



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

INFILL INFRASTRUCTURE GRANT PROGRAM

Application Instructions Part C Instructions

Revised September 25, 2014

FY 2014 - 2015 NOFA

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

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PART C

Introduction

This section of the application will serve as the repository for all the exhibits requested throughout the application. To verify that you have included all your exhibits, use the self-checklist included in the Table of Contents and Index Tab List. Whether or not your application is competitive for funding may depend on the completeness and clarity of your exhibits. More detailed instructions regarding Part C can be found in Instructions-Part B.

Part C also contains several forms which you must use to complete your application. Download them from Part C, complete them, and then replace them in Part C where indicated in the Index tab list.

Forms and Exhibits

Please note carefully and use forms provided in the application:

1. Exhibit C-B-1 GAD Documentation

The purpose of this form is to verify the information used to generate the maximum grant amount in the GAD, and point scoring. Information is requested to verify the appropriate Mullin Density, the Rural Area Determination, and the correct Net Acreage and Net Density calculations, as is consistent with the Guidelines. Maps used for calculating Net Density shall be evidenced by a date stamped map certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect.

To verify Affordability score, include the MHP or TCAC affordability scoring methodology if either were used. Be sure that the Unit Mix used when determining the MHP or TCAC affordability score matches the Unit Mix in Tab 37.

2. Exhibit C-B-2 Verification of the Status of Environmental Review and Land Use Entitlements form

More detailed instructions regarding the use of the Verification of the Status of Environmental Review and Land Use Entitlement form can be found in Instructions-Part B.

The purpose of this form is to simplify the process of securing the accurate information about a project's environmental review and entitlement status. This form is to be completed and signed by the Agency or Department of local government responsible for administration of the items listed. This form may be submitted to more than one Agency or Department, if necessary. Applicants need only submit one form per local agency to fill out. If the NEPA Responsible

Entity is not a local government, submit a copy of this form to the appropriate NEPA Responsible Entity. If an item is not required, include the reason why in the box provided.

- Attach the completed Verification of the Status of Environmental Review and Land Use Entitlements form with wet signatures.
- The form must match the information provided in the IIG Application. Further documentation is also required (see each item).
- HCD will not accept this form sent directly from public agencies. Each applicant will have at least one agency form, but it may be necessary for more than one agency to complete the form. Each agency with jurisdiction over any of the Environmental Review or Land Use Entitlements should complete a separate form.
- Photocopies, faxes, or electronically submitted forms will **not** be accepted in the Original Application.

3. Exhibit C-B-5 Tax Credit Equity Contribution Calculation Form

The purpose of this form is to estimate the net syndication proceeds for the infill project to determine the feasibility of the project, as well as to collect other information about the Tax Credits in general. Fill out the form provided thoroughly:

- The potential investor who is interested in purchasing the project's tax credits must sign this form, and legibly print their name and phone number
- The percentage of interest in the project the investor will be purchasing.
- The dollar amount of federal and state credits and the gross proceeds
- Indicate whether the project requires taxable vs. tax-exempt bond proceeds
- Fill in all Investor and partnership expenses
- In addition to the Tax Credit Form (Exhibit C-B-5), please note the Investor must also write a letter of interest which includes investor contact information
- Indicate the Type of Tax Credits (i.e., 4% vs. 9%), the TCAC Application Round (i.e., 1 vs. 2), and the year of application (i.e., 2014 vs. 2015).

4. Exhibit C-B-5a Funding Commitment

The purpose of this form is to provide an overview of the funding commitment documentation which follows, and to cross-reference the amounts in the letters with the amounts reported in the CIP Budget, Total Development Budget, and Tab 10 Section 3, thereby ensuring consistency and that the Funding Commitments cover the Total Development Costs. In order to simplify data entry

and avoid duplication, indicate the “Funding Period” as either Construction, Permanent or Both.

5. Exhibit C-B-7 Transit Detail Form

The purpose of this form is to provide an overview of the Transit Stations and Major Transit Stops, including contact information for verification purposes. This list will accompany the supporting documentation of maps and transit schedules. To validate the route frequencies for Major Transit Stops, highlight the routes in the schedules corresponding to the eligible windows of time for which transit must occur in order to score points.

6. Exhibit C-B-8 Amenities Detail Form

The purpose of this form is to simplify the amenity scoring process and to have verifiable information regarding the amenities for projects seeking funding.

- Each amenity may be counted only once. Applicants shall designate the specific subcategory from the drop-down menu: “Employment Center, Retail Center, Public Park, School/College, Specific Needs or Senior” for each amenity identified.
- In order to earn points for “Employment Centers” and “Retail Centers,” applicants shall specify the number of employees, and that they contain a minimum of fifty full-time employees. Absence of employee counts will invalidate scoring for these amenities.
- Points are based on the proximity of amenity to project, fill in proximity on the form. As instructed on the form, include a date stamped map certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect validating distances from the project.
- *Date in Service* refers to the date the amenity was completed or the date the amenity is expected to be completed.
- Contact information for the amenity listed. Please list the name and phone number of the manager or other responsible party who can verify the information provided in the form.
- If project is seeking points for an employment center, the number of employees must be included.
- The jurisdiction responsible for the park must be included if seeking points for a park amenity.

7. Exhibit C-B-10 Market Study Summary

The purpose of the market study is to assist in the determination of the feasibility of the proposed housing development in the application. Complete the Market Study Summary form, and include the actual market study.

The market study must address the marketability of each component of the housing development, i.e. sales prices, targeted market area and population group, commercial space market, market rate units, and affordable units.

Rental project applicants are strongly guided to use the TCAC Market study standards, which can be found at: <http://www.treasurer.ca.gov/ctcac/mktstudy/2014.pdf>

8. Exhibit C-B-11 List of Organizational Documents

Depending on your organizational structure (limited Partnership, Corporation, Limited Liability Company, etc.), please submit all appropriate organizational documents including amendments. These documents can include, but are not limited to, the following types:

- Articles of Incorporation
- Secretary of State's Certificate of Status
- Limited Partnership Agreements
- Fully-executed Operating Agreement
- Certificates of Partnership Standing
- Articles of Organization

SAMPLES

Following are some samples which were submitted in the last round Notice of Funding Availability. These samples were taken from applications which received Infill Infrastructure Grant funds. We very much appreciate those projects who lent their exhibits for these examples. The project names have been removed. Included are samples of

1. Net Density Calculations
2. Enforceable Commitment Letters (2 samples)
3. Walkable Route Maps to Transit
4. Site Maps to Amenities

1. Net Density Calculations

Submitted on the letterhead of the “licensed professional”

Date

Mr. Green
ABC Developer
1234 Grant Street,
Infill, CA 98765

Re: Infill Infrastructure Grant Program – Round 4 NOFA
Project Name
Net Density Calculation

Dear Applicant:

Pursuant to your request, we provide the following net density calculation for the proposed project, located in the city of XXXXX.

Description	Square Footage	Acreage
Gross Area:	55,158 +/- sf	1.27 +/- acres
- Public Open Space:	- 11,505 +/- sf	- 0.26 +/- acres
- Public Drainage Facility:	- 3,209 +/- sf	- 0.07 +/- acres
Net Developable Area:	= 40,444 +/- sf	0.93 +/- acres

Proposed Dwelling Units = 58 Units

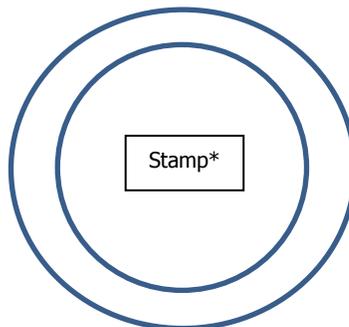
Based on the above, the Net Density of the proposed project is:

Net Density: 58 units/0.93 acres = 62.4 du/acre

In addition to the above calculations, we enclose an exhibit showing the lease area, public open space and public drainage facility areas.

Sincerely,

John Smith
Associate Engineer



*Certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect

2. Enforceable Commitment Letters

Sample 1

Date

Ms. Green
ABC Developer
1234 Grant Street,
Infill, CA 98765

RE: Infill Project Name

On date, the City of XYZ approved a \$1 million loan to ABC Developer for the Infill Project Name. This brings the total amount of funding committed to this project by XYZ City to \$ X million. The funds will be provided to ABC Developer in the form of a 55-year, 3 percent deferred-interest loan.

If you have any questions, I can be reached by telephone at (123) 444-5555 or by email.

Ms. White, Director
XYZ City Housing Department

Sample 2

Date

Mr. Eugene Lee
Chief, Infill Infrastructure Grant Program
Department of Housing and Community Development
2020 W. El Camino Avenue, Suite 650
Sacramento, CA 95833-1829

RE: Infill Project Name

Dear Mr. Lee:

I am the Director of Planning for ABC City. This letter is provided in connection with the City's joint application for Infill Infrastructure Grant Funds for the Infill Project. This letter is furnished as a commitment letter regarding the allocation of \$X million in ABC City funding for improvement of Palm Street.

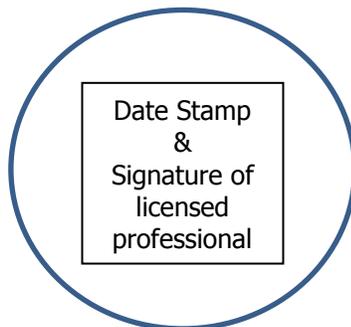
On date, the City Council approved funding for the Palm Street Project.

If you have any questions, I can be reached by telephone at (123) 444-5555 or by email.

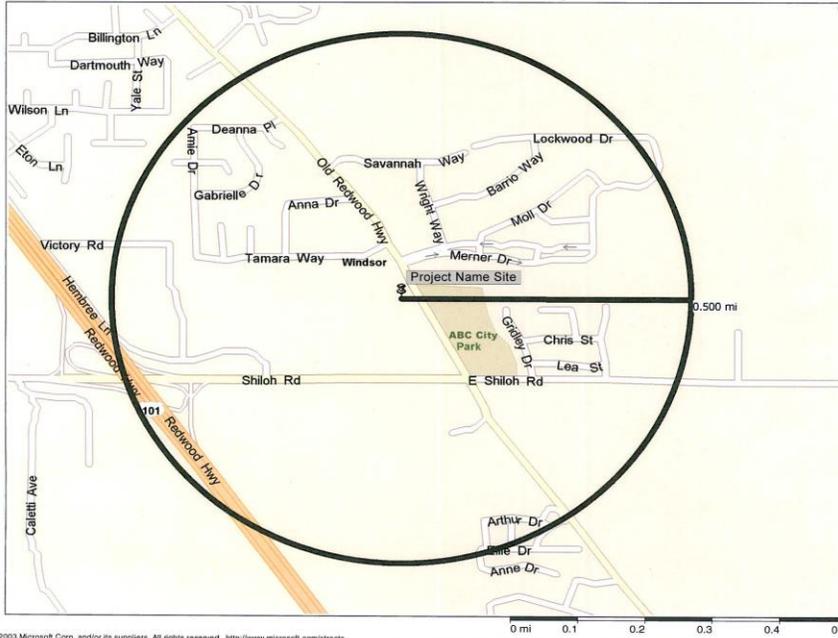
Ms. White, Director of Planning
XYZ City

3. Sample Walkable Route Maps to Transit

In this example, the project site is pictured in color, and a clear walkable route to the nearest transit stop is highlighted in yellow. The distance to a Transit Station or Major Transit Stop shall be evidenced by a date stamped map certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect, or aerial photographs. As shown in this sample, to get points for transit, the applicant must also submit published transit routes and schedules to verify frequency and number of routes. Highlight on the applicable routes on the schedules, and submit these as Exhibit C-B-7.



Project Name - public park



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Date Stamp
&
Signature of
licensed
professional