Local Housing Trust Fund (LHTF) Program Application

Rev. 2/2023

2023 Notice of Funding Availability



State of California
Governor Gavin Newsom

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

Gustavo Velasquez, Director Department of Housing and Community Development

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

Website for Local Housing Trust Fund

Program Email: LHTF@hcd.ca.gov

NOFA Release: March 7, 2023

			Project and Ap	plicant Information	on						Rev. 2/2023		
§101(p) "Local Housing Trust F	und" definition												
§101(dd) "Regional Housing Tru	ust Fund" definition.												
			<u>§1</u>	02 Eligible Applicar	nts								
Applicant Type:	(a) City and County												
Applicant Information													
	or's Office of Housing on b	ehalf of Cit	y and County of Sa	n Francisco			Orgar	nization Type:	Loca	Public I			
	Ness Ave, 5th floor			Francisco County	:	San Fr	rancisco	State: CA	Zip Coo		94103		
	D. Shaw	Title: Dire	ctor	Auth Rep. Email			v.org		Phone: (41				
	Ness Ave, 5th floor			City: San Fra				State: CA	Zip Coo		94103		
	a Blitzer	Title: Dir.	of Special Projects	Contact Emai			gov.org		Phor	- 1-	28) 652-5820		
Address: 1 South Van	Ness Ave, 5th floor			City: San Fra				State: CA	Zip Cod	le:	94103		
Trust Fund Information													
Full Trust Fund Name:	San Francisco Housing Tru	ust Fund							Date Est	ablished			
	1 South Van Ness Ave, 5th			City: San Fra	ancisco			State: CA	Zip Code		94103		
	xisting Local Housing Trus					-							
(a) The minimum application re	•							LHTF Program Fun	ds Request	ed	\$5,000,000		
	Proposed Activi	ty Timelin	e - provide a time	line of implementat	ion of y	our Proje	ct(s) (§101(g), (1)(2)(3)&(4))					
Project Type and Activity	Name of Pr			n will you issue ommitments?	is NOF	ssue a FA/RFQ?	When will loan closing occur?	When do you anticipate disbursement o LHTF funds?	Mate Fu design pro	ject:	Amount of Program Funds designated to project:		
Rental new construction	TBD from pip	peline		1/1/2024	Completed		6/1/2024	6/1/2024	\$5,00	00,000	\$5,000,000		
					-								
					-								
				Certifications									
On behalf of the entity identified be	elow, I certify that: The info	rmation, st	atements and attac	hments included in th	is applic	cation are,	to the best of my	knowledge and beli	ef, true and	correct	and I possess		
Eric D.				ector			,	<u> </u>		5/10/202			
Authorized Represent	tative Printed Name			Γitle			Signature (Plea	ase Type Name)			Date		

			§102 Eligible Applicants						§103 Funding		
Applicant Type:				(a) City and	County				(a) Existing Lo Trust Fund (d Regional Hou Fund	cal Housing or Existing sing Trust	
	L						Amount	Requested:	\$5,000		
a)(1)(A) How was the Housing Tru The Housing Trust Fund utilizes a p		und establ	ished by legislation, ordinance, resol	ution, or a publi	ic-private partnershi	p, to receive sp	ecific revenue to a	address local			
pusing needs. rom the dropdown list please select the documentation that establishes the HTF. Please highlight the sections in your documentation that outline the reqirements below. - Language establishing the Local Housing Trust Fund - Identify the specific revenue given to the Local Housing Trust Fund - Identify the language that states the Housing Trust Fund addresses the local housing needs - NOTE: For public RHTFs only, RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF											
a)(1)(B) Does the Housing Trust F	Fund meet the minimum Ongoing going Revenues as required by the	Revenue re	<u> </u>			payments, or p	ublic or private cor	ntributions.	Yes: The existin the Ongoing requirement \$100k/year for a after Program	Revenues averaging min. of 3yrs	
(a)(2) Does the city or county have GC §65585?	a Housing Element that was adop	ted by the	city or county's governing body and	determined by	HCD to be in compl	liance with state	e Housing Elemen	t law pursuant to	Yes		
a)(3) The city or county has submi	itted to HCD the Annual Progress	Report req	uired by GC Code §65400 for the cu	rrent or prior ye	ear?				Yes	;	
	s that have, at the time of applica	ion, an ad	ed, funded, and operated by a combi opted Housing Element meeting the red by subparagraph (3) above?						N/A		
§102(d): Previous Awardees Enter the dollar amount of Program Funds that have been committed from all previous LHTF awards (leave blank if not previously awarded)											
			Matching Funds Committee	d					Committed	\$ 5,000,00	
New Applicants (no previous LH	TF award) provide the amount	of local M	atching Funds that have been con		<u> </u>	y awarded)					
	Select Type of		§104 Matching	Funds Require			Ι				
Name of Matching Funds Example-	Matching Fund Example-		Specify Source of Funds	16	Matching Fun \$3,000,		-	red Documentation	_		
Public Contribution <u>Example-</u>	Residential Local Impact Fee <u>Example-</u>	act Fee <u>Example-</u> Residential local impact fees <u>Example-</u> The public contribution will be from foreclosed				000		_Fund_1 Fund_2	Uploaded to HCD? Uploaded to HCD?		
Land Donation Public Contribution	Public Contribution Residential Local Impact Fees	ution land.				,000		, und_2 Fund_1	•		
			Total Ma	atching Funds	\$5,000,	.000					
				ng Revenue	,,,,,,,,,,						
Name of Ongoing Revenue	Select Type of Ongoing Revenue		Specify Source of Funds		Annual average deposited int			ed documentation Executed docume			
<u>Example:</u> Loan Repayments	Loan Repayments		Developer Loan		\$50,000 Ongo			ng_Rev_1	Uploaded to HCD?		
<u>Example:</u> Taxes	Taxes	Residential local impact fees			\$40,0	00	Ongoing_Rev_2		Uploaded t	o HCD?	
			-	ing Revenues							
			§105 Eligib	ing Revenues le Uses of Fun							
105(a): How will Program Funds Note: Please reference the 2023 105(a)		Ranking)	§105 Eligib	le Uses of Fun			05(e)				
lote: Please reference the 2023	LHTF NOFA (II.G.2. Rating and 105(b) Will Program Funds toward administr	be used ative	§105 Eligib	Enter percer Funds designed	ds.	Enter percen Funds desig housholds	05(e) tage of Program nated to serving no higher then Median Income	Total Progra	am Funds accoun	ted for:	

Minimum Amount of Matching Funds	Minimum Amount of Matching Funds \$1,500,000 \$0 \$3,500,000									
NOFA Section II(G)(1)(f) Loan Guidelines and Underwriting Standard and Procedures										
Applicant has adopted the Uniform Multifamily Regulations (UMRs) as their loan The UMRs can be found on our website at https://hcd.ca.gov/grants-funding/alr	No									

Certification & Legal Status

Legal Disclosure

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

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

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

Director

Title of Signatory

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

Eric D. Shaw

Printed Name

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

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

Civil Matters	
1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in past ten years?	No
2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	No
3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?	No
4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?	No
5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or udgment?	No
Criminal Matters	
6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?	No
7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?	No
3. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any inancial or fraud related crime?	No
a. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?	No
10. Within the past ten years, has the applicant been convicted of any felony?	No
11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?	No
	No

5/10/23

Date

Signature (Please Type Name)

Application Score - 100 points max §106(f) Rev. 2/2023										023	30						
(1) Non-Residential M	Matching Fu	nds - 15 points	max		Аррион	1011 00010	t Too pon	to max 3	100(1)						110V. Z/Z	520	0
Matching Funds (sour	ces other tha	n residential Loc	al Impact Fe	es or In Lieu	Fees)		;	\$0	Total Mate	hing Funds	\$5	5,000,000		%	of Matching Funds		0.00%
(2) Deeper Income Ta	argeting - 20	points max															0
Does Applicant commi Matching Funds on Mo				ram Funds an	d	No	If yes, sele MI exp.		Program + M	latching Funds Admin Ex		\$9,5	500,000)	Max MI exp. (per commitment)		\$0
(3) Readiness - 15 pc	oints max							•									0
Has Applicant complet the status of each proj Program Funds by HC	ject, including	those projects								nk (website ess) to page oject status:							
Project Name					Pre-appr	oved Amo	ount		Direct link	o website							
Project Name					Pre-appr	oved Amo	ount		Direct link	o website							
Project Name						oved Amo			Direct link								
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Project Name					Pre-appr	oved Amo	ount		Direct link t	o website							
Project Name					Pre-appr	oved Amo	ount		Direct link t	o website							
Project Name					Pre-appr	oved Amo	ount		Direct link t	o website							
	nt of pre-appro	oved	\$0		Total Progran	n Funds R	Requested	\$5,000,00	0			-	First Ph	nase Funding vs.	Requested (times)		0
(4) Increasing the Su		er-Income (LI)	Rental Hous	sing - 20 poir	its max												20
How will the Applicant HCD Program Funds a Matching Funds - for p or construction financia	(C) Amo Applicant commits to use for new construction of rental for permanent of the perman							(C) Amount Applicant commits based on (B) %	\$9,	,500,000							
(5) Community Need	l - 15 points	max (NOTE: th	is section wi	ill be scored	by HCD usin	g CHAS d	lata (Comp	rehensive	Housing Affor	dability Strate	egy): http	s://www.hudu	ser.go	v/portal/dataset	s/cp.html#2006-20	16-	0
HCD will provide the p				aying more th	an 50 percen	t of their h	nousehold ir	come for									
(6) Regional Housing	-		•											ption and require			0
A Regional Housing Tr jurisdictions (in countie																	
counties with more that										-, ,-					-,,	,	
List the juri	sdictions th	at your trust fu	nd serves: (City of, Coun	ty of, or Tov	vn of	Of t		ed, which Juried with this app		I Are	you serving		incorporated co	ounty only, or the orated areas?	entire	county
List the appropriate			eas that the	Applicant s					_		l e	0: : 1					
	essperson N st and last n		Dist	trict #		Senator at and las			District #					ember Name(s) ist name)			District #
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(7) Performance - Ap	nlicant has	committed at le	east 40 nerci	ent of the Pr	ogram Fund	s previou	ısly awarde	d to the	Applicant - 10	noints							10
New Applicant (no	•								••							_	0
	or breatons!	, uwaiueu, iids	Committed	u. 10031 40 P	or cent of the	iocai ivid	y run	uo - 10 p	onito .								Ū
Tie Breaker Tie Breaker, if needed	. Readiness:	The extent to wh	nich the apoli	ication identifi	es specific m	ultifamilv r	rental proied	ts for which	ch the trust fund	has issued Le	etters of Ir	ntent (LOIs) to	develo	pers for construc	tion or permanent fi	nancin	ıg, (which
includes dollar amount							, ,					, , , , , , ,			,		
Project Name Project Name				Funding S Funding S	Source			Co	mmitment Amou mmitment Amou	int				Loan Type Loan Type			
Project Name Project Name				Funding S Funding S					mmitment Amou mmitment Amou					Loan Type Loan Type			
Project Name				Funding S	Source			Col	mmitment Amou	int				Loan Type			
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									mitment vs. Red		-	1%			-		

LOCAL HOUSING TRUST FUND (LHTF) Document Checklist

Use this document to properly name your attachments before uploading them with your application submission.

You must confirm below that you have completed this step.

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

I have reviewed the Document Checklist and have named my documents according to the instructions.

I will upload all required documents to the LHTF submission portal.

			Application Deve	lopmen	t Team (ADT) Support Form			Rev. 2/2023		
Please complete the "yellow" cells in the form below and email a copy to: LHTF@hcd.ca.gov and to AppSupport@hcd.ca.gov . A member of the LHTF Team will respond to your request ASAP.										
Full Name	:		A member of t	ne LHIF	Date Requested:	Application	on Version Date:			
Organizati	on:			Email:		Contact Phone:				
Justification	on:									
Issue #	Program Name	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date		
1	LHTF									
2	LHTF									
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4	LHTF									
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