



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

INFILL INFRASTRUCTURE GRANT PROGRAM

Application Instructions General Instructions Part A Instructions

Revised September 25, 2014

FY 2014 – 2015 NOFA

State of California
Department of Housing and Community Development
Division of Financial Assistance

2020 W. El Camino Avenue
Sacramento, CA 95833-1829

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Website: <http://www.hcd.ca.gov/fa/iig/>

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General Instructions

Applicants to the Infill Infrastructure Grant Program (IIG) must complete, in its entirety, all appropriate parts of the IIG Application along with the applicable calculation spreadsheet(s) and the self-scoring worksheet provided by the Department of Housing & Community Development at the following website:

www.hcd.ca.gov/fa/iig

Please complete all sections which are highlighted in yellow. Modification of the application forms is prohibited. The application has been prepared in Excel, version 2010.

You may download these documents (Parts A through E) and rename the files to reflect your project and NOFA dated October 2, 2014. A footer has been included on the lower left corner of the application which will reflect your file name.

Grants are subject to the applicable statutory requirements (including those of Proposition 1C) and the requirements as provided in the IIG Guidelines, revised September 25, 2014 (“Guidelines”).

Resources:

- HCD Infill Infrastructure Grant Program (many of these Resource links are contained here): <http://www.hcd.ca.gov/fa/iig/>
 - Mullin Densities – AB 2348 Ch. 724: http://www.hcd.ca.gov/hpd/Default_2010census_update.pdf
 - Rural Area Determination Procedures: http://www.hcd.ca.gov/fa/iig/Rural_Area_Determination_Procedures.doc
 - Multi-Family Housing Program (MHP): <http://www.hcd.ca.gov/fa/mhp/>
 - Housing Element Compliance: <http://www.hcd.ca.gov/hpd/hrc/plan/he/status.pdf>
For additional assistance, please contact Paul McDougall, Housing and Policy Division Program Manager, directly at 916-263-7420.
- State of California “Payee Data Record”: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- California Codes/Laws/Bill Information: <http://www.leginfo.ca.gov/>
- Tax Credit Allocation Committee (TCAC): <http://www.treasurer.ca.gov/ctcac/tax.asp>

- U.S. Census Bureau: <https://www.census.gov/2010census>
- Legislative Information: http://www.legislature.ca.gov/legislators_and_districts/legislators/your legislator.html
- Sales Price Limits:
 - CalHFA: <http://www.calhfa.ca.gov/homeownership/limits/#sales>
 - Census Tract lookup: <http://www.ffiec.gov/Geocode/default.aspx>
 - “TARGET” area determination: <http://www.calhfa.ca.gov/homeownership/ftda/target-area.pdf>
 - HUD: <http://www.huduser.org/datasets/fmr.html>
- Income and Rent Limits:
 - 2014 Income and Rent Limits: http://www.hcd.ca.gov/hpd/hrc/rep/state/2014non_HERAIncomeRentsLoanLimits.pdf
 - 2014 FMRs: <http://www.huduser.org/portal/datasets/fmr/fmrs/docsys.html&data=fmr14>

Application, Submission Instructions, and Requirements

Please note: All applications, worksheets, spreadsheets, and attachments must meet eligibility requirements upon submission. No facsimiles, walk-in, electronic, late or incomplete applications, or application revisions will be accepted. When printing the Application, make sure to use and review the "Print Preview" option as different printers may align the pages slightly differently.

Fill out and submit the completed application, spreadsheets, and worksheet with the required attachments in the following format:

1. One signed original and one photocopy of the application, spreadsheets, worksheet, attachments, and exhibits is required. Documentation must be individually bound in separate 3-ring binders designed for letter-sized paper.
2. The application and all documentation must conform to the sequential order as provided in the Application Table of Contents/Index Tab List. Provided for your use is the Index Tab Label Template. Print out the tab labels and apply them directly to section dividers. Labels may be printed using word processing software (such as Microsoft Office) on any label that is a similar size (such as Avery Standard Index Maker 5 Tab Indices). You should not have to type the index tab labels. If you need assistance or technical advice, please contact your Infill Representative.
3. The Table of Contents/Index Tab List is provided. No further table of contents is needed. You may use this also as a checklist for your exhibits to make sure it is complete. Cover letters and general letters of support will not be evaluated unless they are part of a required exhibit in the appropriate place in the binder.
4. All binders must be clearly labeled on the spine and front cover identifying the project applicant and project name. Binder spines shall be no wider than 3 ½ to 4 inches. Use additional binders as needed and label them binder 1 of 2, 2 of 2, etc. on both the original and copy binders. Binders should not be more than 2/3 full for ease of reading, rating, and ranking.
5. Provide two CDs or two USB thumb/flash drives (one for the original binder, one for the copy binder) containing the completed electronic version of the entire application, spreadsheet(s), worksheets, and exhibits. Include an Excel version of the application worksheets and PDF files for all exhibits. Place each backup storage device (e.g., CD or thumb/flash drive) in an individual soft vinyl or other soft holder designed for use in a binder (with 3 holes) where called for in the application, along with the balance of the application pages. The backup storage media must not be loose, placed in the front pocket of the binder, or placed in a hard plastic holder as they may get lost. Clearly label each CD using permanent ink (i.e. Sharpie or similar pen) with the applicant and project name. Do not use an adhesive label on CDs, but you may on thumb drives. It is acceptable, but not necessary, to place exhibit documents on a separate CD.

6. Exhibits shall be copied on both sides of the paper. An exception to this would be a special color map or similar exhibit where two-sided (duplex) copying is impractical. All exhibits including maps, plans, etc., must be at minimum letter size (8 ½" x 11") and at maximum tabloid size (11" x 17"). Exhibits provided on paper larger than letter sized must be folded, and three hole-punched to fit into the binder. Lengthy exhibits (20-25 pages or more), shall be provided on the same CD or a separate CD in a file clearly named for easy identification. In such instances, place a hard copy summary of the document in the appropriate tabbed section of the binder with a cover sheet naming the electronic file which contains the entire document.
7. All exhibits must adhere to the instructions using provided Table of Contents/Application Index Tab List (label templates) headings exactly in the order provided. All exhibits except IIG provided forms shall include a cover sheet with a brief list or explanation of all documents which follow that Index Tab, and shall identify the relevant portion(s) of the exhibit. If an exhibit contains more than one item, place it behind the same Index Tab. If an exhibit is applicable to more than one section, it is not necessary to include duplicate copies; simply provide a cover sheet stating the name of the item and reference which Index Tab section holds it. If it is a very brief exhibit, it is acceptable to simply place another copy in the Index Tab section for that exhibit. If there is an exhibit called for in the application that the applicant considers not applicable to the development, provide a statement as to why the exhibit does not apply. Label the statement with the appropriate exhibit number and place it behind the corresponding Index Tab.
8. The minimum score to submit a Qualifying Infill Project (QIP) application is 210. If your self score is not 210 or higher, do not complete or submit the application.

When downloading the QIP application, the application will include following forms listed below:

- Part A.
- Part B, the Grant, Affordability, and Density (GAD) Calculation Spreadsheet, Rating and Ranking Worksheets 1-7, Tie Breaker Worksheet, and the Self Scoring Worksheet.
- Parts C, D, and E.
- **Important note: Part E documents require original ink signatures for the original binder application.**

Application Parts

Table of Contents/Application Index Tab List
Application Index Tab Label Template (tab divider headings for binders)

Part A: Information, threshold, impact fees and budgets

Instructions: General and Part A
Grant Application Items 1-7
Total Infrastructure Development Budget (CIP)
Local Development Impact Fees
Total Development Budget

Part B: Rating and Ranking

Instructions: Part B
GAD Spreadsheet
Grant Application Items 8-11
Rating and Ranking Item 10.a - Tie Breaker (with Exhibits)

- Item 10.b - Exhibit: B-2 IIG Completed Projects provided by applicant

Self-scoring worksheet

Part C: Forms, Exhibits and Examples

Instructions: Part C
Grant Application Items 12-34

Forms applicant will complete:

- Form C-B-1 GAD Documentation
- Form C-B-2 Verification of the Status of Environmental Review and land Use Entitlements (locality completes)
- Form C-B-5 Tax Credit Equity Calculation (if applicable)
- Form C-B-5a Funding Commitment Detail Form
- Form C-B-7 Transit Detail Form
- Form C-B-8 Amenity Detail Form
- Form C-B-10 Market Study Findings Form
- Form C-B-11 Organizational Documents Form

Exhibits:

- Exhibits required as documented in application (listed in Table of Contents/Application Index Tab List)
- Exhibit: C-B-1 GAD Documentation
- Exhibit: C-B-5a Funding Commitment Documentation

- Exhibit: C-B-7 Transit Documentation
- Exhibit: C-B-8 Amenity Documentation
- Exhibit: C-B-10 Market Study provided by applicant
- Exhibit: C-B-11 Organizational documents provided by applicant

Examples (included in Part C Instructions): Do not include in application.

- Transit documentation
- Amenities documentation
- Funding Commitment Sample Letters
- Net Density Calculation

Part D: Project Feasibility

Instructions: Part D
Grant Application Items 35-39

Feasibility Worksheets

- Milestones
- Rental Unit Mix
- Income and Expenses
- Cash Flow

Part E: Official documents requiring original signature

Instructions: Part E
Grant Application Items 40-43

Legal Status Questionnaire
Resolution (sample)
Certifications

Acronyms

BID: Business Improvement District
CIP: Capitol Improvement Project
DFA: Department of Financial Assistance, under which this program is operated
GAD: Grant, Affordability and Density calculation spreadsheet used by IIG
HCD: State of California’s Housing and Community Development Department
IIG: Infill Infrastructure Grant
QIP: Qualifying Infill Project

For more complete definitions and terms, refer to: [IIG Guidelines Section 302](#) (definitions) and throughout the Guidelines for very specific definitions relating to the IIG program.

Application Deadline

A complete original application, plus one copy, must be received by the Department no later than **5:00 p.m. on Wednesday, December 10, 2014.**

No facsimiles, late applications, incomplete applications, application revisions, electronically transmitted, or walk in application packages will be accepted.

The Department will only accept applications through a mail carrier service such as U.S. Postal Service, UPS, Fed Ex or other carrier services that provide date stamp verification confirming delivery to the Department's offices at:

INFILL INFRASTRUCTURE GRANT PROGRAM

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

Eligible Applicants

Qualifying Infill Project (QIP)

Eligible entities that submit applications for a Qualifying Infill Project must be one of the following:

1. Non-profit or For-Profit Developer. [Guidelines 307\(c\)\(1\)](#)
2. A Non-Profit or For-Profit Developer may apply as a joint applicant with a Locality or Public Housing Authority having jurisdiction over the area in which the Qualifying Infill Project is located. [Guidelines 307\(c\)\(1\)](#)
3. Joint Power Authorities comprised entirely of eligible applicants, jointly with the developer of the Qualifying Infill Project, where the authority granted to the Joint Powers Authority encompasses the activities necessary to comply with the requirements of the program. [Guidelines 307\(c\)\(1\)](#)
4. Joint applicants are permitted where each applicant individually is an eligible applicant. [Guidelines Section 307\(c\)\(3\)](#)

Note: Public Agencies are not eligible as sole applicants for QIP's. Transit Districts, Regional Planning Agencies, Joint Powers Authorities, except as noted in [Guidelines Section 307\(c\)\(1\)](#) are not eligible as applicants or joint applicants.

Eligible Project Types

Qualifying Infill Project (QIP)

Applicants may apply for Qualifying Infill Project funds if their Project meets all the threshold requirements for a Qualifying Infill Project as defined in Sections 303 and 308 of the Guidelines.

To be eligible for funding, a Capital Improvement Project (CIP) must be an integral part of, or necessary for the development

Grant, Affordability, and Density Calculation Spreadsheet

It will be helpful to complete the spreadsheet in Section B prior to completing other areas of the application. Several calculations from the spreadsheet will be used in the completion of the application. Detailed instructions may be found in Application Instructions Part B.

Application Part A

The following instructions are provided as a step-by-step guideline to assist applicants in completing the application, spreadsheet(s), and budgets.

1. Location and Information for QIP Site

Project Name: Enter the name of your project or area.

Site address: Enter the Site Address of the QIP and the related CIP sites, including the City, County and Zip Code.

For projects or areas which may not have exact address information, provide a brief, but specific, description that includes enough information to identify the property.

For example: In the City of Enchantment, roughly bounded by A Street on the North, I-5 on the West, E Street on the South, and Fifth Street on the East. If project does not have a specific address, include the addresses of adjacent or nearby parcels.

Geographic Region: Use the drop down menu to choose the Geographic Funding Region in which your project is located: Northern, Central, or Southern. Regions are described as follows:

Southern Region: Kern, San Bernardino, San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, Riverside, San Diego and Imperial.

Central Valley Region: Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare.

Northern Region: All those not listed above.

Are you applying as a "Rural Area"?: Use the drop down menu to choose yes or no.

See Resources Section at the beginning of this document to assist in determination of rural areas.

Census Tract: Enter the census tract(s) for the project. See Resources Section at the beginning of this document to determine the census tract.

Assessor's Parcel Number(s): Enter all the county Assessor's Parcel Numbers associated with the project.

2. Applicant Self Score and Requested Program Grant Amount

Applicant Self Score: Enter the total score from the Self Score Worksheet for your QIP. You must complete Application Part B prior to calculating this score.

Requested Program Grant Amount:

The grant request amount must match the total on the CIP Budget Spreadsheet, IIG column, and cannot be more than the gap in funding and the maximum allowed on the QIP Grant, Density, and Affordability Calculation Spreadsheet (“GAD”). This field will auto-populate based on the amount entered in the CIP Budget.

Calculate the maximum grant amount by completing the QIP Grant, Affordability, and Density Calculation Spreadsheet in Part B. 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 this spreadsheet.

For Qualifying Infill Projects, the grant amount shall not be less than \$500,000 for Urbanized Areas or not less than \$250,000 for Rural Areas. (The maximum grant amount shall not exceed \$4 million.) Over the life of the IIG Program, the maximum Grant amount for any single QIP shall not exceed \$50 million.

[Guidelines Section 305 \(b\)](#)

3.a Applicant Information (Entity)

Eligible Applicant Entities can be found in Guidelines Section 307(c) and have been further described earlier in this document under “Eligible Applicants, Projects, and Areas”. Note a locality (public agency) cannot be an applicant by itself, if applying as a QIP.

If a public agency intends to provide IIG Program funds in the form of a loan to the developer of a QIP which is receiving low income tax credits, the developer and the public agency must apply as joint applicants.

[Guidelines Section 305\(f\)](#)

Applicant: Enter the primary Applicant entity name as authorized by the Governing Board Resolution. This is the entity authorized to enter into agreements. Enter the applicant’s address, city, state, zip code and e-mail address in the space provided. Submit a Payee Data Record for this applicant by completing the fillable PDF form at this link provided at the end of this worksheet.

Entity Type: Using the drop down menu, choose the primary applicant entity type: Non-Profit Developer, For Profit Developer, City, County, Public Housing Agency, or eligible Joint Power Authority. [Guidelines Section 307\(c\)](#)

3.b Applicant Authorized Representative Information (Per Resolution)

Enter the primary Applicant's Authorized Representative name and title (as it appears on the Governing Board Resolution) in the space provided. This representative will receive all official correspondence, enter into agreements, and will be notified of the rating and ranking outcome. Enter the job title (this should be the same as the Governing Board Resolution), name, address, telephone contact information and e-mail address.

3.c Applicant Contact Information

If someone in addition to or other than the Authorized Representative should be contacted during the award process, contract phase, for other general business, enter the contact's name, title, address, phone, fax, and e-mail address in the space provided.

4.a Joint Applicant Information

Applicant: Joint applications are permitted where each applicant individually is an eligible applicant. [Guidelines Section 307\(c\)\(3\)](#)

Enter the Joint Applicant entity name as authorized by the Governing Board Resolution. This is the entity authorized to enter into agreements. Enter the applicant's address, city, state, zip code and e-mail information in the space provided.

Entity Type: Using the drop down menu, choose the Joint Applicant entity type: Non-Profit Developer, For Profit Developer, City, County, Public Housing Authority, Business Improvement District ("BID") or eligible Joint Power Authority. A Business Improvement District may only be a (joint) applicant in Qualifying Infill Areas, with a Locality, or Public Housing Authority. [Guidelines Section 307\(c\)\(2\)](#)

4.b Joint Applicant Authorized Representative Information

Enter the Joint Applicant's Authorized Representative name and title (as it appears on the Governing Board Resolution) in the space provided. This representative will receive all official correspondence, enter into agreements, and will be notified of the rating and ranking outcome. Enter the job title (this should be the same as the Governing Board Resolution), name, address, telephone contact information and e mail address.

4.c Joint Applicant Contact Information

If someone in addition to or other than the Authorized Representative should be contacted during the award process, contract stage, for other general business, enter the contact's name, title, address, phone, fax, and e-mail address in the space provided.

5. Legislative Information for Project Location

HCD notifies elected representatives upon the awarding of a grant. Provide the federal Congressional District number and Legislator Name, the State Assembly District number and Legislator's name, and the State Senate District number and Legislator's name as determined by the location of the QIP. The Resources Section at the beginning of this document of this document contains helpful links.

5.A Payee Data Record

Click on the link for <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf> to download and complete the PDF fillable form that is known as the "Payee Data Record." Complete this for the entity listed under 3.a, provide a wet signature, and insert in the back of Tab 3.

6. Project Narrative

Complete the form provided and incorporate all information requested in the Project Narrative. Include any additional information that may be pertinent to the application and place it immediately behind the narrative with a notation in the Project narrative form. This section is not intended for lengthy descriptions or marketing-type information about your project.

Under Section 6.A, the Proposed Units/Acre should match the project's net density, as it appears on the GAD (Tab 9), and in the supporting documentation (Tab 22). Under Section 6.C, identify the number of distinct infrastructure projects being funded by the grant.

For instance, if the CIP consists of eligible cost categories including i) surface improvements, ii) utilities, and iii) parking, then there would be 3 different infrastructure projects.

7. Application Eligibility Threshold Requirements

By completing the Application Part A, the Applicant (and joint applicant, if any) is certifying compliance with all the threshold eligibility requirements to have the QIP considered for Program rating and ranking. The applicant must check all drop-down menu boxes "yes" to confirm the certification. Attach documentation in the order designated in Table of Contents/Application Index Tab List.

Applicants for QIP funds must complete (Application Eligibility Threshold Requirements) items 7 a. through k.

- a. The Capital Improvement Project (CIP) must be an integral part of, or necessary for the development of either a Qualifying Infill Project or the housing designated in the application for a Qualifying Infill Area. [Guidelines Section 303\(a\)](#)

Label and attach documentation evidencing that the locality requires the Capital Improvement Project and include a narrative explaining why CIP is integral and necessary for the QIP. Attach these documents as Exhibit C-A-1.

- b. The QIP must be in an Urbanized Area (as defined by the U.S. Census Bureau). Check the appropriate drop-down menu box whether your Project is Urbanized as defined by the U. S. Census Bureau or if it is in an unincorporated area within an urban service area. See “Resources” section above for further assistance.

Label and attach documentation of Urbanized Area as **Exhibit C-A-2.**

- c. Housing Element compliance will be evaluated as follows:

Pursuant to Section 303(a)(2), the Qualifying Infill Project must be located in a Locality which has an adopted (per Government Code Section 65588) 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 Section 65585 of the Government Code. Housing element compliance must be established as of the NOFA application deadline date.

A list of the status of housing elements is located at:

<http://www.hcd.ca.gov/hpd/hrc/plan/he/status.pdf>.

- d. The basic threshold requirement is that at least 15% of the total residential units in the QIP are affordable. Complete the QIP Grant, Affordability, and Density Calculation Spreadsheet in section B. *Note: For basis of this calculation, Redevelopment Area Replacement Units are not counted toward the 15% minimum affordable unit calculation. [Guidelines Sections 302\(a\) and 303\(a\)\(3\)](#)*

For example, if the total number of residential units to be developed in the QIP is 100 units, and the development is required to provide 20 replacement housing units, then the 20 replacement units cannot be included when calculating the 15 percent threshold requirement. In this example, 100 residential units x 15% = 15 affordable housing units. Therefore, 15 affordable housing units must be produced in addition to the 20 replacement housing units for a total of 35 affordable housing units needed to meet this threshold requirement.

- e. Check at least one box identifying the planning documents for the development. Attach and highlight areas of the planning document that verify consistency for development of the QIP. *Note: Please photocopy on both sides of the sheet. For long documents (more than 20-25 pages), include a brief summary and place the full version on a C.D. in PDF format.*

Label and attach a copy of the relevant plan to the QIP as **Exhibit C-A-3**.

- f. Check at least one box. The development is required to meet one of the following criteria:
1. At least 75% of the area of the QIP was previously improved.
 2. At least 75% of the perimeter of the QIP adjoins parcels developed with urban uses.
 3. The combination of at least 50% of the area within the Qualifying Infill Project as previously improved and at least 50% of the perimeter of the Qualifying Infill Project adjoining parcels are developed with Urban Uses.

Provide documentation in the form of a date stamped map certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect. Examples include but are not limited to a parcel map, site plan, or subdivision map that evidence at least one of the three criteria. An aerial photo should also be included but not substituted for this Exhibit. Indicate any improved public rights-of-way, navigable bodies of water, and improved parks. This exhibit should be very concise with linear measurements of all boundaries and include percentage calculations of the perimeters. It must detail the current or previous land use adjacent to the proposed project.

Attach and label as **Exhibit C-A-4**.

- g. If the QIP is NOT in a redevelopment area (g.1), check the appropriate box. If it is in a redevelopment area (g.2.), check the appropriate box. If you check g.2., attach and highlight the areas of the redevelopment plan which will identify compliance to the replacement criteria pursuant to Health and Safety Code 33413(a). [Guidelines Section 303\(a\)\(7\)](#)

Label and attach a copy of the redevelopment plan and replacement criteria relevant to QIP. Include your calculations for required replacement units and attach both as **Exhibit C-A-5**. *Note: Please use double-sided photocopying and, for long documents (more than 20 pages), include only a brief summary with the Exhibit and place the full version on a C.D. in PDF format.*

- h. 1. & 2. Check the appropriate box indicating whether or not construction has commenced on the Capital Improvement Project. If construction has begun on the CIP, provide a detailed explanation of work to date, progress, and why or why not construction is (or is not) continuing during this application period. [Guidelines Section 308\(a\)\(4\)](#)

Label and attach as **Exhibit C-A-6**

3. Check whether construction has begun on any units designated in the application prior to the deadline for applications in the NOFA. Construction of units shall not have begun "... 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 August 24, 2007 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% of the total development cost of the Affordable Units." [Guidelines Section 308\(d\)](#)

If h.3. dropdown box "no" is checked, label and attach as Exhibit C-A-6 complete documentation as to why the construction has started. Include a progress report, timetable, and explanation as to whether or not construction is stalled or still underway. Include the Disposition and Development Agreement or other project or specific agreement with the local agency executed on or before August 24, 2007.

- i. Infill Infrastructure Grant funds must be necessary gap funding that is not supplanting other funding sources which may be available. [Guidelines Section 308\(a\)\(5\)](#)

"The applicant must show that Program funds are reasonably necessary for Project feasibility and no other source of compatible funding is reasonably available..." [Guidelines Section 305\(d\)](#)

The grant funds must be necessary for the construction of the Capital Improvement Project. Provide a detailed explanation of the circumstance that created the gap in funding making the project infeasible without the Grant funds. Include description, evidence of efforts, and results to secure funding. Identify by name and address all potential and unsecured funding sources. Label as **Exhibit C-A-7**.

In addition, all forms in Section D must be completed and will be considered part of threshold item 7.i. A market study must be provided by applicant and attached as Exhibit C-B-10.

- j. The Applicant or developer must have site control if the CIP sufficient to ensure the timely commencement of the CIP as determined by the Department. Site control may be established by one of the following means:
 - 1. Fee Title – provide an executed copy of the deed naming the Applicant as owner in fee.
 - 2. Leasehold Interest – provide a copy of the lease fully executed by all parties.
 - 3. Option to Purchase or Lease – provide a copy of the Option Agreement fully executed by all parties.

4. Disposition and Development Agreement with a public agency – provide a copy of the Disposition and Development Agreement fully executed by the Applicant/developer and the public agency.
5. Encroachment permit for construction of improvements or facilities within the public right of way or on public land – provide a copy of the fully executed permit.
6. An agreement with a public agency for exclusive rights to negotiate with the agency for site acquisition – provide a copy of this agreement fully executed by the Applicant/developer and the public agency which owns the site.
7. Land sales contract or other enforceable agreement for the acquisition of the property. Provide a copy of the agreement fully executed by all parties.
8. Other forms of site control – Submit documentation which will give the Department equivalent assurance that the applicant or 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. *Guidelines Section 302(v) and Section 308(a)(6)*

Label and attach the required document(s) which is(are) currently in full force and effect, establishing site control. Also include preliminary title report(s) dated no earlier than June 1, 2014. Attach site control evidence and preliminary title report(s) and label all as **Exhibit C-A-8**.

- k. Provide ownership and financing agreements and/or other documentation showing affiliations along with an explanation establishing that the QIP is a discrete development. “All the housing components must have been planned as one development and jointly considered for local land use approval. They must also have common, affiliated or contractually-related ownership and financing structures”. *Guidelines Section 303(c)*.

Label and attach ownership and financing agreements and/or affiliations as **Exhibit C-A- 9**.

CIP Budget

Complete the CIP Budget, and the Local Development Impact Fees worksheet, and include both in Tab 6. A maximum of 5% of IIG eligible impact fees may be funded by the grant. The Total Project Costs paid for by the Infill Grant will be the amount that will automatically populate **Requested Program Grant Amount** under Tab 3, Section 2.

Total Development Budget

Complete the Total Development Budget, and ensure that the amount of the Infill Grant matches the amount in the CIP budget. Ensure that all the funding sources represented in this budget correspond with the amount of funding commitments documented in Tabs 10 (3.a-b), and Tab 28.

