



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

INFILL INFRASTRUCTURE GRANT PROGRAM

Application Instructions Part D Instructions

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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

Part D

Complete the forms and spreadsheets in this part to detail information related to your development schedule, housing unit mix, 1st year operating budget, and 15-year proforma. Please only use the forms provided. *Note: When you open grant application Part D, if you see a dialog box asking you to update, click either “don’t update” or “no”.*

1. Milestones

Complete the estimated timetables for the development and completion of the project.

For all applicants:

- Fill in the milestone dates for the Capital Improvement Project (CIP). This is the total planned infrastructure project, not limited to the portion the IIG Program is funding.
- Fill in the milestones for the QIP. If there are multiple housing development components per Section 303(c), show those additional phase milestones.

2. Unit Mix

County and Area Median Income:

- Fill in the county name where the project is located.
- Fill in the Area Median Income for the county. Income limits can be found at <http://www.hcd.ca.gov/hpd/hrc/rep/state/inc2k13.pdf>

Rental Unit Mix (for rental project applicants only):

- Fill in the number of income-restricted and unrestricted-income units for each bedroom size.
- Fill in the anticipated rents in the QIP.
- If the On-Site Employee Free Rent is included as an expense, include the free rent amount.
- Fill in the monthly utility allowance from the local public housing authority where the project is located or the allowance by using the methodology from the California Energy Commission. The methodology is located at <http://www.energy.ca.gov/2010publications/CEC-300-2010-002/CEC-300-2010-002-REV2.PDF>
- Attach your calculation immediately following the Part D forms.
- Fill in the percentage of the county area median income (AMI) for the identified rent.
- Fill in the number of senior units for the each bedroom size.

Rent Subsidy (for rental projects only):

If the project is receiving rent subsidies, please explain:

- the number of units receiving assistance
- the subsidy source
- the annual subsidy amount
- the term and expiration of the subsidy

Homeowner Unit Mix (for ownership project applicants):

- Fill in the number of income-restricted and unrestricted-income homes for each ownership unit size.
- Fill in the percentage of the county area median income (AMI) for the buyer of the household unit.
- Fill in the number of senior units for the each home size. Each household equals one unit.

Commercial Space:

- Fill in the # spaces, size information, income information, and the type of the commercial business.

3. Annual Income and Expenses (for rental project applicants only)

Complete the estimated 1st year operating budget for the QIP. This budget represents when the project is placed in service at stabilized rents. Specific instructions to note:

- Under the “On-Site Employee Information” section, identify the number of units and rent of employees living on-site. Also, identify the Income Limit as a percentage of area median income (AMI) of the On-site manager in the cell provided under “Employee Units”.
- Explain the type of on-site social services identified in Acct. 6391.
- Fill in the amount of real estate taxes, including any assessments in Acct. 6710. Explain in the comment box if the property taxes are waived for this project.
- Fill in the amount of annual project reserves in Accts. 7210-7240. Do not include any amount of funds capitalized upfront in a reserve.
- Attach the calculation of the required annual debt service identified in Accounts 6820-6840.

4. Cash Flow Analysis (for rental project applicants only)

This form represents the 15-year pro forma for the QIP. The amounts auto-populate from the Annual Income and Expenses form. The form reflects inflation

trending assumptions according to the State Uniform Multifamily Regulations located at <http://www.hcd.ca.gov/fa/multifamilyregs.html>. Fully explain any trending assumptions alternatively used in your pro forma.