



# DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## INFILL INFRASTRUCTURE GRANT PROGRAM

# Application Instructions Part C Instructions

Revised May 29, 2013

## FY 2013 – 2014 NOFA

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

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

Telephone: (916) 324-1555

Fax: (916) 324-1461

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

Email: [infill@hcd.ca.gov](mailto:infill@hcd.ca.gov)

# PART C

## **Introduction**

This is the section of the application which 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-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. QIP 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.

2. 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 and to determine the feasibility of the project. 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
- 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

3. Exhibit C-B-8 QIP 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.
- Points are based on the proximity of amenity to project, fill in proximity on the form.
- *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.

#### 4. Exhibit C-B-10 Market Study

The purpose of the market study is to assist in the determination of the feasibility of the proposed housing development in the application.

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:

[www.treasurer.ca.gov/ctcac/mktstudy/guideline08.pdf](http://www.treasurer.ca.gov/ctcac/mktstudy/guideline08.pdf)

#### 5. Exhibit C-B-11 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:

- 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.

1. Sample Funding Commitment Letter 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. Plum, Director  
XYZ City Housing Department

2. Sample Funding Commitment Letter 2.

Date

Mr. Eugene Lee  
Chief, Infill Infrastructure Grant Program  
Department of Housing and Community Development  
1800 3rd Street,  
Sacramento, CA 95811

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.

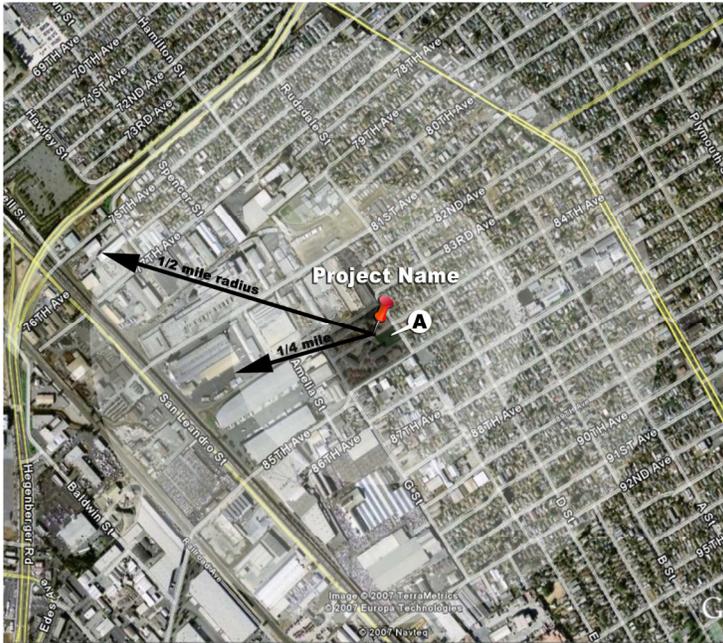
If you have any questions, I can be reached by telephone at (123) 444-5555 or by email.

Ms. Plum, Director of Planning  
XYZ City

### 3. Sample Site Maps for Amenities

There are two samples in this section. The first sample is an amenity aerial photograph showing the distance to a park. The identifying names have been removed from both maps. Note the clear radius distance and the fact that both the project site and the location of the park are noted.

In the second sample, a site map is used. Again the distance from the project site and the park amenity are clearly labeled.



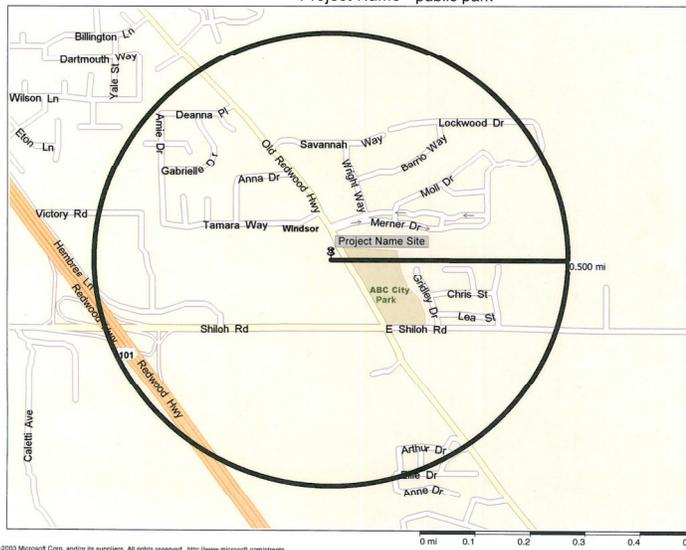
Site Map Identifying Amenities -Parks

**A. PARK AND RECREATION CENTER**  
ADDRESS, CITY, STATE, ZIP CODE

**AMENITIES INCLUDE:**

- 2 ACRE PARK WITH LIGHTED BASEBALL FIELD
- GYMNASIUM WITH FULL BASKETBALL COURT AND VOLLEYBALL COURT
- STAFFED AND PROGRAMMED RECREATION CENTER OPEN FROM 10AM-9PM MONDAY THROUGH FRIDAY AND 12AM-4PM ON THE WEEKENDS

Project Name - public park



Copyright © 1988-2003 Microsoft Corp. and/or its suppliers. All rights reserved. <http://www.microsoft.com/streets>  
© Copyright 2003 by Geographic Data Technology, Inc. All rights reserved. © 2002 Navigation Technologies. All rights reserved. This data includes information taken with permission from Canadian authorities © 1991-2002 Government of Canada (Statistics Canada and/or Geomatics Canada), all rights reserved.

#### 4. 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. It is important to note that in addition to aerial photographs or site maps shown in these samples, to get points for transit, the applicant must also submit published transit routes and schedules to verify frequency and number of routes. Submit these as Exhibit C-B-7.

