



# CalHome Program

## Application for Homeownership Development Project NOFA

July 8, 2011

California Department of Housing and Community Development  
Financial Assistance Division  
1800 3<sup>rd</sup> Street, MS 390-2  
Sacramento, CA 95811  
916-327-3646

This application, if approved for funding, will be a part of your Standard Agreement with the Department of Housing and Community Development (HCD). In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. **Application forms must not be modified.** No facsimiles, incomplete applications, or application revisions will be accepted prior to, or after the application deadline. Applications must meet all eligibility requirements upon submission. Applications containing material internal inconsistencies will not be rated and ranked. Use **Exhibit A**, Attachment Checklist, as an aid in completing the application. Applications under this NOFA will be considered on an “**over-the-counter**” basis until all available funds are exhausted. **Applications can be submitted after 8:00 A.M., July 11, 2011.**

**Please note:** applicants are eligible to apply for both a CalHome Program Grant and/or a CalHome Project Grant. However, a property may have only one CalHome lien on it.

### SECTION I. APPLICATION SUMMARY

A. Name of Applicant: \_\_\_\_\_

B. Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

C. Chief Executive Name and Title: \_\_\_\_\_

D. Contact Person Name and Title: \_\_\_\_\_

E. Phone Number: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_



F. Proposed Activity: Homeownership Development Project Loan

Activity: Submit Appropriate Attachment Number	No. of CalHome Assisted Units Proposed	County of Activity	List Rural census tracts if you want to be placed in the Rural Set-Aside*
Homeownership Development Project			

\* If your activity is located entirely within a rural census tract or non-metro county as defined in the CalHome Program Regulations and you want to receive consideration for the rural set-aside, you must provide the census tract or tracts or list the non-metro county information in the table above. If the proposed area is rural, applicants must indicate census tract numbers in order to receive consideration under the rural set-aside. Projects in rural census tracts must document that their project is located in a rural area. Follow the steps outlined below to determine if your proposed project is located in a rural area, and to document this rural area status. Projects located in the following counties do not have to provide documentation of their rural status, and will be considered rural applicants:

Alpine, Amador, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Tehama, Trinity and Tuolumne.

If your site is not located within one of the listed counties, below are two alternate ways to qualify:

**Alternative 1: Rural Housing Services (RHS) Eligible Area** – With an established address, go to the USDA Rural Development website to qualify if the site is RHS-eligible. <http://www.rurdev.usda.gov/rhs/>

Once on the website, look to the right hand side of this page and click on "Income and Property Eligibility". On the page that follows, under "Property Eligibility", click on your project type (Single family) and follow the instructions so that you may enter your project address. If your project is RHS-eligible, you will be able to print a map indicating that the project is eligible. Submit this documentation with your application.

If your project is not listed as RHS eligible, or if you do not yet have a site address, go to Step 2.

**Alternative 2, Step 1: Small City Status** - Is your project located within or adjoining a city with a population of 40,000 or less that is not part of a Census-designated urbanized area?

Go to the State Department of Finance website at:

<http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E1/E-1text.asp>

to verify the city's population estimate. If the city has a population of 40,000 or less, print the page of Table E-1 which indicates this, and go to Step 3. If the city is more than 40,000, STOP. Your project may not be located in a rural area. Proceed to Step 2 to confirm if your area is rural or not.

**Step 2: Census Map** - If the proposed project is located in an incorporated city of 40,000 or less, or in the unincorporated area adjoining that small city, the project may be considered rural if the project's census tract is not designated "as an urbanized area" or "part of an urbanized area."

a) Go to the Census Bureau's 2000 Census website at this location:

<http://www.census.gov/main/www/cen2000.html>

b) Under "Access Data by Geography" select the "street address" link (regardless of whether the project has an established address).

c) On the subsequent screen, enter the project's address or that of another nearby property located within the same census tract (as close to the project as possible). Select "Go" and additional information will display at the bottom of the page.



- d) Select "Census Tract" in the Geographies section of the enhanced screen and select "Map It."
- e) Print the census tract map provided and your jurisdiction's population estimate from Table E-1, (see Step 1 above), and submit these two documents with the application. The map may show the census tract as "urban" according to the legend provided with the map. However, the census tract will only be considered urban if the map includes bold face type with a "UA" designation. If the map includes no such designation, or shows the census tract as urban but has a "UC" designation, the census tract is still considered rural.

If you tried all three of these alternatives and the end result shows that your project is not classified as rural, but you believe that it should be considered rural, or if you have other questions, problems, or concerns in determining rural designation pursuant to the above process, please contact Raymond Victor at (916)327-8255.

Proposed Grant Amount: \*\$ \_\_\_\_\_

\* The application amount requested in a development project application is dependent on the number of units proposed for qualifying first-time low-income homebuyers in the proposed project. The application amount will be equal to \$60,000 (amount of CalHome subsidy loan), times the number of CalHome units. The maximum loan amount cannot exceed \$1,500,000 and the minimum loan amount is \$180,000. These funds will be in the form of a development loan to the Recipient to be used for land acquisition, predevelopment costs and/or on-site improvements (not to include unit construction). The development loan will rollover to a grant to the Recipient which can be used for mortgage assistance to low income homebuyers of the CalHome units. If the units are not constructed, the loan is due and payable to the State of California after 36 months with 6% interest.

G. Description of the Proposed Project:

Under separate cover the applicant must describe their Capability, Community Need, the Feasibility of the Project and how this project will contribute to community revitalization. The applicant must also include local area market data that demonstrates the need for the development. An Executive Summary describing the proposed description should also be provided as **Attachment 5**.



## SECTION II. LEGISLATIVE REPRESENTATIVES

A form is included in this application labeled **Exhibit B**. Please complete the information on this form and attach as **Attachment 6**.

## SECTION III. GOVERNING BOARD RESOLUTION

Attach the resolution, duly executed by the governing board of the local public agency or nonprofit corporation, granting authority to make application to HCD for a funding commitment from the CalHome Program. Label as "**Attachment 7** Governing Board Resolution". Please review the sample resolution which is included in this application package as **Exhibit C**. Be sure that the resolution authorizes a signatory for submittal of this application and the resolution is an action of the governing body of the applicant. If someone signs the application other than the person authorized in the resolution, submit evidence that shows that the person signing has the authorization to sign. Such evidence could be in the form of an ordinance or code, or an opinion from the applicant's legal counsel. Include such authorization with **Attachment 7**.

## SECTION IV. APPLICANT INFORMATION

A. The applicant is a (check one):

City       County       City and County       Nonprofit Corporation

B. If a Nonprofit Corporation, Submit copies of:

- IRS approval of 501(c) (3) status: as **Attachment 8a**
- Secretary of State Letter of Good Standing: as **Attachment 8b**
- Articles of Incorporation: as **Attachment 8c**
- Bylaws: as **Attachment 8d**
- List of names of Board of Directors: as **Attachment 8e**
- 2 Years Financial Statements (1 of which must be audited): as **Attachment 8f**

## SECTION V. ACTIVITY ATTACHMENT

Applicants must complete the Homeownership Development Project Loan form: as **Attachment 3**.

This attachment is part of this application. It must be completed and must be included or the application will not be considered complete and will be ineligible for funding consideration.

## SECTION VI. APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY

See Next Page for printable form.



## APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY

As the official designated by the governing body, I hereby certify that if approved by HCD for a CalHome Program funding allocation, the \_\_\_\_\_  
(Applicant name) assumes the responsibilities specified in the CalHome Program Regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute their proposed project;
- B. Before committing funds to a homebuyer, it will evaluate the funding eligibility in accordance with CalHome Program Regulations and will not invest any more CalHome funds in combination with other governmental assistance than is necessary to provide affordable housing;
- C. The Applicant **does not** have any unresolved audit findings for prior HCD or federally funded housing or community development projects or programs;
- D. There are **no** pending lawsuits that would impact the implementation of this program or project;
- E. It will comply with all statutes and regulations governing the CalHome Program.
- F. It has the ability to perform the duties for the activity(s) applied for in accordance with Section 7718 of the CalHome Program Regulations
- G. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information. (This certification must be signed by the person authorized in the Resolution.)

\*Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Type Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Must be signed by authorized signatory per the resolution.



**EXHIBIT A**

**Attachment Checklist**

**Please tab each attachment required by the application and place the attachments behind the completed application in a three ring binder according to the corresponding number listed below.**

<b>Check if Included</b>	<b>Attach. No.</b>	<b>Attachment Title</b>
	3-1	Reference for Construction Lenders
	3-2	Loan Servicing Experience Narrative
	3-3	Redevelopment Area Map (if relevant to application)
	3-4	Map of Proposed Site
	3-5	Preliminary Title Report
	3-6	Documentation Attesting to Site Control
	3-7	Appraisal of Site (if available)
	3-8	Documentation from local officials attesting that all Development Planning information thresholds have been obtained.
	3-9	Soils/engineering/geotechnical report
	3-10	Phase I Environmental Assessment
	3-11	Source(s) of Property Acquisition Financing & Line Item Budget
	3-12	Source(s) of Construction Financing & Line Item Budget
	3-13	Source(s) and Type(s) of non-CalHome Project Subsidy/Assistance, which will be part of the permanent financing & Line Item Budget
	3-14	Resale or recapture restrictions
	3-15	Criteria for participation in your contributed labor program
	3-16	Copy of the agreement from used for the contributed labor program
	3-17	Description of activities performed by contributed labor participants
	3-18	Description of activities normally contracted out
	3-19	Evidence of previous administration of the type of contributed labor program proposed in this application
	4	Additional Documentation
	5	Executive Summary – Description of the Proposed Project
	6	Legislative List (Exhibit B)
	7	Copy of Resolution authorizing this application. As a time-saver, the Resolution may also authorize execution of the contract and other documents needed to process a loan. (Exhibit C)
		<b>Nonprofit corporations must also provide the following information:</b>
	8a	IRS approval of 501(c)(3) status
	8b	Copy of current certification of 501(c)(3) status with Secretary of State that is less than one year old
	8c	Copy of Articles of Incorporation
	8d	Copy of Bylaws
	8e	List of officers and Board of governing body of Applicant
	8f	Last 2 Years of Financial Statements (one of which must be audited)



**Exhibit B**

**LEGISLATIVE REPRESENTATIVES**

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

**A. Members of the State Assembly:**

District number: _____	District number: _____
Name: _____	Name: _____
District _____	District _____
Address: _____	Address: _____
City: _____	City: _____
Zip Code: _____	Zip Code: _____

**B. Members of the State Senate:**

District number: _____	District number: _____
Name: _____	Name: _____
District _____	District _____
Address: _____	Address: _____
City: _____	City: _____
Zip Code: _____	Zip Code: _____

**C. Members of the U.S. House of Representatives:**

District number: _____	District number: _____
Name: _____	Name: _____
District _____	District _____
Address: _____	Address: _____
City: _____	City: _____
Zip Code: _____	Zip Code: _____



**EXHIBIT C**

**SAMPLE GOVERNING BOARD RESOLUTION**

**GOVERNING BOARD RESOLUTION**

RESOLUTION NO. \_\_\_\_\_

THE GOVERNING BOARD OF

\_\_\_\_\_  
(Title of Applicant)

HEREBY AUTHORIZES THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM.

WHEREAS:

- A. \_\_\_\_\_ (name of applicant), a [political subdivision of the State of California or nonprofit public benefit corporation], wishes to apply for and receive an allocation of funds through the CalHome Program; and
- B. The California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD on April 4, 2004; and
- C. The \_\_\_\_\_ (name of Applicant) wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of \$\_\_\_\_\_.

IT IS NOW THEREFORE RESOLVED THAT:

- 1. The \_\_\_\_\_ (name of applicant) shall submit to HCD an application to participate in the CalHome Program in response to the NOFA issued on \_\_\_\_\_ which will request a funding allocation for the following activities:

**(Briefly describe the proposed activities, including dollar amount of each)**

located in \_\_\_\_\_  
[Program/project location(s)]



2. If the application for funding is approved, the \_\_\_\_\_  
**(Name of applicant)** hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program regulations cited above. It also may execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.
  
3. The \_\_\_\_\_ **(name of Applicant)** authorizes \_\_\_\_\_  
**[office or position titles of authorized person(s)]** to execute in the name of the \_\_\_\_\_  
 (name of Applicant), the application, the Standard Agreement, and all other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

PASSED AND ADOPTED THIS \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

The undersigned \_\_\_\_\_ **(title of officer)** of the \_\_\_\_\_  
**(name of Applicant)** there before named does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Governing Board adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

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Signature Date

NOTES:

1. This is intended to be a sample resolution authorizing submittal of an application to HCD. **Applicants may use their own format if it contains all of the authorizations contained in this sample.**
2. The sample resolution should be modified by nonprofit organizations as appropriate to meet the corporate structure of the nonprofit organization.
3. **The person attesting to the signing of the resolution cannot be the same person who is authorized to execute documents in the name of the applicant.**
4. **The Resolution must be the original or a certified copy of the original.**



## Homeownership Development Project Loan

This Application form is for homeownership development project loans to be made from HCD to developer applicants for new construction of eligible homeownership development projects as described in Section 7718 of the program regulations. Proposed uses of development loan funding must be eligible pursuant to Section 7743 of the program regulations. NOTE: Upon completion of unit construction, the loan funds shall be rolled over for purposes of providing mortgage assistance to eligible households pursuant to Program Regulations. Applicant organizations do not need to submit a separate application for homebuyer mortgage assistance.

### SECTION I. APPLICANT INFORMATION

Name: \_\_\_\_\_

Development Name: \_\_\_\_\_

### SECTION II. LOAN REQUEST

Total Amount of Development Loan Requested: \$ \_\_\_\_\_  
 (\$60,000 loan amount per proposed unit to be constructed and sold to a CalHome homebuyer.)

### SECTION III. HOUSING DEVELOPMENT EXPERIENCE

Provide the following information:

- A. Completed homeownership development projects in which the applicant organization acted as developer from site selection through construction completion and sale of the units including underwriting and escrow closing (only include organization experience; do not include experience of individuals):

YEAR	PROJECT NAME	PROJECT LOCATION	MO/YR LAST PROJECT COMPLETED	TOTAL # OF UNITS	# OF LOWER INCOME UNITS
2010					
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					



- B. For each project identified for 2007, 2008, 2009 and/or 2010 in A, above, provide written references from the construction lenders that describe the type of funding provided, total units funded, whether the project was completed in a timely fashion and any delays or problems that occurred with the financing. The letters must include contact names, addresses and phone numbers. **(Attach as Exhibit 3-1.)**

**SECTION IV. LOAN UNDERWRITING EXPERIENCE**

- A. For the years 2007 through 2010 total number of homebuyer loans applicant has underwritten and closed on projects it has developed, which included preparation of loan documents and escrow instructions. \_\_\_\_\_

**SECTION V. LOAN SERVICING EXPERIENCE**

- A. For the years 2007 through 2010, the total number of homebuyer loans closed for which the applicant was the named beneficiary on the documents. \_\_\_\_\_
- B. As of the CalHome NOFA issuance date, the total number of homebuyer loans in the applicant's portfolio. \_\_\_\_\_
- C. Number of loans identified in B. above that are being directly serviced by the applicant. \_\_\_\_\_
- D. Number of loans identified in B. above that are being serviced by a third party. \_\_\_\_\_
- E. As of the CalHome NOFA issuance date, the total number of homebuyer loans the applicant is servicing for another entity. \_\_\_\_\_

If there are zero loans identified in C, D and E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 3-2.)**



**SECTION VI. PROPOSED DEVELOPMENT**

- A. Total Units in Project \_\_\_\_\_  
Total number of Units to receive CalHome Mortgage Assistance \_\_\_\_\_  
 Townhouse     Single Family     Condominium     Duplex/Triplex  
 Manufactured Housing     Other \_\_\_\_\_
  
- B. Project is located **entirely within a federally defined Qualified Census Tract(s)** (MARK YES ONLY IF ENTIRE PROJECT SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE - SEE APPENDIX B IN CALHOME TRAINING MANUAL):  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Federally defined Qualified Census tract(s) # (If multiple locations, provide all): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- C. Project is located **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (MARK YES ONLY IF ENTIRE PROJECT SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Attach a redevelopment area map and indicate property location(s) on the map. (**Attach as Exhibit 3-3.**)
  
- D. Nonprofit Corporations must list the county in which the program will be operated.  
County \_\_\_\_\_
  
- E. Provide the data source used to set sales price: \_\_\_\_\_  
(**Sales price not to exceed median sales price in your county.**)

**SECTION VII. BRIEF DESCRIPTION OF THE PROPOSED DEVELOPMENT**

In your description address the following issues:

- A. Describe your project's feasibility and potential obstacles to that feasibility. How will you overcome those obstacles?
  
- B. In narrative form, describe the terms and conditions of funding, other than HCD, that is being proposed and the current status of such funding. Provide information on total development costs per unit and per square foot. Attach letters of commitment or applications for administrative funding, construction/interim financing, and for permanent financing in the financial attachments 13-11, 13-12 and 13-13. (**Disclose any current or anticipated pre-development loans.**)



**SECTION VIII. SITE INFORMATION**

**A. Location(s): (Attach a map as Exhibit 3-4)**

Project Name \_\_\_\_\_

Street Address(es) \_\_\_\_\_

City/County/Zip Code \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Lot Number(s), if available \_\_\_\_\_

**B. Site Approvals:**

1. Tentative Map Approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

2. Final Map Recorded? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_  
 If no, estimated date of recordation \_\_\_\_\_

3. Is development being phased? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, what phase are subject lots in? \_\_\_\_\_

**C. Site Control:**

Attach a preliminary title report which is dated no more than six months prior to the application due date identified in the NOFA. **(Attach as Exhibit 3-5).**

**1. Does applicant have site control as demonstrated by the following (Attach site control documentation as Exhibit 3-6):**

- a. Fee Title Yes \_\_\_\_ No \_\_\_\_
- b. Sales contract for the acquisition of the property  
 Yes \_\_\_\_ No \_\_\_\_ Date Expires \_\_\_\_\_
- c. Option to purchase or option to lease (for not less than 40 years) not to expire within 120 days of the application submission date. (Commitment award letter will be conditioned on applicant providing evidence that they still have site control.)  
 Yes \_\_\_\_ No \_\_\_\_ Date Expires \_\_\_\_\_
- d. Disposition and Development Agreement with a public entity, not to expire within 120 days of the application submission date. (Commitment award letter will be conditioned on applicant providing evidence that they still have site control.)  
 Yes \_\_\_\_ No \_\_\_\_ Date Expires \_\_\_\_\_
- e. Leasehold interest of not less than 40 years with provisions in the lease that enables the lessee to make improvements on and encumber the property and permits compliance with all program requirements.  
 Yes \_\_\_\_ No \_\_\_\_ Date Expires \_\_\_\_\_



- 2. Purchase price of site(s)? \_\_\_\_\_
- 3. Appraised value of site(s)? \_\_\_\_\_ If available, attach appraisal (**Attach as Exhibit 3-7**).
- 4. Has applicant completed any other units in this subdivision?  
Yes \_\_\_ No \_\_\_  
If yes, date completed \_\_\_\_\_ How many units \_\_\_\_

D. Planning Information:

Have the following local approvals been obtained?

General Plan amendment Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Zoning approval or Zoning Map Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Conditional use permits Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Variances Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Environmental clearance (CEQA) Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Other required discretionary approvals Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Submit a letter from a local government official confirming the status of each of the above approvals. A sample letter is provided at the end of the application. (**Attach as Exhibit 3-8**)

Subdivisions - Has the proposed project subdivision been approved? Yes \_\_\_\_\_ No \_\_\_\_\_

If no to **any of the above**, explain current project status in the approval process, including anticipated date of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Opposition/Obstacles (Identify known opposition or obstacles to this project): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Utilities Available to site:

Water: Yes \_\_\_ No \_\_\_ Sewer: Yes \_\_\_ No \_\_\_  
Gas Yes \_\_\_ No \_\_\_ Electric Yes \_\_\_ No \_\_\_ Other \_\_\_\_\_ Yes \_\_\_ No \_\_\_\_\_

F. Soils:

Has a soils/engineering/geotechnical report been prepared? Yes \_\_\_ No \_\_\_  
If yes, please attach report. (**Attach as Exhibit 3-9**)



G. Phase I Report:

1. Has a Phase I Environmental Assessment been prepared? Yes \_\_\_ No \_\_\_  
If yes, please attach report. **(Attach as Exhibit 3-10)**
2. Is the property located in a Seismic Hazard Area: Yes \_\_\_ No \_\_\_  
If yes, zone designation: \_\_\_\_\_
3. Is the property located in a Flood Hazard Area: Yes \_\_\_ No \_\_\_  
Flood Zone designation: \_\_\_\_\_

H. Offsite/On Site Improvements:

1. Are offsite improvements needed? Yes \_\_\_ No \_\_\_  
If yes, please give details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Estimated date of Completion? \_\_\_\_\_
2. Are onsite improvements needed? Yes \_\_\_ No \_\_\_  
If yes, please give details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Estimated date of Completion? \_\_\_\_\_

- I. Has work been started on the project? Yes \_\_\_ No \_\_\_  
If so please describe what work has begun:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Estimate date of project completion: \_\_\_\_\_

1. Permanent financing commitments will be obtained by: \_\_\_\_\_
2. Site option will expire on: \_\_\_\_\_
3. Title will transfer by: \_\_\_\_\_
4. Site development will begin by: \_\_\_\_\_
5. Unit construction will begin by: \_\_\_\_\_
6. Construction will be completed by: \_\_\_\_\_
7. Full occupancy will be accomplished by: \_\_\_\_\_



## SECTION IX. PROPOSED FINANCING

Attach copies of any lender commitment letters or commitment resolutions, as available; under the appropriate exhibit number specified below.

- A. Source(s) of Property Acquisition Financing, if separate from construction financing (**Attach as Exhibit 3-11**).
- B. Source(s) of Construction Financing (**Attach as Exhibit 3-12**).
- C. Source(s) and Type(s) of non-CalHome Project Subsidy/Assistance, which will be part of the permanent financing. (**Attach Exhibit as 3-13**).

To be considered in the rating and ranking of your application, letters must contain all of the following information:

- 1) Borrower name
- 2) Lender, contact person and phone number;
- 3) Address, assessor's parcel number or legal description of site proposed to be financed;
- 4) Type of financing provided, e.g., construction, acquisition;
- 5) Total amount of financing to be provided;
- 6) Term and interest rate; and
- 7) Date of commitment expiration

**Note:** For B. (unit construction financing portion) or C. above, if permanent financing is being provided by USDA Rural Development, attach a copy of the current 523 technical services agreement for this location in Section 4 Additional Documentation.

### Resale Restrictions

Are you planning to implement resale or recapture restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please summarize relevant features of these covenants and indicate if there are other sources of financing in addition to CalHome. (**Attach as Exhibit 3-14**)



**SECTION X. PROJECT COSTS**

A. Development Costs - Sources and Uses – Acquisition; Predevelopment: **(Attach as Exhibit 3-11.)**

Provide a copy of a line item development budget, which includes all costs necessary to complete the project. (Estimate, if actual not available.)

<b>PROPOSED SOURCES AND USES PRE-DEVELOPMENT PHASE</b>
--

USES	CalHome	HCD #2	LENDER #1	LENDER #2	OWNER'S CONTRIBUTION	TOTAL
Land Acquisition						
Soils report						
Engineering						
Architecture						
Legal - Real Estate						
Accounting						
Appraisal						
Application Fees						
Permits & Other Fees						
Other						
<b>Total</b>						

**Proposed  
Lien  
Position**

**Proposed Lenders or Funding Sources**

	CalHome _____	\$
	HCD #2 _____	\$
	Lender #1 _____	\$
	Lender #2 _____	\$
	Lender #3 _____	\$
	Owner's Contribution _____	\$



B. Construction Sources and Uses Chart: **(Attach as Exhibit 3-12)**

<b>PROPOSED SOURCES AND USES CONSTRUCTION PHASE</b>
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USES	CalHome	HCD #2	LENDER #1	LENDER #2	LENDER #3	OWNER'S CONTRIBUTION	TOTAL
Payoff Pre-Development							
Land Acquisition							
Permits & Other Fees							
Off-site Improvements							
Site Improvements							
Construction							
Contingency							
Engineering							
Architecture							
Legal – Real Estate							
Accounting							
Construction Interest							
Other							
Other							
<b>TOTAL</b>							

**Proposed  
Lien  
Position**

**Proposed Lenders or Funding Sources**

	CalHome _____	\$
	HCD #2 _____	\$
	Lender #1 _____	\$
	Lender #2 _____	\$
	Lender #3 _____	\$
	Owner's Contribution _____	\$



C. Sources and Uses – Permanent Financing and Closing Fees (**Attach as Exhibit 3-13**).

<b>PROPOSED SOURCES AND USES PERMANENT FINANCING AND CLOSING FEES</b>
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USES	CalHome	HCD #2	LENDER #1	LENDER #2	LENDER #3	OWNER'S CONTRIBUTION	TOTAL
Pay Const/ Loan # 1							
Pay Const/ Loan # 2							
Pay Const/ Loan # 3							
Pay Const/ Loan # 4							
Pay HCD Const. Loan							
Rollover Equity							
Rollover FWHG funds							
Permanent Loan Fees							
Developer Fee							
Audit							
<b>TOTAL</b>							

**Proposed Lien Position**

**Proposed Lenders or Funding Sources**

	CalHome _____	\$ _____
	HCD #2 _____	\$ _____
	Lender #1 _____	\$ _____
	Lender #2 _____	\$ _____
	Lender #3 _____	\$ _____
	Owner's Contribution _____	\$ _____
	Grand Total Permanent Finance	\$ _____
	Less CalHome Funds	\$ _____
	Total	\$ _____

Total Cost per Unit                   \$ \_\_\_\_\_  
 Total Per Square Foot               \$ \_\_\_\_\_

Number of Assisted Units             \_\_\_\_\_

Average CalHome cost per assisted unit \$ \_\_\_\_\_



**SECTION XI. MARKET AND FAMILY AFFORDABILITY DATA**

A. Summarize the local area market data which demonstrates the need for the development of additional affordable housing and that the targeted households are both willing and **able** to pay the proposed housing costs.

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B. Proposed annual household income range to be served: \$ \_\_\_\_\_

C. County Median Income \$ \_\_\_\_\_

D. Estimated Housing Costs for assisted households:

- Mortgages \$ \_\_\_\_\_
- Taxes/Insurance \$ \_\_\_\_\_
- Utilities \$ \_\_\_\_\_
- HOA Fees (if applicable) \$ \_\_\_\_\_
- TOTAL \$ \_\_\_\_\_

**SECTION XII. UNIT DESCRIPTIONS**

A. Unit Breakdown and Descriptions for units to be available to CalHome eligible buyers:

Model Number	Number of Units	Square Footage (Living Space)	Number of Bdr/Ba	Total Amount of Permanent Liens	Proposed Sales Price*

\* Proposed sales price cannot exceed the estimated appraised value using the sales of comparable properties approach to determine value.





3. A youth construction skills training program: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of program: \_\_\_\_\_

No. of hours of guaranteed youth construction training onsite construction labor per unit, provided by participants age 16 to 24 years old only: # \_\_\_\_\_ hrs

4. **If the answer to A. 1, 2 or 3 above is yes**, indicate the minimum number of onsite construction labor hours per unit to be provided by the homebuyer: # \_\_\_\_\_ hrs

B. Describe the criteria for participation in your contributed labor program. **(Attach as Exhibit 3-15)**

C. Attach a copy of the agreement form used for the contributed labor program. **(Attach as Exhibit 3-16)**  
D. Provide description of activities performed by contributed labor participants. **(Attach as Exhibit 3-17)**

E. Provide description of activities normally contracted out. **(Attach as Exhibit 3-18)**

F. What percentage of total onsite construction labor per unit will be performed by contributed labor: \_\_\_\_\_%

Please provide evidence of previous administration of the type of contributed labor program proposed in this application. This should include, but not be limited to, documentation of completed projects; a copy of the board resolution authorizing the program, supported by completed projects; or copies of contracts with contributed labor participants. **(Attach as Exhibit 3-19)**

## SECTION XV. HOMEBUYER EDUCATION

A. Does the applicant currently provide homebuyer education classes?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, describe arrangements for providing homebuyer education in Attachment 4-Additional Documentation.



**SAMPLE LOCAL APPROVALS LETTER)  
(Must Be Submitted On Applicable Local Jurisdiction Letterhead)**

Department of Housing and Community Development  
CalHome Program  
1800 Third Street, MS 390-5  
Sacramento, CA 95814

**VERIFICATION OF LOCAL APPROVALS**

Project Name:  
Project Address:  
Project City:  
Project County:  
Assessor Parcel Number(s):  
Proposed Number of Units:

The entire parcel upon which the above-described low-income project will be located is zoned \_\_\_\_\_ which allows for residential development (**single-family**) of no greater than \_\_\_ units per acre.

The following local approvals have/have not been obtained:

General Plan amendment                      Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Zoning approval or development agreement approval                      Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Conditional use permits                      Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Variances                      Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Environmental clearance (CEQA)                      Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

Other required discretionary approvals                      Yes \_\_\_\_\_ No \_\_\_\_\_ Not Required \_\_\_\_\_

List other required discretionary approvals:

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Dated: \_\_\_\_\_ Statement Completed By: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_