Thank you for your interest in the VHHP program. The following instructions will assist you in preparing exhibits and packaging the application to streamline the review process. For questions regarding the exhibits, required attachments, or packaging, please use the following address: hcdvets@hcd.ca.gov.

Instructions Overview:

- Be sure to read the General Instructions in the VHHP Supplemental Application Workbook.
- The VHHP Supplemental Application contains three sections: A, B, & C. There is a table of contents at the beginning of each section identifying key information in the Exhibits required for each section. Documents that may be inadvertently omitted from the application package will NOT be accepted after the application deadline.
- Project Info & Checklist: Inserting the project name at the top of page will auto-populate the name of the project in the headings of all exhibits. Make sure the Project County and Type of Tax Credits the project is applying for are selected as these are used to auto-populate other fields.
- Complete each exhibit identified on the Application Checklist.
  Generally, YELLOW fields require input from the applicant. If an Exhibit does not apply to the proposed project, use a plain sheet of colored paper marked with the Exhibit number and state "Not Applicable."

Pay attention to RED font on the Exhibit as it may indicate the need for an attachment or some other important information. Many exhibits require an attachment be placed *behind the exhibit*. If an attachment does not apply to the proposed project, use a plain sheet of colored paper marked with the corresponding Exhibit number and state "Not Applicable" in lieu of the attachment.

Exhibit Key Notes
Section A - Threshold

A1: Add TCAC timeline dates for (1) an anticipated TCAC award and (2) a projected TCAC construction close date. It is important to explain *why* Relocation is or is not required.   Relocation compliance applies to all types of construction. Relocation compliance for Rehab Projects will be measured against per the rent roll provided.

A2: If the sponsor does NOT have development experience, a Developer / Partner may be used in place of the required development experience IF at least 35 percent of the assisted units in the proposed project will be either Supportive Housing or Transitional Housing, or both. If these criteria are met, Item C - roman numeral ii must be completed to show the experience of the Developer / Partner including the sponsor's ownership and operating experience.

A3: Tenant Selection is a threshold requirement. Tenants shall not be rejected based on their type of military discharge. Though Article XXXIV compliance is NOT required for VHHP program funding specifically, other public funding sources may trigger the need for Article XXXIV compliance.

A4: This exhibit requires several attachments. Use colored paper as a cover sheet for each attachment, and NAME the attachment, i.e. *3.a. Demand for Project from VA*. Place the attachments in order as numbered on the exhibit. *For the market study attachment, please provide a cover page to the market study containing the following information:*

Required Item	% or Number	Page #
Primary Market Area (PMA		
Overall vacancy rate	%	
Income-restricted housing vacancy rate	%	
Overall capture rate	%	
Demand for units – how many?	units	
Number of months to full occupancy	months	

A5: State funds from other programs, e.g. MHP, AHSC may <u>not</u> be used to fund VHHP units except during re-syndication per §102(q)(2). If other state funds have been awarded or will be applied for, the corresponding unit mix related to the other state financing must be attached as part of Exhibit A5. Make sure the data entered here is *consistent* with the data entered in the Universal Application.

A6 & A7: Be aware that these exhibits represent a substantial portion of your total score and are reviewed by CalVet.

A8: Follow exhibit instructions.

A9: Attach all Phase I or II (if applicable) Environmental Reports. Do NOT include a copy of the Database Records Search section from the assessment.

A10: HCD legal staff will review organization documents. The authorized signatory named on the resolution must MATCH the signatures on documents in the Universal Application (Legal Status & Certifications and Identity of Interest Disclosure). Please use a sheet of colored paper to separate the documents for each legal entity. Make sure organizational documents demonstrate the Applicant has clear control of the entity demonstrating site control.

Section B- Feasibility

B1: Make sure the data entered here is consistent with other documents in the Universal Application and A5 – Unit Mix and Occupancy Restrictions. State funds from other programs, e.g. MHP, AHSC may <u>not</u> be used to fund VHHP units except during re-syndication per §102(q)(2). If the project has 20 or more restricted units, VHHP will not lend funds on Chronic Homeless or Homeless with Disability units which represent more than 50% of total project units.

B2: Developer fees allowed by TCAC in excess of HCD allowable maximum must be paid from borrower distributions.

Section C – Scoring

Scoring Exhibits auto-fill the points earned. Total point scores are indicated in **BLUE** cells.

C1: Be sure to indicate whether the experience being used is that of the Sponsor-Developer or the Developer-Partner as described in A2.

C2: The Supportive Services and Resident Services plans are reviewed and scored by CalVet and HCD contracted consultants. There is no manual entry required for self-scoring.

C3: If a land donation is included in the leverage calculation, indicate *yes or no*. **If yes**, attach a current land appraisal behind Exhibit U8 in the Universal Application.

C4: Attach letters from subsidy providers clearly stating a commitment. Not providing a true commitment has been a main disqualifier for the program in past funding rounds.

C5: The Readiness Exhibit requires several attachments. Please be sure to put the enforceable funding commitment letters (EFC), which support Readiness, **behind the UA Dev Sources worksheet.**

(1) Use a colored sheet of paper to separate commitments.

(2) Highlight the following required information on each EFC.
      a. Sponsor or the ultimate owner is named as the borrower/grantee;
      b. Project name;
      c. Project site's address, assessor's parcel number or legal description;
      d. Amount, interest rate and terms of the financing being committed; and
      e. Commitment must be fully executed by all parties.
      f. If a prepaid ground lease loan is included in the commitments, include the following:
         -3rd Party documentation justifying the commercial rent
         -Current appraisal (within 6 months) documenting "present value" methodology.

Packaging the VHHP Application for Submission

(1) Use a 3 ring binder appropriate for the size of the application.
(2) Label the binder **per the template image on page 5.** Use the template COLORS as shown.
(3) A template for divider labels is located on page 4.
- To identify the 5 sections of the application, use LARGE tabs, ALL placed in the UPPER–most position marked: UA, VHHP Supplemental Checklist, A, B, & C.
- Make tab dividers for each Exhibit number so that the Exhibit can be quickly identified. **Use colored paper to separate any attachments added behind the Exhibit.**
  Note: The label template includes labels for attachments required with C5.
(4) Submit:
- A hard copy of the completed (1) Universal Application and (2) the VHHP supplemental Application with required attachments in a   D-ring binder.
- Two (2) electronic copies in CD/Flash Drive (USB Drive) containing the completed Universal Application and the VHHP Supplemental Application in **EXCEL** format. All application attachments must be saved as *individual files* in pdf. format and labeled with the exhibit number and attachment name, e.g. A4 Market Demand.

Mail to: Dept. of Housing & Community Development
               Division of Financial Assistance – NOFA/Award Group
               Attention: HCD – VHHP Program,
               2020 West El Camino Ave., Suite 500
               Sacramento, CA 95833

Universal Application

U1. General	U2. Narrative	U3. Contacts	U4. Site & Units
U5. Misc.	U6. Rents	U7. Subsidies	U8. Dev. Sources
U9. Dev Budget	U10. Perm S&U	U11. Operating	U12. Cash Flow
U13. Experience	U14. Certifications	U15. Legal Status	

VHHP Supplemental Checklist

Section A – Threshold Requirements

A1 Construction Type and Status	A2 Lead Svc Provider Res Svc Coord & Sponsor Exp	A3 Compliance Certifications	A4 Access to Services; Site Control; Market Demand
A5 Unit Mix & Occupancy Restrictions	A6 Supportive Services Plan	A7 Resident Services Coordination Plan	A8 Disabled Vet Bus Enter Requirements & Veteran Hiring
A9 Environmental Plan	A10 Sponsor Organizational Documents		

Section B – Project Feasibility

B1 Maximum Loan Amount	B2 Developer Fee Calculation Worksheet

Section C – Application Selection Criteria (Scoring)

C1 Development Team Experience	C2 Supportive Housing & Supportive Housing Plan	C3 Leverage of Development Funding	C4 Leverage of Rental or Operating Subsidies
C5 Readiness, Local Need Location & Access	C6 Total Ranking Pts Earned		
Attach 1	Attach 2	Attach 3	Attach4

VHHP Application - Binder Labeling Instructions

Spine Template: *Front Cover Template*:

Spine Template	Front Cover Template
Leave top 3 inches' blank	
< City >	
< Project Name >	**< Project Name >**
	< City >
VHHP Application **May 2018**	**Veterans Housing & Homeless Prevention** **May 2018**
Submitted by: **< Sponsor Name >** **<date>**	Submitted by: **< Sponsor Name >** **<Sponsor Address>**