be awarded if the Qualifying Infill Area supports a regional plan that includes policies and programs to reduce greenhouse gas emissions. Consistency with plans must be demonstrated by a letter or resolution executed by an officer, or equivalent representative from the metropolitan planning organization or regional transportation planning agency, or local transportation commission.
- (C) Applications for Qualifying Infill Areas in which not less than 50 percent of the land area is within a Transit Priority Area will receive 5 points. Evidence of a Qualifying Infill Area within, or partially within (as defined in this section) a Transit Priority Area must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the metropolitan planning organization, regional transportation planning agency, or local transportation commission.

## ARTICLE 4. PROGRAM OPERATIONS

### Section 311. Legal Documents

Upon the award of Program funds, the Department shall enter into a Standard Agreement with the Recipient constituting a conditional commitment of funds. This contract shall require the parties to comply with the requirements and provisions of these Guidelines. The Standard Agreement shall encumber funds in an amount sufficient to fund the approved project, subject to limits established in the NOFA and consistent with the application. The Standard Agreement shall contain, but not be limited to, the following as appropriate for the activity:

- (a) A description of the approved Capital Improvement Project and the approved Qualifying Infill Project, Qualifying Infill Area, or both, and the permitted uses of Program funds;
- (b) Provisions governing the amount, terms and conditions of the Program grant;
- (c) Provisions governing the construction work and, as applicable, the acquisition and preparation of the site of the Capital Improvement Project, and the manner, timing, and conditions of the disbursement of grant funds;
- (d) The Recipient's responsibilities for the development of the approved Capital Improvement Project, including, but not limited to, construction management, maintaining files, accounts, and other records, and reporting requirements;
- (e) Provisions relating to the development, construction, affordability and occupancy of the Qualifying Infill Project supported by the Capital Improvement Project and the development, construction and occupancy of housing designated for development in the application for funding of a Qualifying Infill Area;
- (f) Provisions relating to the placement on, or in the vicinity of, the Project site, a sign indicating that the Department has provided funding for the Capital Improvement Project. The Department may also arrange for publicity of the Department grant in its sole discretion;
- (g) Remedies available to the Department in the event of a violation, breach or default of the Standard Agreement;
- (h) Requirements that the Recipient permit the Department or its designated agents and employees the right to inspect the Project and all books, records and documents maintained by the Recipient in connection with the Program grant;
- (i) Special conditions imposed as part of Department approval of the project;
- (j) Terms and conditions required by federal or state law; and

- (k) Other provisions necessary to ensure compliance with the requirements of the Program.

### **Section 312. Reporting Requirements**

- (a) During the full term of the Standard Agreement and covenant and according to the deadlines identified in the Standard Agreement and the covenant, the Recipient shall submit, upon request of the Department, an annual performance report regarding the construction of the Capital Improvement Project; and upon receipt of the certificate of occupancy, an annual monitoring report regarding the affordability and occupancy of the housing Project designated in the application.
- (b) At any time during the term of the Standard Agreement and/or covenant, the Department may perform or cause to be performed a financial audit of any and all phases of the Recipient's Project. At the Department's request, the Recipient shall provide, at its own expense, a financial audit prepared by a certified public accountant.
- (c) The Recipient and owner agree to regular monitoring of the housing development by the Department or such designee the Department may name at any time during the term of the Standard Agreement and/or covenant, to verify compliance with the requirements of the Program. The Recipient and owner, or designee, shall submit annual reports as required by the Department on forms approved or provided by the Department, detailing components of the on-going operations of the housing development; as noted in this subsection. The components of annual operations for which reporting is required, which the Department retains the right to inspect, or cause to be inspected, include, and are not limited to:
  - (1) The Qualifying Infill Project or the housing designated in the Qualifying Infill Area, including interior of units, common areas, and exterior of the development;
  - (2) Tenant files, demonstrating compliance with Program affordability standards;
  - (3) Financial records, including the right to request a certified financial audit of the revenue, expenses, and operations of the housing development; and
  - (4) Insurance records to ensure continuous insurance coverage in accordance with Department and Program requirements.

The Department retains the authority to compel the Recipient and owner to comply with Program requirements as detailed in the IIG restrictive covenant recorded against the property.

### Section 313. Defaults and Cancellations

- (a) In the event of a breach or violation by the Recipient of any of the provisions of the Standard Agreement, the Department may give written notice to the sponsor to cure the breach or violation within a period of not less than 15 days. If the breach or violation is not cured to the satisfaction of the Department within the specified time period, the Department, at its option, may declare a default under the Standard Agreement and may seek legal remedies for the default including the following:
  - (1) The Department may seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or the appointment of a receiver to complete the Project in accordance with Program requirements.
  - (2) The Department may seek such other remedies as may be available under the relevant agreement or any law.
- (b) Funding commitments and Standard Agreements may be canceled by the Department under any of the following conditions:
  - (1) The objectives and requirements of the Program cannot be met by continuing the commitment or Standard Agreement;
  - (2) Construction of the Capital Improvement Project cannot proceed in a timely fashion in accordance with the timeframes established in the Standard Agreement; or
  - (3) Funding conditions have not been or cannot be fulfilled within required time periods.
- (c) Upon receipt of a notice of intent to cancel the grant from the Department, the Recipient shall have the right to appeal to the Director of the Department.

### Section 314. Prevailing Wages

For the purposes of California's prevailing wage law (Lab. Code, 1720 et seq.), an IIG Capital Improvement Project (i.e., the construction, rehabilitation, demolition, relocation, preservation, acquisition, or other physical improvement of a Capital Asset) shall be considered a public work that is paid for in whole or in part out of public funds. As such, it is subject to California's prevailing wage law. Program funding of a Capital Improvement Project shall not necessarily, in and of itself, be considered public funding of a Qualifying Infill Project or the Qualifying Infill Area unless such funding is considered public funding under California's prevailing wage law.

It is not the intent of the Department in these Guidelines to subject Qualifying Infill Projects or Qualifying Infill Areas to California's prevailing wage law by reason of Program funding of

the Capital Improvement Project where such public funding would not otherwise make the Qualifying Infill Project or Qualifying Infill Area subject to such law.

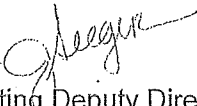
Although the use of Program funds does not require compliance with the federal Davis-Bacon Act, other funding sources may require compliance with the federal Davis-Bacon Act.

2020 W. El Camino Avenue, Suite 670  
Sacramento, CA 95833  
(916) 263-2771 / FAX (916) 263-2763  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



October 30, 2019

**MEMORANDUM FOR:** All Potential Applicants

**FROM:**   
Jennifer Seeger, Acting Deputy Director  
Division of Financial Assistance

**SUBJECT:** **Infill Infrastructure Grant Program of 2019**  
**Notice of Funding Availability for Large Jurisdictions**

The California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$194 million in funding for the Infill Infrastructure Grant Program of 2019 (program). The purpose of the program is to provide grants for Capital Improvement Projects in support of Qualifying Infill Projects or Qualifying Infill Areas. Funding for this NOFA and program requirements are provided under Assembly Bill 101 (Stats. 2019, ch. 159, § 20) and Part 12.5 (commencing with section 53559) of Division 31 of the Health and Safety Code.

A complete original printed application with signatures and one electronic copy on compact disc or flash drive, with all applicable information and documentation, must be submitted to the Department **by 5:00 PM Pacific Standard Time on January 29, 2020**. Applications must be submitted through a carrier service such as U.S. Postal Service, UPS, FedEx or other carrier services that provide date stamp verification confirming delivery. Personal deliveries will not be accepted.

The Department will hold workshops to review the Notice of Funding Availability (NOFA) and application. The application, a list of workshop dates, and registration instructions will be available in November 2019 on the Department's program webpage at <http://www.hcd.ca.gov/grants-funding/active-funding/iigp.shtml>. To receive program NOFA FAQs and other program information and updates, please subscribe to the program listserv at [http://www.hcd.ca.gov/HCD\\_SSI/subscribe-form.html](http://www.hcd.ca.gov/HCD_SSI/subscribe-form.html).

Please submit questions to [infill@hcd.ca.gov](mailto:infill@hcd.ca.gov).

Attachment

# Infill Infrastructure Grant Program of 2019

## Notice of Funding Availability For Large Jurisdictions



Gavin Newsom, Governor  
State of California

Alexis Podesta, Secretary  
Business, Consumer Services and Housing Agency

Douglas R. McCauley, Acting Director  
California Department of Housing and Community Development

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
Telephone: (916) 263-2771

Website: <http://www.hcd.ca.gov/grants-funding/active-funding/iigp.shtml>  
Infill Infrastructure Grant Program email: [infill@hcd.ca.gov](mailto:infill@hcd.ca.gov)

October 30, 2019



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**I. Overview**

**A. Notice of Funding Availability**

This NOFA announces approximately \$194 million in funding for projects located in Large Jurisdictions. Large Jurisdictions are defined as any county with a population of more than 250,000 as of January 1, 2019, or any city within that county, pursuant to Health and Safety Code section 53559.1 (added by Stats. 2019, ch. 159 (A.B. 101), § 20).

These funds will be used to provide grants for infrastructure improvements in support of higher-density affordable and mixed-income housing, and mixed-use infill development projects. Specific eligible improvements include construction, rehabilitation, or other physical improvement of parks or open space, transit facilities, streets, and sidewalks.

**B. Timeline**

NOFA Release	October 30, 2019
Application Due Date	January 29, 2020
Award Announcements	April 30, 2020

**C. Authorizing Legislation, Regulations and Guidelines**

Assembly Bill 101, which was signed by Governor Newsom on July 31, 2019, established the Infill Infrastructure Grant Program of 2019 (program) as set forth in Health and Safety Code sections 53559, 53559.1, and 53599.2 (added by Stats. 2019, ch. 159, § 20).

Applications submitted under this NOFA are subject to the program Guidelines (Guidelines), all applicable statutory requirements, and this NOFA. All section references in this NOFA refer to the Guidelines unless otherwise noted. All capitalized terms in this NOFA are either defined herein or in the Guidelines. The Guidelines and NOFA are available at the Department's [IIG webpage](#).

The Guidelines implement, interpret, or make specific the requirements set forth in Health and Safety Code sections 53559, 53559.1, and 53599.2. The Guidelines include the following significant provisions:

1. The establishment of a competitive application process to award grant funding to capital improvement projects located in Large Jurisdictions.
2. The establishment of an Over-the-Counter application process to award grant funding to Capital Improvement Projects located in Small Jurisdictions.
3. Increase in per-unit grant calculation amounts.

4. Increase in the maximum grant amount for a Qualifying Infill Project from \$5 million to \$7.5 million.
5. Nonprofit or for-profit Developers must apply jointly with Localities.
6. Identifies that Prohousing Policies are one of the selection criteria for Qualifying Infill Projects. Qualifying Applicants will be awarded points as specified.

## II. Program Requirements

### A. Eligible Applicants

Eligible Applicants shall be one of the following:

1. A city, county, city and county, or public housing authority that has jurisdiction over a Qualifying Infill Area.
2. A nonprofit or for-profit Developer of a Qualifying Infill Project applying jointly with a city, county, city and county, or public housing authority that has jurisdiction over a Qualifying Infill Area.

### B. Eligible Projects/Costs

To be eligible for funding, a Capital Improvement Project must be an integral part of or be necessary to facilitate the development of a Qualifying Infill Project or the housing designated in the application for a Qualifying Infill Area. Eligible projects must meet the requirements set forth in Section 303 of the Guidelines. For details on Eligible Costs, please refer to Section 304 in the Guidelines.

Only applications for projects located in Large Jurisdictions will be accepted in response to this NOFA. The Department of Finance provided provisional population and housing estimates for the state, counties, and cities for January 1, 2019. (State of California, Department of Finance, *E-5 Population and Housing Estimates for Cities, Counties and the State – January 1, 2011-2019*. Sacramento, California, May 2019 – available online at <http://www.dof.ca.gov/Forecasting/Demographics/Estimates/e-5/>.) The report identified the following counties as having 250,000 or more residents. As such, these counties meet the eligibility criteria of a Large Jurisdiction:

Alameda	Monterey	San Francisco	Solano
Contra Costa	Orange	San Joaquin	Sonoma
Fresno	Placer	San Luis Obispo	Stanislaus
Kern	Riverside	San Mateo	Tulare
Los Angeles	Sacramento	Santa Barbara	Ventura
Marin	San Bernardino	Santa Clara	
Merced	San Diego	Santa Cruz	

Counties that are not included in this list may apply under the program Small Jurisdiction NOFA, which is found on the Department's [IJG webpage](#).

### C. Funding Limits

For a Qualifying Infill Project, the minimum program grant award is \$1 million in urban areas and \$500,000 in rural areas. The total program grant award to any Qualifying Infill Project is limited to \$7.5 million under this NOFA.

For Qualifying Infill Areas, the minimum program grant award is \$2 million in urban areas and \$1 million in rural areas. The total program grant award to any eligible Qualifying Infill Area is limited to \$30 million under this NOFA.

Over the life of the program (to include the Infill Incentive Grant Program of 2007, the Infill Infrastructure Grant Program of 2019, and any future iterations of the program), the total of all program awards for any single Qualifying Infill Project or Qualifying Infill Area shall not exceed \$60 million.

Pursuant to Section 305 of the Guidelines, the total grant amount shall be determined by the number of units in the Qualifying Infill Project or Qualifying Infill Area, the bedroom count of these units, and the density and affordability of the housing to be developed. (See the Grant Amount Calculation Table below.) Additional requirements are set forth in Section 305 of the Guidelines.

**Grant Amount Calculation Table**

Income Level & Tenure	0-Bdrm	1-Bdrm	2-Bdrm	3-Bdrm	4-Bdrm
200%+ FMR <sup>1</sup> or Exceeds CALHFA Sales Prices <sup>2 3</sup>	\$3,700	\$7,400	\$11,100	\$14,800	\$18,500
Program Unrestricted <sup>4</sup>	\$24,700	\$28,400	\$33,000	\$40,800	\$44,500
Moderate-Income Owner	\$28,400	\$32,100	\$38,300	\$45,700	\$49,400
Low-Income Owner	\$32,100	\$35,800	\$43,200	\$50,600	\$55,600
60% AMI Rental	\$32,100	\$35,800	\$43,200	\$50,600	\$55,600
50% AMI Rental	\$37,100	\$42,000	\$48,200	\$58,000	\$61,800
30% AMI Rental	\$43,200	\$45,700	\$51,900	\$66,700	\$70,400

<sup>1</sup> 200% Fair Market Rent (FMR) Unit: A 200 percent FMR Unit is a rental unit with a proposed monthly rent, which is equal to or greater than 200 percent of its county's FMR as defined by HUD.

<sup>2</sup> Exceeds CalHFA Maximum Sales Price Unit: A For-Sale Unit with a proposed sales price which exceeds its county's maximum allowable sales price for a new construction unit as published by CalHFA.

<sup>3</sup> The current CalHFA sales price chart can be viewed at <http://www.calhfa.ca.gov/homeownership/limits/salese/salesprice.pdf>.

<sup>4</sup> IIG Unrestricted: An Unrestricted Unit for the purposes of calculating grant amounts in the IIG program is any unit not restricted at the other levels identified in Section 302(a), but also not meeting any of the above definitions. \*Increase based on December CPI per US Bureau of Labor Statistics [https://data.bls.gov/pdq/SurveyOutputServlet?data\\_tool=dropmap&series\\_id=CUUR0400SA0,CUUS0400SA0](https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0400SA0,CUUS0400SA0)

## Net Density Adjustment Factor Chart

Grant amounts established by the Grant Amount Calculation Table may be increased based on proposed housing units per acre, as represented in the following Net Density Adjustment Factor Chart.

Net Density (housing units per acre)	Adjustment Factor
Less than 30	1
30 – 34.9	1.04
35 – 39.9	1.08
40 – 44.9	1.12
45 – 49.9	1.16
50 – 54.9	1.2
55 – 59.9	1.24
60 – 64.9	1.28
65 – 69.9	1.32
70 – 74.9	1.36
75 – 79.9	1.40
80 – 89.9	1.44
90 – 99.9	1.48
100 and above	1.52

### D. Program Administrative and Activity Delivery Costs

Not Applicable

### E. Threshold

To be considered for program funding, applications for Large Jurisdictions must include a Qualifying Infill Project, including those Qualifying Infill Projects used to establish the eligibility of a Qualifying Infill Area. In addition, all applications must meet all the threshold requirements set forth in Section 308.

### F. Rating and Ranking

Qualifying Infill Project applications shall be rated based on the criteria set forth in Section 309 of the Guidelines.

In order to be considered for funding, project applications must receive a minimum score of 210, excluding bonus points. Applications must contain a completed IIG Self-Scoring Worksheet along with documentation acceptable to the Department that adequately supports the Self-Score provided. **Applications that do not include a Self-Scoring Worksheet will not be considered for funding.** Self-Scoring Worksheets must be included within the application at the time of submittal to the Department. No additional information may be added to an application after it has been submitted.

The highest scoring applications that meet all threshold requirements will be selected for funding in this NOFA. Applications will be funded in descending order. The Department may make adjustments to this procedure to meet the following geographic distribution objectives:

1. Target 45 percent of total funds to projects located in Southern California (Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, or Ventura counties);
2. Target 10 percent of total funds to projects located in the Central Valley (Fresno, Merced, San Joaquin, Stanislaus and Tulare counties); and
3. Target 45 percent of total funds to projects located in Northern California [those not located in the Large Jurisdiction counties specified in previous paragraphs (1) and (2)].

In the event two or more applications have the same rating and ranking score, the following tiebreaking points will be awarded, in the following order of priority, until there is no longer a tie:

1. Ten bonus points will be awarded to the Qualifying Infill Project or Qualifying Infill Area having the lowest ratio between the requested grant amount to the total allowable maximum grant amount in accordance with the maximum calculated through the respective program Guidelines. All such ratios will be rounded to the nearest second decimal point.
2. An additional three bonus points will be awarded to the Qualifying Infill Project or Qualifying Infill Area for each prior awarded Qualifying Infill Project developed by the Eligible Applicant that has received a certificate of occupancy by the deadline for submittal of applications set forth in this NOFA.

Pursuant to Section 305(e) of the Guidelines, the Eligible Applicant must provide documentary evidence that the Qualifying Infill Project or the housing to be developed in the Qualifying Infill Area, as proposed in the application, is financially feasible.

Pursuant to Section 305(d) of the Guidelines, the Eligible Applicant must demonstrate that program funds are reasonably necessary for project feasibility and that no other source of funding is reasonably available.

The Department administers the competitive application process pursuant to this NOFA and will make the program award determinations.

## G. State and Federal Requirements

### 1. Compliance with California's Housing Element Law

The Qualifying Infill Project or Qualifying Infill Area must be located in a Locality which has an adopted Housing Element that has been found by the Department to be in substantial compliance with the requirements of Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code. Housing Element compliance must be established as of the NOFA application deadline date.

### 2. Climate Adaptation

Executive Order B-30-15 addressed the need for climate adaptation and ordered that:

- a. All state agencies with jurisdiction over sources of greenhouse gas emissions shall implement measures, pursuant to statutory authority, to achieve reductions of greenhouse gas emissions to meet the 2030 and 2050 greenhouse gas emissions reductions targets.
- b. State agencies shall take climate change into account in their planning and investment decisions and employ full life-cycle cost accounting to evaluate and compare infrastructure investments and alternatives.
- c. State agencies' planning and investment shall be guided by the following principles:
  - (1) Priority should be given to actions that both build climate preparedness and reduce greenhouse gas emissions;
  - (2) Where possible, flexible and adaptive approaches should be taken to prepare for uncertain climate impacts;
  - (3) Actions should protect the state's most vulnerable populations; and
  - (4) Natural infrastructure solutions should be prioritized.

In response to the Governor's Executive Order, the Department strongly encourages Recipients to use the program funds in a manner that responsibly takes climate change into account.

## III. Application Submission and Review Procedures

### A. Application

Application materials consist of a Microsoft Excel IIG Application workbook and the Universal Application workbook provided by the Department. The Eligible Applicant must also submit supporting documentation, as specified.

Application forms will be available in November 2019 on the Department's website at: <http://www.hcd.ca.gov/grants-funding/active-funding/iigp.shtml>.

## **B. Application Submission Process**

A complete printed application with original signatures in a three-ring binder, and electronic copies on a flash drive with all applicable information and documentation, must be received by the Department by **5:00 PM Pacific Standard Time on January 29, 2020**, in order to be considered for funding. The Department will only accept applications delivered through a postal carrier service such as U.S. Postal Service, UPS, FedEx, or other carrier services that provide date stamp verification confirming delivery to the Department. Please contact the Department if delivery is not completed by fault of the private courier/U.S. Mail. Personal deliveries are not accepted.

### **INFILL INFRASTRUCTURE GRANT PROGRAM**

Division of Financial Assistance, NOFA Section  
California Department of Housing and Community Development  
2020 W. El Camino Avenue, Suite 650  
Sacramento, CA 95833

Applications must be on Department forms and may not be altered or modified by the Applicant. Applications must meet all eligibility requirements upon submission. Applications with material internal inconsistencies will not be rated and ranked. It is the Applicant's responsibility to ensure that the application is clear, complete and accurate. Program staff may request clarifying information. No Applicant may appeal the Department's evaluation of another Applicant's application.

## **C. Application Workshops**

The Department will conduct four application workshops. Please go to the program website for the dates, locations, and to register.

## **IV. Appeals, Award Announcements and Contracts**

### **A. Appeals**

#### **1. Basis of Appeals**

- a. Upon receipt of the Department's notice that an application has been determined to be incomplete, ineligible, fail threshold review, or have a reduction to the initial point score, Applicants under this NOFA may appeal such decision(s) to the Department pursuant to this section.
- b. No Applicant shall have the right to appeal a decision of the Department relating to another Applicant's eligibility, point score, award, denial of award, or any other matter related thereto.
- c. The appeal process provided herein applies solely to decisions of the Department made in this program NOFA and does not apply to any decisions made with respect to any previously issued NOFAs or decisions to be made pursuant to future program NOFAs.



## 2. Appeal Process and Deadlines

- a. Process: To file an appeal, Applicants must submit to the Department, by the deadline set forth in subsection b. below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter.
- b. Filing Deadline: Appeals must be received by the Department no later than five (5) business days from the date of the Department's threshold review or initial score letters representing the Department's decision made in response to the application.

Appeals are to be submitted to the Department either via email at [Craig.Morrow@hcd.ca.gov](mailto:Craig.Morrow@hcd.ca.gov) or at the following address:

Craig Morrow, Section Chief  
IIG Program Appeals  
Division of Financial Assistance  
California Department of Housing and Community Development  
2020 W. El Camino Avenue, Suite 500  
Sacramento, California 95833

## 3. Decision

Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Department.

### **B. Internal Loan Committee**

Upon ranking and rating of applications, recommended projects will be presented to the Internal Loan Committee for review and approval.

### **C. Award Announcements**

The Department anticipates announcing program awards in April 2020.

### **D. Contracts**

Successful Applicants (Recipient(s)) will enter into a Standard Agreement with the Department. The Standard Agreement incorporates all relevant state and federal requirements, as well as specific information about the award and the work to be performed.

## V. Program Overlays

### A. Federal

Not applicable

### B. State

State Prevailing Wages - Program funds awarded under this NOFA are subject to California prevailing wage law (Lab. Code, § 1720 et seq.). **Applicants are urged to seek professional legal advice about the law's requirements.**

## VI. Other Terms and Conditions

### A. Right to Modify or Suspend

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties via listserv and will post the revisions to the Department's website. Please be sure to subscribe at the listserv link.

### B. Disclosure of Application

Every application is a public record that is subject to disclosure pursuant to a request under the California Public Records Act (Gov. Code, § 6250 et seq.). The Department cautions against providing personal information that is not specifically requested (e.g., bank account numbers, personal phone numbers, and home addresses). By providing this information to the Department, the Applicant is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request.

### C. Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law, the terms of the applicable state or federal law shall control.



# SAN FRANCISCO PLANNING DEPARTMENT

## Notice of Final Approval of an SB 35 Project

*Date:* October 11, 2018  
*BPA No.:* 2018.0703.3677  
*Planning Record No.:* 2017-012151PRJ  
*Project Address:* 2340 San Jose Avenue (260 Geneva Avenue)  
*Zoning:* NCT-2 (Small-Scale Neighborhood Commercial Transit) District  
85-B and 45-X Height and Bulk Districts  
*Block/Lot:* 6973/039  
*Project Sponsor:* Kristen Belt  
Mithun  
660 Market Street, #300  
San Francisco, CA 94122  
*Staff Contact:* Jeff Horn – (415) 575-6925  
[jeffrey.horn@sfgov.org](mailto:jeffrey.horn@sfgov.org)

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
415.558.6378

Fax:  
415.558.6409

Planning  
Information:  
415.558.6377

### PROJECT DESCRIPTION

The project proposes the construction of 130 below-market-rate dwelling units and one manager's unit, an approximately 4,000-square-foot child care facility with outdoor activity area (playground), approximately 3,900 square feet of ground floor retail, 2,900 square feet of office (community services and programs through the Family Wellness Community Resources Center (FWCRC), operated by Mission Housing's Resident Services Department in collaboration with partner agencies including YMCA and Instituto Familiar de la Raza), approximately 3,500 square feet of space for utilities, 9,300 square feet of common amenity space for community service and residential uses, and approximately 4,000 square feet of common open space. The property will serve a range of income levels from 30% AMI to 60% AMI with Project Based Vouchers assigned to 25% of the units.

### BACKGROUND

On July 13, 2018, Kristen Belt submitted an SB 35 Application for the mixed-use project at 2340 San Jose Avenue (260 Geneva Avenue). Department staff determined that the SB 35 Application was complete, and that the proposed project was eligible for SB 35 on August 27, 2018.

The Planning Director did not request a Planning Commission Hearing or Historic Preservation Commission Hearing for this project.

### PROJECT APPROVAL

The Department has determined that the project meets all of the objective standards of the Planning Code and has completed design review of the project. The project has been approved in accordance with the provisions of SB 35, as recorded in Building Permit Application No. 2018.0703.3677.

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Kanishka Cheng *KC*  
RE: Apply for Grant - Balboa Park Housing Partners, L.P. – Assumption of  
Liability – Department of Housing and Community Development Infill  
Infrastructure Program – 2340 San Jose Avenue  
DATE: Tuesday, December 17, 2019

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**Resolution authorizing the Mayor's Office of Housing and Community Development on behalf of the City and County of San Francisco to execute a grant application, as defined herein, under the Department of Housing and Community Development Infill-Infrastructure ("IIG") Program as a joint applicant with Balboa Park Housing Partners, L.P., a California limited partnership, for the 100% affordable housing project at 2340 San Jose Avenue; authorizing the City to assume any joint and several liability for completion of the projects required by the terms of any grant awarded under the IIG Program; and adopting findings under the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, and Administrative Code, Chapter 31.**

Please note that Supervisor Safai is a co-sponsor of this legislation.

Should you have any questions, please contact Kanishka Cheng at 415-554-6696.

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1 DR. CARLTON B. GOODLETT PLACE, ROOM 200  
SAN FRANCISCO, CALIFORNIA 94102-4681  
TELEPHONE: (415) 554-6141