

# INFILL INFRASTRUCTURE GRANT PROGRAM (Round 3)

## Workshop Questions and Answers

Updated 08/09/13

Category		Question	Answer
		<b>Key terms: Capital Improvement Project (CIP), Qualifying Infill Project (QIP)</b>	
***	1	Where is the new HCD office location, and where do we deliver applications?	2020 W. El Camino, MS 650, Sacramento, CA 95833. Hand deliver applications to Room 650.
***	2	What is the application deadline?	August 14, 2013 no later than 5pm
***	3	When do you anticipate making the awards?	We estimate making awards in mid-November.
***	4	How can I contact the Infill Program?	You can contact the IIG Program and speak to a representative by emailing <a href="mailto:infill@hcd.ca.gov">infill@hcd.ca.gov</a> .
Amenities	5	How are amenities documented in the application?	Applicants must use the amenity detail form and scaled site maps with explicit narratives explaining the amenities on the maps. Aerial photographs are also helpful if they provide additional clarity to the site maps regarding the amenity types. A licensed professional (e.g. land surveyor, engineer, or architect) must validate the scaled distances.
Amenities	6	Do the amenity distances from the QIP in section 309(e) have to be walkable routes or as the crow flies?	As the crow flies.
Amenities	7	Does a charter school count as a public school for infill?	Yes.
Amenities	8	If the QIP is close to a regional outlet mall with many stores, can you use this mall for both proximity to a retail center and proximity to concentration of employment? Also how do we document 50 full-time employees for such a mall made up of many retail stores that probably employ less than 10 employees each?	You cannot double count a mall as both a retail and employment center, and must choose one or the other. To document the employment at a mall, consider contacting the property management company or individual shop owners to provide third party verification about employment figures.
Amenities	9	May the retail center requirement be satisfied if a single tenant has at least 50 full time employees? Are there any requirements on the type of retailer?	Yes, a retail center that satisfies the guidelines for a QIP as listed below: The Qualifying Infill Project is within one (1) mile of a locally recognized retail center with a minimum of fifty (50) full-time employees (two (2) miles for Rural Area projects), seven (7) points, or within two (2) miles (four (4) miles for Rural Area projects), four (4) points. A retail center is a downtown area or recognized neighborhood or regional shopping mall.
CIP	10	If the CIP is not a condition to build the QIP, would the CIP project qualify for funding?	No. To be eligible for Infill Program funding, the capital assets included in the CIP must be required to develop a QIP. Local building codes, ordinances, project conditions approved by local jurisdiction or approved plans can document such requirements.
Density	11	Can a licensed architect certify the net density calculation? What should the calculation show?	Yes. Licensed professionals such as surveyors and engineers are also acceptable. Precisely document your calculation of net density with detailed site maps and scaled distances showing all uses of the site. Clearly show the subtraction of specific uses that must be excluded in the net density definition in Section 302(o). Explain the specific uses in the application.
Eligible Costs	12	Would an at-grade podium parking structure (i.e., not subterranean) be considered an eligible cost for IIG funds. The proposed parking structure would not be subterranean.	Yes. Section 304(a)(5) would permit an at-grade parking structure to be funded by IIG. Please read the other limitations stated in that provision and also in (d)(2) which do not allow site acquisition.

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Feasibility	13	My development consists of owner and rental components with very distinct funding sources and costs. How should I present my development and operating costs?	You may submit separate budget information for each development component. Clearly specify the component each budget represents.
Feasibility	14	How current should my market study be?	Acceptable market studies should be dated no older than February 14, 2013. Market study updates will be accepted with a copy of the original market study in your application. Market studies will be used for feasibility evaluation purposes, not point scores.
Funding Commitments	15	How do I document enforceable funding commitments?	The IIG Program has posted information explaining enforceable commitment letters on the IIG website at <a href="http://www.hcd.ca.gov/fa/iig/resources.html">http://www.hcd.ca.gov/fa/iig/resources.html</a> . Additionally, executed project-specific resolutions and loan documents from public entities may be acceptable.
Funding Commitments	16	Can tax exempt bonds be considered committed without a tax credit reservation letter?	Yes.
General Eligibility	18	Is it sufficient to submit an aerial photograph to document the requirement if the QIP is infill per Section 303(a)(6)?	No. Photographs can be very helpful, but can also be incomplete in providing sufficient information. Submit site map information that is explicit in the scaled distances by a licensed land surveyor, engineer, or architect, and describe in a narrative the land uses to validate if the land is previously improved and developed with Urban Uses as defined in Section 302(z).
General Eligibility	19	Do joint applicants need to each pass and submit their own resolution for the application?	Yes, every applicant and joint applicant will need to provide their own resolution with the application.
General Eligibility	20	Can public entities submit a resolution after the application deadline?	Yes. If public entities cannot adopt the resolution by the application deadline, public entities should submit a copy of the proposed resolution in the application and submit the official resolution adopted by the public entity to the IIG Program by October 1.
General Eligibility	21	How do I find out if my housing element is in compliance?	The Division of Housing Policy Development handles all requests regarding housing elements. Please contact Paul McDougall at (916) 263-7420.
General Eligibility	22	Is there a minimum score needed to qualify for funding?	Yes, a minimum score of 210 points is required to submit an application.
General Eligibility	23	Can public entities such as a city, county, public housing authority, solely submit a QIP application without a developer as a joint applicant?	No.
General Eligibility	24	Is there a competitive advantage to submit a QIP application solely from the developer verses submitting one jointly with a public entity such as a city?	No. However, it may be useful to jointly submit with a public entity for tax purposes if the QIP is receiving low income housing tax credits and you desire to convert the IIG grant to a locality loan to the limited partnership for tax purposes. See Section 305(f).
Limits	25	What rent limits should I use?	Use the 2013 rent limits at this hyperlink: <a href="http://www.hcd.ca.gov/hpd/hrc/rep/state/2013non_HERAIncomeRentsLoanLimits.pdf">http://www.hcd.ca.gov/hpd/hrc/rep/state/2013non_HERAIncomeRentsLoanLimits.pdf</a>
Local Support	26	Can funds spent by a city count as local support?	Yes, if the funds are documented by an enforceable funding commitment to the QIP or the CIP.

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Local Support	27	What is a "local public agency"?	It is typically a <u>local</u> government agency, not a private organization or corporation.
Local Support	28	Can local support funding contributions be conditioned on the award of Prop 1C funding?	Yes.
Local Support	29	Can the value of a land donation be considered as local support if it is leased for a \$1 a year?	Yes. 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 appraiser conducted no older than August 14, 2012.
Local Support	30	Would project-based rental assistance be considered a source of local support?	Yes. It is recommended that applicant obtain a firm commitment letter from the local agency that evidences the amount, type of assistance, project name, and term of the assistance. The key is that it is a project-based rental subsidy. Feel free to circulate the draft letter to program staff for comments before the application deadline.
Parking	31	Will the IIG Program pay for parking less than one space per one residential unit?	Yes, the 1:1 ratio is a ceiling, and we will pay for parking less than our maximum limits.
Prevailing Wage	32	Do IIG Program grants used to fund CIP's trigger prevailing wage on the QIP housing?	Unfortunately, there are no easy answers to this question. It is clear that program assistance does constitute public funding, for purposes of state prevailing wage law. Beyond this, it is difficult to generalize. The applicable law is complicated, and a complete analysis of individual facts and circumstances is often necessary before a determination can be made. HCD is not in a position to make project-specific determinations. Accordingly, applicants are strongly encouraged to seek advice on this subject from their own legal counsel.
Regional Consistency	33	What must my letter enclosed in the application state?	The letter must identify the adopted regional blueprint plan or other regional growth plan with the stated intent of fostering infill development and efficient land use. The letter must state whether the infill project is consistent with the adopted plan. Alternatively than a letter, a resolution executed by an officer of the adopting agency may be accepted.
Regional Consistency	34	What is an example of an "other regional growth plan"?	Examples of a regional growth plan are a regional transportation plan or sustainable communities strategy.
Tie Breaker	35	Under what conditions will the tie breaker system be applied?	The tie breaker system will be used when two or more applications are tied for being the last funded application. Bonus points will be awarded pursuant to Section 307(f) until there is no longer a tie between the competing applications. Refer to the NOFA (pg. 4 of 6) for the tie breaker criteria, and the order it will be applied.
Tie Breaker	36	How do I validate the date and time receipt of my application by HCD?	Acceptable evidence is a copy of the receipt by the carrier delivery service or the HCD-issued receipt for hand delivered applications.
Tie Breaker	37	Are applications that request less grant funds competitively disadvantaged?	No, as long as the minimum grant amount stated in the NOFA is satisfied.
Transit	38	Is it required that different bus routes stop at the same bus stop at an intersection as described in the definition of a "bus hub"?	No.

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Transit	39	How is access to transit documented in the application?	Applicants must submit scaled site maps with explicit narratives explaining the transit shown on the maps. Aerial photographs are also helpful if they provide additional clarity to the site maps regarding the transit routes and types. Submit detailed transit schedules for all routes proposed for earning points. A licensed professional (e.g. land surveyor, engineer, or architect) must validate the scaled distances.