



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

INFILL INFRASTRUCTURE GRANT PROGRAM

Application Instructions Part B Instructions

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FY 2013 – 2014 NOFA

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

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Part B – General Guidelines

Part B of the Application will be used for rating and ranking Capital Improvement Projects associated with the Qualifying Infill Project (QIP) grant application.

Which Part B will you complete?

- Applicants will choose their set of documents from the on-line file choices and complete the appropriate parts.
- QIP's will complete the Part B QIP.

Applicants must complete the Self-Scoring Worksheet which is found at the end of Part B. The minimum score to submit QIP application is 210. If your self score is below 210, do not complete or submit the application.

Part B – QIP SCORING SECTION

Points are not cumulative within each subparagraph unless otherwise specified.

Grant, Affordability, and Density Calculation Spreadsheet (“GAD”)

Applicants will complete the “GAD” Spreadsheet for their type of application. In addition to this spreadsheet, applicants will include their Mullin Density evidence requirement, rural documentation (if any) and Net Density Calculation.

The GAD is designed to determine whether the proposed project meets IIG’s minimum affordability and density requirements and to calculate the project’s density, affordability points and maximum IIG grant amount.

It will be helpful to complete this spreadsheet prior to completing other areas of the application. Several calculations from this spreadsheet will be used in the completion of this application.

To substantiate the figures entered into the GAD, applicants must provide the following exhibits:

Mullin Density:

The applicant must determine the net density requirement. Refer to the Resources section in these instructions and follow the link to the Mullin Densities. This determination must be accurate in order for your application to be reviewed. Using the drop-down menu, select the proper Mullin Density requirement. Print out the applicable portion of the chart and attach as **Exhibit C-B-1 a**.

Net Density:

Provide evidence of the net density calculation from a licensed Land Surveyor, Architect, or Civil Engineer. All calculations must be provided. Attach the engineering documentation to support the calculation of Net Acreage for the QIP.

“Net Density” means the total number of dwelling units per acre of land to be developed for residential or mixed use, excluding permanent streets, required drainage facilities, sidewalks, parks, public rights of way, easements, encroachments and dedicated open space...” [Guidelines Section 302\(o\)](#)

Label and attach as **Exhibit C-B-1 c**.

Unit Mix:

After completing the density calculations, enter the balance of the information requested in the spreadsheet. Enter the number of units in each category. After completing the questions about the units and acreage, the calculations regarding minimum density and affordability will automatically populate. These calculations will be used throughout the application to calculate the grant amount, confirm threshold requirements are met, and rate and rank the application.

Affordability (60 points maximum)

The *Guidelines, Section 309 (b)* explains in detail how the points are scored in this category. The GAD spreadsheet will automatically calculate the affordability points.

For projects consisting of 100% rental units, you may choose to use one of the following: the MHP scoring system, the TCAC scoring system, or the IIG Program Guidelines QIP Grant, Affordability and Density Calculation.

- a. If using the State of California Department of Housing and Community Development's MHP scoring system, as specified in CCR Section 7329(b)(1) to qualify rental units, complete the calculation and enter the MHP points on the application on the line provided. Applicants shall be awarded 60/35 of a point for every 1 point they would be eligible to receive using MHP's system. Label and provide documentation as **Exhibit C-B-1 d**. Enter the points on the GAD.
- b. If using the California Tax Credit Allocation Committee (TCAC) scoring system to qualify rental units, complete the calculation and enter TCAC points on the application on the line provided. Applicants making this election shall be awarded 60/52 of a point for every 1 point they would be eligible to receive using TCAC's system. Label and provide documentation as **Exhibit C-B-1 e**. Enter the points on the GAD.

For projects consisting of owner-occupied units, or owner occupied and rental units, you MUST use the IIG Program Guidelines QIP Grant, Affordability, and Density Calculation Spreadsheet for Affordability scoring.

Density (40 points maximum)

Applications will be scored based on the extent to which the average Net Density of the Qualifying Infill Project, adjusted by unit size, exceeds the required density specified in [Guidelines Section 303\(a\)\(4\)](#).

Use the completed QIP Grant, Affordability, and Density Calculation Spreadsheet for the net density calculation. Refer to the instruction section for the QIP Grant, Affordability, and Density Calculation Spreadsheet for information pertaining to that form. The Spreadsheet will automatically calculate the density and points for this scoring section.

Project Readiness (100 points maximum)

Part C form to be completed: Verification of the Status of Environmental Review and Land Use Entitlements.

This form must be submitted to all agencies exercising control over the project. The respective agency(ies) must complete their portion and **return it to the applicant for inclusion in the application**. HCD will not accept this form 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 or Land Use Entitlements should complete a separate form. Only original signatures (“wet signatures”) will be accepted in the Original Application. Photocopies, faxes, or electronically submitted forms will not be accepted for the Original Application. Label as **Exhibit C-B-2** and place in the binder in the order indicated by the Table of Contents/Application Index Tab List.

1. Environmental Review – 30 points maximum. Points are not cumulative in this section.

Check the drop-down menu in the box (yes or no) that reflects the environmental readiness of the QIP in regard to the CEQA / NEPA review status. The Verification of the Status of Environmental Review and Land Use Entitlement form (**Exhibit C-B 2**) completed by your local agency(ies) must match your answer on the QIP Application.

- a. Check “yes” on the drop-down menu on box “A” if you have completed all necessary environmental clearances, or mitigated negative declaration, including those required under the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA); and all applicable time periods for filing appeals or lawsuits have lapsed. [Guidelines Section 309\(a\)\(1\)\(A\)](#)

Provide a copy of all environmental clearances or Notice of Exemption, if applicable and attach as **Exhibit C-B-3-a**. If the QIP is not subject to either

CEQA or NEPA, submit an explanation and attach it to **Exhibit C-B-3 a**. Label documentation that all appeal periods have lapsed as **Exhibit C-B-3 b**.
30 points

- b. Check “yes” on the drop-down menu on box “B” if you have issued the Public Notice of Availability of a Draft Environmental Impact Report, Negative Declaration or Environmental Assessment. *Guidelines Section 309(a)(1)(B)*

Label as **Exhibit C-B-3 c**. and submit a copy of the Draft EIR, Negative Declaration or Environmental Assessment and a copy of the Public Notice of Availability. Note instructions for lengthy documents in Part A General Application Instructions Item 6. *15 points*

2. Land Use Entitlement – 30 points maximum

Points are awarded based on the extent the QIP can secure necessary entitlements from the local jurisdiction. The information must match the information provided on the local agency’s “Verification of the Status of Environmental Review and Land Use Entitlements” form. (Refer to 1. Project Readiness, Environmental above.)

On the application, next to each “Discretionary Approval”, list the “Agency/Issuer” and list any other discretionary local land use approvals which are required to complete the QIP, together with the Agency/Issuer; and in the drop-down box for “Status” choose one of the following:

Choose “Granted” or “Approved by Right”:

- If your application can demonstrate that all necessary discretionary local land use approvals, excluding design review, have been granted for the QIP, including sites zoned for residential use by right pursuant to Subdivision (h) and (i) of Section 65583.2 of the Government Code. *Guidelines Section 309(a)(2)(A) 30 points.*

In addition to providing the local agency’s completed “Verification of the Status of Environmental Review and Land Use Entitlements” form, which must be consistent with the information given in the application, provide copies of the land use approvals with highlighted portions of planning documents and zoning ordinance to prove consistency. Attach and label as **Exhibit C-B-4**.

Choose “submitted”:

- If your application can demonstrate that the QIP is consistent with local planning documents and zoning ordinances and applications for all necessary discretionary local land use approvals, excluding design review,

have been submitted, accepted, and deemed complete by the appropriate local agencies. *Guidelines Section 309(a)(2)(B)* 15 points.

In addition to providing the local agency's completed "Verification of the Status of Environmental Review and Land Use Entitlements" form, attach and highlight the portion(s) of the planning documents and zoning ordinance which prove consistency and submit evidence of application for approvals and label as **Exhibit C-B-4.**

3. Funding Commitments – 20 points maximum

Applications will be awarded points based upon the extent to which the applicant can secure enforceable funding commitments for the total cost of the development. Total development costs include all costs for infrastructure (including the CIP) and all costs for the housing units (including the QIP). *Guidelines Section 309(a)(3)*

Applicants shall complete the charts in Part B of the application indicating all sources, uses, and costs associated with the total development budget during both the construction period and the permanent period of financing. Applicants shall provide copies of all enforceable funding commitments and attach as **Exhibit C-B-5a.** Applicants shall note that a land donation in fee for no other consideration that is supported by an appraisal, or a waiver of fees by a public agency may be considered a funding source or local support. A public agency contribution of funds may be documented by a letter or a Resolution from the public agency.

Funds conditionally reserved under the following programs shall be considered committed and a copy of the reservation must be provided:

Department of Housing and Urban Development's (HUD) Supportive Housing Program (SHP)

Home Investment Partnerships Program (HOME)

Community Development Block Grant Program (CDBG)

California Department of Mental Health's Mental Health Services Act

Low income housing tax credit equity contributions will be considered committed without a tax credit reservation letter. To document equity contributions, submit a letter of interest from the investor and attach as **Exhibit C-B-5a.** Also, complete Application Part C Form: **Exhibit C-B-5** Tax Credit Equity Credit Contribution Form for signature by the investor if your project anticipates using TCAC funding.

A land donation supported by an appraisal prepared by an independent third party appraisal prepared by a qualified appraiser (MAI) conducted within one year of the application deadline will be considered committed. The value of the land donation will be greater of either the original purchase price or the current appraised value. Provide copies of the Grant Deed transferring title, the closing statement, and a current preliminary title report in addition to the appraisal. Local fee waivers resulting in quantifiable cost savings for the project may also be considered as funding commitments. Label and attach as **Exhibit C-B-5a**.

Funding commitments issued by HCD simultaneously with the commitment of IIG funds will be considered committed.

For self-help developments utilizing USDA 502 loans, if the active 523 grantee provides a letter of support from the USDA and demonstrates site control, it will be considered a funding commitment. Applicant must indicate which method is being used to establish site control and provide the associated documentation. Label and attach as **Exhibit C-B-5a**.

Owner equity contributions and developer funds are acceptable sources and must be documented with a contribution commitment letter or resolution. With the exception of up to 50% of a deferred developer fee, the applicant may not substitute a different funding source for this commitment. Label and attach as **Exhibit C-B-5a**.

For rental housing developments, use the following examples as guides to calculate the amount of committed funds needed to receive points.

Assume Total Development Costs = \$20,000,000
 Assume Deferred Costs = \$1,000,000

Example #1	
Total Costs	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Times	<u>X 90%</u>
Equals	\$ 17,100,000
If \$17,100,000 is sufficiently documented as committed funds for both the construction period <u>and</u> the permanent period, 20 points would be awarded.	

Example #2

Total Costs	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Times	<u>X 75%</u>
Equals	\$ 14,250,000

If \$14,250,000 is sufficiently documented as committed funds for the construction period 10 points would be awarded.

Example #3

Total Costs	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Times	<u>X 50%</u>
Equals	\$ 9,500,000

If \$9,500,000 is sufficiently documented as committed funds for the construction period 5 points would be awarded.

For ownership developments, use the following examples as guides to calculate the amount of committed funds need to receive points.

Assume Total Development Costs = \$20,000,000
 Assume Necessary Public Agency Funds = \$6,000,000*
 Assume Deferred Costs = \$1,000,000**
 Private Mortgage Financing = \$13,000,000***

*Necessary Public Agency Funds must be included in the Total Development Cost, therefore there is no deduction for it. Public Agency Funds may include, but are not limited to, funds from Community Development Block Grant, HOME Program, Federal Home Loan Bank Board-Affordable Housing Program (AHP) used to finance the ownership development.

**Deferred costs may include, but are not limited to impact fees, closing costs, or loan fees.

***Private Mortgage Financing sources may include, but are not limited to conventional, FHA-insured, or loans administered by the California Housing Finance Agency (CalHFA) being anticipated as first mortgages for the residents in the ownership development. The amount of the first mortgages must be substantiated in the market study submitted as **Exhibit C-B-10** with the program application.

Example #1

Construction Period:

Total Costs (includes public agency funds)	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Times	<u>X 90%</u>
Equals	\$17,100,000

Permanent Period:

Total Costs (includes public agency funds)	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Less Private Mortgage Financing	<u>- \$ 13,000,000</u>
Equals	\$ 6,000,000
Times	<u>X 90%</u>
Equals	\$ 5,400,000

If \$17,100,000 is sufficiently documented as committed funds for the construction period and \$5,400,000 is sufficiently documented for the permanent period, 20 points would be awarded.

Example #2Construction Period:

Total Costs (includes public agency funds)	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Times	<u>X 75%</u>
Equals	\$14,250,000

Permanent Period:

Total Costs (includes public agency funds)	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Less Private Mortgage Financing	<u>- \$ 13,000,000</u>
Equals	\$ 6,000,000
Times	<u>X 75%</u>
Equals	\$ 4,500,000

If \$14,250,000 is sufficiently documented as committed funds for the construction period and \$4,500,000 is sufficiently documented for the permanent period, 10 points would be awarded.

Example #3Construction Period:

Total Costs (includes public agency funds)	\$ 20,000,000
Less Deferred Costs	<u>- \$ 1,000,000</u>
Equals	\$ 19,000,000
Times	<u>X 50%</u>
Equals	\$ 9,500,000

If \$9,500,000 is sufficiently documented as committed funds for the construction period 5 points would be awarded.

Applications designating both rental and ownership units shall be awarded points on a proportional basis. For example, assume that there are 100 total units in the QIP. 50% (or 50 units) are rental and 50% (or 50 units) are ownership. As stand-alone projects, calculate that the rental units would receive 20 points and the ownership units would receive 5 points. Therefore, the rental units would receive 10 points (50% of 20 points) and the ownership units would receive 2.5 points (50% of 5 points) for a combined score of 12.5 points in the category.

4. Local Support –20 points maximum (points may be cumulative in this section).

In the application form:

- a. List the Grant Amount you are requesting from IIG, Part A Item 2.
- b. List amount (if any) of local public agency or agencies funding commitments.

A land donation supported by an appraisal prepared by an independent third party appraisal prepared by a qualified appraiser (MAI) conducted within one year of the application deadline will be considered committed. The value of the land donation will be greater of either the original purchase price or the current appraised value. Provide copies of the Grant Deed transferring title, the closing statement, and a current preliminary title report in addition to the appraisal. Local fee waivers resulting in quantifiable cost savings for the project may also be considered as funding commitments. *Guidelines Section 309 (a)(4)(A) and (B)*

Provide proof of funding from the local public agencies or agencies in which the QIP is located and label as **Exhibit C-B-6**.

Note instructions for lengthy documents in Part A General Application Instructions Item 6.

Access to Transit (20 points maximum)

5. Access to Transit

For purposes of this section, a “Walkable route” shall mean a route, after completion of the proposed Project, which shall be free of negative environmental conditions that deter pedestrian circulation, such as barriers, stretches without sidewalks or walking paths; noisy vehicular tunnels; streets, arterials or highways without regulated crossings that facilitate pedestrian movement; or stretches without lighted streets.

For purpose of this section, a “Major Transit Stop” means a bus, ferry or rail stop served by either:

- one route departing nine (six for Localities with minimum Net Densities of 15 units per acre or less pursuant to Guidelines Paragraph 303 (a) (4)) or more times between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday; or the alternative peak hours designated for the transportation corridor by the transit agency; or;
- two or more routes departing 12 (eight for Localities with minimum Net Densities of 15 units per acre or less pursuant to paragraph 303 (a) (4)) or more times between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency; or
- one route departing two or more times for a stop located in a Rural Area, or four or more times for a stop located in a Locality larger than 40,000 in population but not more than 100,000, between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency; or
- two or more routes departing four or more times for a stop located in a Rural Area, or six or more times for a stop located in a Locality larger than 40,000 in population but not more than 100,000, between both 7:00 a.m. to 10:00 a.m., inclusive, and 3:00 p.m. to 7:00 p.m., inclusive, Monday through Friday or the alternative peak hours designated for the transportation corridor by the transit agency. [Guidelines 302 \(l\)](#)

For purposes of this section, a “Transit Station” means a rail or light-rail station, ferry terminal, Bus Hub, or Bus Transfer Station. For further definitions, see [Guidelines Section 302\(d\)](#). Included in this definition are planned transit stations otherwise meeting this definition whose construction is programmed into a Regional or State Transportation Improvement Program to be completed no more than five years from the deadline for submittal of applications set forth in the NOFA.

- a. If the QIP is within one-half mile of a Transit Station or Major Transit Stop measured by a walkable route from the nearest boundary of the QIP to the outer boundary of the site of the Transit Station or Major Transit Stop, check YES and skip questions b. and c. *20 points*
- b. If the QIP is within one mile of a Transit Station or Major Transit Stop measured by a walkable route from the nearest boundary of the QIP to the outer boundary of the site of the Transit Station or Major Transit Stop, check YES. *10 points*
- c. If the QIP is within one mile of a Transit Station or a Major Transit Stop as defined in Guidelines Section 302 (l) (3) or (4) (see below) as measured by a walkable route from the nearest boundary of the QIP to the outer boundary of the site of the Transit

Station or Major Transit Stop, check YES. In addition, provide evidence of compliance relating to population if using population as a qualifier and also attach and label as **Exhibit C-B-7**. 5 points

Examples of Walkable Transit Maps are provided in Section C, Examples and Forms in the application package. In addition to providing a map with the Walkable Route clearly delineated; include sufficient information for verification of the transit route or station. Include, on a separate page, the Name, Address, Telephone, and Web Site address including the specific web link(s) and hard-copy printout to the routes serving your Project if the Transit Agency provides it. Include a printed route schedule from the Transit Agency, including identifying factors of the route such as name, and/or route number(s). Provide the schedule including days, times, and frequency. Explicit documentation must be provided to obtain points in this category. Maps must be provided from a reliable source, such as a Licensed Engineer or mapping service with the routes and measurement for distances clearly noted. Dark or unclear copies will not be accepted for point scoring. Colored maps are acceptable. The map exhibit should be the same in the Original Application and the Copy Application (not a photocopy unless it is as clear as the original). Label and attach as **Exhibit C-B-7**.

Proximity to Amenities (20 points maximum)

6. Proximity to Amenities a. – f.

Applications will be awarded points based on the proximity or accessibility of the QIP to the amenities that will be in service when the QIP is completed. Applications may receive only one award of points from each of the subcategories. Samples of amenity documentation are included in the Application Instructions Part C, Forms, Exhibits, and Samples.

Provide a site map to scale showing the QIP and location of each amenity listed in each subcategory. To provide documentation, complete the form (including all amenities checked in item 6.) found in IIG Application Part C., "Amenity Detail Form" and attach as **Exhibits C-B-8 a-f**.

Maps must be provided from a reliable source, such as a Licensed Engineer or Surveyor, or mapping service with the radius measurement clearly noted. The QIP must be clearly indicated as well as the name of each amenity. Dark or unclear photocopies will not be accepted for point scoring. Colored maps are acceptable. The map exhibit should be the same in the Original Application and the Copy Application (not a photocopy unless it is as clear as the original).

Check only one box in each subcategory.

- a. Public Parks. If the QIP is near a public park, check the appropriate box which reflects the distance. A public park does not include school grounds unless there is

a formal joint use agreement between the jurisdiction responsible for the parks/recreational facilities and the school district providing availability to the general public of the school grounds and/or facilities. Label and attach a site map showing this amenity as **Exhibit C-B-8 a**. If counting a school as a public park, include a copy of the joint use agreement and also label it **Exhibit C-B-8 a**. Check only one box.

- b. Employment Centers. If the QIP is near a locally recognized employment center with a minimum of 50 full-time employees, check the appropriate box which reflects the distance. An employment center is a locally recognized concentration of employment opportunities practically available to the residents of the proposed QIP, such as a large hospital, industrial park, commercial district, or office area. Label and attach a site map showing this amenity as **Exhibit C-B-8 b**. Check only one box.
- c. Retail Centers. If the QIP is near a locally recognized retail center with a minimum of 50 full-time employees, check appropriate box which reflects the appropriate distance. A retail center is a downtown shopping area or recognized neighborhood or regional shopping mall. Label and attach a site map showing this amenity as **Exhibit C-B-8 c**. Check only one box.
- d. Public Schools or Community Colleges. Projects may receive points in this subcategory only if at least 50% of the QIP units have two or more bedrooms. Label and attach a site map showing this amenity as **Exhibit C-B-8 d**. Check only one box.
- e. Special Needs, Single Room Occupancy or Supportive Housing Projects may receive points in this subcategory if the QIP is a Special Needs or Single Room Occupancy development, as defined by TCAC, or a Special Needs or Supportive Housing project, as defined under MHP and is within the distance noted of a social service facility serving residents of the QIP. Label and attach a site map showing this amenity as **Exhibit C-B-8 e**. Check only one box.
- f. Senior Facilities. Projects may receive points in this subcategory if the QIP is reserved for qualified seniors under sections 51.2, 51.3 and 51.4 of the Civil Code. Project must be within the specified distance of a senior center or a facility regularly offering services specifically designed for seniors. Label and attach a site map showing this amenity as **Exhibit C-B-8 f**. Check only one box.

Regional Plan (10 points maximum)

7. Regional Plan

10 points will be awarded if the Qualifying Infill Project's location is consistent with an adopted regional blueprint plan or other adopted regional growth plan (including, but not limited to, an adopted regional transportation plan or sustainable communities strategy) with the stated intent of fostering efficient land use and that encourages infill

development. Such plans must have been adopted by July 31, 2013 by a regional council of government, metropolitan planning organization, or regional transportation planning agency, and must be in effect by the application due date. Evidence of consistency with such plans must be demonstrated by a letter or resolution executed by an officer of, or an equivalent representative from the regional council of government, metropolitan planning organization, or regional transportation planning agency confirming such consistency. Attach a letter from one of the previously listed organizations confirming such consistency and label as **Exhibit C-B-9**. No points will be awarded if either (i) the Qualifying Infill Project is located in an area without an adopted plan, or (ii) the Qualifying Infill Project has failed to demonstrate consistency with an adopted plan by the aforementioned letter or resolution. As all jurisdictions are statutorily subject to Regional Housing Need Allocation (RHNA) Plans, which are required to promote infill development, a RHNA Plan does not qualify as an adopted plan under this scoring category.

IIG Guidelines, Section 309(f)

8. Tie Breaker

If the Qualifying Infill Project is located in an area that received a Gold or Silver designation via the Catalyst Sustainable Strategies Pilot Program, submit the HCD Catalyst Designation letter. 10 bonus points will be awarded.

HCD will determine the projects with the lowest ratio between the requested grant amount to the total allowable maximum grant amount. 5 additional bonus points will be awarded to the Qualifying Infill Project having the lowest ratio.

If the Applicant Entity has had prior grant awards and received a certificate of occupancy by the deadline for submittal of applications set forth in the NOFA, submit a letter with the Project Name(s), Standard Agreement Number(s), and a copy of the certificate(s) of occupancy for each completed project in order to earn 3 additional bonus points per project.

Self-Scoring Worksheet

Complete the self-scoring worksheet based on your completion of the GAD, and Part B, Items 1-7. This tool is intended to assist you through the rating and ranking section in determining where your project may score points. Using the drop down menus, fill in the points for each section of Part B of the application you consider your application has earned. It will auto populate totals for a possible total points of 250.

If your application Self-Scoring Worksheet does not meet the minimum requirement of 210 points, your application is not eligible and should not be submitted to HCD.