



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

INFILL INFRASTRUCTURE GRANT PROGRAM

Application Instructions General Instructions Part A Instructions

FY 2008 – 2009 NOFA

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

1800 Third Street, MS 460-2
Sacramento, CA 95811

Telephone: (916) 324-1555
Fax: (916) 324-1461

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

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 2003. Applicants will choose the documents according to their project type: Qualifying Infill Project (“QIP”), Qualifying Infill Area (“QIA”), or Large Multi-Phased Qualifying Infill Project (“MPP”).

You will choose the application package depending on whether you are applying as a Qualifying Infill Project (QIP), Multi-Phase Project (MPP), or Qualifying Infill Area (QIA). You may download these documents (Parts A through F) and rename the files to reflect your project and NOFA date of 2008-09. 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 (“Guidelines”).

Resources:

- HCD Infill Infrastructure Grant Program (many of these Resource links are contained here): <http://www.hcd.ca.gov/fa/iig/>
 - To locate the Regional Infill Infrastructure Grant Program Representative for your project (for technical assistance): http://www.hcd.ca.gov/fa/iig/iig_map.pdf
 - Mullin Densities – AB 2348 Ch. 724 (2004): <http://www.hcd.ca.gov/hpd/hrc/plan/he/ab2348stat04ch724.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: To verify compliance status for the purposes of determining eligibility for funding, please contact the Housing and Policy Division directly at 916-322-4263 or 916-322-7995

- State Income Limits: <http://www.hcd.ca.gov/hpd/hrc/rep/state/inc2k7.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: http://www.census.gov/geo/www/ua/ua_2k.html
- Legislative Information:
http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html
- To determine if a project is in a “target” area, utilize CALHFA list of census tracts:
<http://www.calhfa.ca.gov/homeownership/information/target-area.pdf>
- Sales Price Limits:
 - CALHFA:
<http://www.calhfa.ca.gov/homeownership/limits/salesprice/salesprice.pdf>
 - HUD: <http://www.huduser.org/datasets/fmr.html>
- Rental Limits:
 - MHP limits Page 16:
<http://www.hcd.ca.gov/fa/mhp/2008IncomeRentsLoanLimits.pdf>
 - 2009 FMRs:
http://www.huduser.org/datasets/fmr/fmrs/fy2009_code/select_Geography.odt

Application, Submission Instructions, and Requirements

Please note: All applications, worksheets, spreadsheets, and attachments must meet eligibility requirements upon submission. No facsimiles, 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, project name, and whether the application is a Qualifying Infill Project (QIP), Qualifying Infill Area (QIA), or a Large, Multi-Phase Qualifying Infill Project (MPP) seeking rating and ranking under QIA Guidelines. 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 (one for the original binder, one for the copy binder) containing the completed electronic version of the entire application, spreadsheet(s), worksheets, and exhibits. PDF files are required for all exhibits. Place each CD 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. CDs 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. 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. 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. It is useful to complete the QIP or QIA Grant, Affordability, and Density Calculation Spreadsheet ("GAD") in Section B prior to starting other areas of the application. After reading the QIP vs. QIA requirements, many applicants find the GAD to be a very helpful planning tool to decide what type of application is best suited for their project. Simply complete both the QIP and QIA GAD as a self-help worksheet to determine preliminary scoring and grant amounts for each type of application, but only include the appropriate one to your application.
9. The minimum score to submit QIP, QIA, or MPP applications is 210. If your self score is not 210 or higher, do not complete or submit the application.
10. Applicants must determine what type of project they are applying for and complete the corresponding application sections. Further explanation of the types of applicants and projects can be found in the [IIG GUIDELINES, \(Revised 1/30/2009\) Sections 303, 304, 307, and 308](#) (see Resources Section at the beginning of this document for web link).

When downloading the application for QIP's, MPP's, and QIA's, the application will include forms according to your project type; but for reference purposes are listed below:

- All applicants must complete Part A.

- QIP and MPP applicants: Part A, item 7, complete a. through k.
- QIA applicants: Part A item 7, complete a. through s.
- QIP applicants: complete Part B QIP (scoring), the QIP Grant, Affordability, and Density (GAD) Calculation Spreadsheet, and the QIP Self Score Worksheet.
- QIA and MPP applicants: complete Part B QIA (scoring); the QIA Grant, Affordability and Density (GAD) Calculation Spreadsheet; and the QIA Self Score Worksheet.

MPP's: for the purpose of completing the QIA GAD, consider all units to be the Qualifying QIP.

- All applicants: complete Parts C, D, and E and F.
- **Important note: Part E documents require original ink signatures for the original binder application.**

Application Parts

Applicants will choose from the set of files which make up the IIG application according to whether they are applying as a QIP, MPP or QIA.

Table of Contents/Application Index Tab List

Application Index Tab Label Template (tab divider headings for binders)

Part A: Information, threshold, development budgets

Instructions: General and Part A

Grant Application Items 1-7

CIP Budget

Total Development Budget

Part B: Rating and Ranking

Instructions: Part B
GAD Spreadsheet
Rating and Ranking Items 1-7
Self-scoring worksheet

Part C: Forms, Exhibits and Examples

Instructions: Part C

Forms applicant will complete:

- 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-6 Amenities (QIPs)

Exhibits:

- Exhibits required as documented in application (listed in Table of Contents/Application Index Tab List)
- 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

Part D:

Instructions: Part D
Feasibility Worksheets

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

Part E: Official documents requiring original signature

Instructions: Part E
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
MPP: Multi-Phase Project qualifying under Section 310
RDA: Redevelopment Agency
QIA: Qualifying Infill Area
QIP: Qualifying Infill Project
Qualifying QIP: Project which is designated in a QIA as the Qualifying Infill Project for the Area

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.

Where to Submit the Application

Send the completed application to:

State of California
Department of Housing & Community Development
Infill Infrastructure Grant Program
ATTN: Eugene Lee
1800 Third Street, MS 460-2
Sacramento, CA 95811

Application Deadline

The original and one copy of the complete application package must be received by HCD at the above address no later than **5:00 p.m., April 1, 2009**. Late applications will not be accepted.

Eligible Applicants

Qualifying Infill Project (QIP) and Large Multi-Phased Qualifying Infill Project (MPP)

Eligible entities that submit applications for a Qualifying Infill Project or Large Multi-Phased Qualifying Infill Project (MPP) must be one of the following:

1. Non-profit or For-Profit Developer.

2. A Non-Profit or For-Profit Developer may apply as a joint applicant with a Locality, Public Housing Authority, or Redevelopment Agency having jurisdiction over the area in which the Qualifying Infill Project is located.
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.

Qualifying Infill Area (QIA)

Eligible entities that submit applications for a Qualifying Infill Area shall be one of the following: [Guidelines Section 307\(c\)\(2\)](#)

1. A City, County or City and County (Locality) having jurisdiction over the area in which the QIA is located.
2. A Public Housing Authority or Redevelopment Agency having jurisdiction over the area in which the QIA is located.
3. A Business Improvement District (BID) may apply as a joint applicant with a Locality, Public Housing Authority or Redevelopment Agency having jurisdiction over the area in which the Qualifying Infill Area is located. The BID must include, or be contained within, the Qualifying Infill Area.
4. Joint Power Authorities comprised entirely of eligible applicants.

Note: Transit Districts, Regional Planning Agencies, Joint Powers Authorities, except as noted in [Guidelines 307\(c\)\(2\)](#), are not eligible as applicants or joint applicants.

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

Eligible Project Types

Qualifying Infill Project (QIP), Large Multi-Phased Qualifying Infill Project (MPP), or Qualifying Infill Area (QIA) Eligibility

Applicants may apply for either a Qualifying Infill Project (QIP), or a Large Multi-Phased Qualifying Infill Project (MPP), or a Qualifying Infill Area (QIA) subject to the eligibility requirements in [Guidelines Section 307\(c\)](#). To be eligible for funding, a 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 \(a\)](#)

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.

Large, Multi-Phased Qualifying Infill Project, (MPP) electing to compete in Guidelines Section 310 (QIA) for Rating, Ranking, and Funding Distribution.

QIP applicants may elect to have their QIP development rated pursuant to Guidelines Section 310 if the project is a large, multi-phased project (MPP). MPP's must have at least two phases and 200 housing units. MPP developments must satisfy all QIP eligibility requirements although they are rated and ranked with QIAs for Program funds.

Qualifying Infill Area (QIA)

Applicants may apply for Qualifying Infill Area funds if their development meets all the threshold requirements for a Qualifying Infill Area as defined in Sections 303 and 308 of the Guidelines. All Qualifying Infill Areas must contain a Qualifying Infill Project entirely within its borders.

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/QIA/MPP Site

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

Site address: Enter the Site Address of the QIP/QIA/MPP 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.

Applying for: QIP, QIA or MPP.

Use the drop down menu to choose QIP, QIA or MPP.

Applicants may apply as either a Qualifying Infill Project (QIP), a Large Multi-Phased Qualifying Infill Project (MPP) or a Qualifying Infill Area (QIA) as defined in the IIG Guidelines. [IIG Program Guidelines \(“Guidelines”\) Section 303](#)

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 Program Grant Request Amount

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

Program Grant amount you are requesting:

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 or QIA Grant, Density, and Affordability Calculation Spreadsheet ("GAD").

Calculate the maximum grant amount by completing the QIP or QIA Grant, Affordability, and Density Calculation Spreadsheet in Part B. **(QIP's defined as MPP's complete the QIA GAD Spreadsheet)**. 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 \$20 million. For Qualifying Infill Areas, and for Large Multi-phased Qualifying Infill Projects (MPP's) over 200 units electing to be scored according to Section 310 of the Guidelines, the grant amount shall not be less than \$2 million for Urbanized Areas or \$1 million for Rural Areas. The maximum grant amount shall not exceed \$30 million. Over the life of the IIG Program, the maximum Grant amount for any single QIP, QIA, or MPP 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 or MPP 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.

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 Redevelopment 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 or Redevelopment Agency, 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, Public Housing Authority, or Redevelopment Agency. [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, MPP, or QIA. The Resources Section at the beginning of this document of this document contains helpful links.

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.

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, MPP, or QIA 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/Applicatio Index Tab List.

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

Applicants applying for QIA funds must complete 7.a. through s.

- 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 or the Qualifying QIP within the QIA. Attach these documents as **Exhibit C-A-1.**

- b. The QIP/QIA 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 of the Grant Application due date pursuant to the NOFA and will be validated by the Department. To assist you in determining whether your locality’s Housing Element is in compliance, see “Resources” section above. No documentation is required.
- d. The basic threshold requirement is that at least 15% of the total residential units in the QIP/QIA are affordable. Complete the QIP or QIA 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/QIA. *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/QIA 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 or the QIA was previously improved.
 2. At least 75% of the perimeter of the QIP or the QIA adjoins parcels developed with urban uses.
 3. At least 50% of the perimeter of the QIP within the QIA adjoins parcels developed with urban uses AND at least 50% of the area of the QIP within the QIA was previously developed. [Guidelines Section 303\(a\)\(6\)](#)

Provide documentation stamped by a licensed Land Surveyor or Civil Engineer such as a parcel map, site plan, or subdivision map evidencing 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 or QIA 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 QIA/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 November 1, 2008. 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**.

The following requirements apply to QIA's as well as the qualifying QIP contained within the QIA. They do not apply to Large Multi Phase Qualifying Infill Projects electing to be rated and ranked pursuant to Guidelines Section 310.

- l. The basic threshold requirement is that at least 15% of the total residential units in the QIP/QIA are affordable (See Resources Section at the beginning of this document for help). Complete the Grant, Affordability, and Density Calculation Spreadsheet (GAD) in Section B. For basis of this calculation, Redevelopment Area Replacement Units are not counted toward the 15% minimum affordable calculation. *Guidelines Section 303(a)(3)(C)*

For example, if the total number of residential units to be developed in the QIA 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.

- m. Check the appropriate box indicating the relationship of the number of units in the QIP to the QIA. [Guidelines Section 303\(b\)\(3\)](#)
- n. Check the appropriate box. The development is required to meet one of the following criteria:
 - 1. At least 75% of the area of the QIP within the QIA was previously improved.
 - 2. At least 75% of the perimeter of the QIP within the QIA adjoins parcels developed with urban uses.
 - 3. At least 50% of the perimeter of the QIP within the QIA adjoins parcels developed with urban uses AND at least 50% of the area of the QIP within the QIA was previously developed. [Guidelines Section 303\(a\)\(6\)](#)

Label and attach a site plan showing compliance with one of the three criteria as **Exhibit C-A-10**. On the plan, indicate previous or current uses. Indicate any improved public right-of-way, navigable bodies of water and improved parks.

Provide documentation stamped by a licensed Land Surveyor or Civil Engineer such as a parcel map, site plan, or subdivision map evidencing one of the three criteria. An aerial photo should also be included but not substituted for this Exhibit. Indicate any improved public right-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.

- o.1. Download the form in Part C “Verification of the Status of Environmental and Land Use Entitlements”. The locality must complete the form. This must be provided in your application with a “wet ink” signature. Copies or facsimiles will not be accepted. Verify the QIP within the QIA has received all land use entitlements.

Attach the completed “Verification of the Status of Environmental and Land Use Entitlements” form **as Exhibit C-A-2**.

Attach an approved tentative map labeled **Exhibit C-A-11**.

- o.2. Download the form in Part C “Verification of the Status of Environmental and Land Use Entitlements”. The locality must complete the form verifying the QIP

within the QIA has entitlement applications pending and that the application is deemed complete enough for processing. This must be provided in your application with a “wet ink” signature. Copies or facsimiles will not be accepted.

Attach the Verification of the Status of Environmental and Land Use Entitlement form demonstrating entitlements or pending applications and attach as **Exhibit C-B 2.**

- p. A Qualifying Infill Area must contain a Qualifying Infill Project entirely within its borders.
- q. The QIA must be a contiguous area. If the QIA appears to contain extensions or satellite areas which may be construed to have been included solely for the purpose of meeting program requirements, it will not meet threshold requirements. Provide a detailed site map clearly showing the QIP/QIA boundaries. Clearly indicate the boundaries of the Qualifying QIP within the QIA. Attach the map and a narrative description of the site, and label as **Exhibit C-A-12.**

For example: an extension may appear to have been added but in fact is part of the infill area due to existing surrounding development.

- r. The QIA must be subject to an adopted public plan or ordinance with the purpose of guiding development within the area.

Please use double-sided photocopying and, for long documents (more than 20-25 pages), include a brief summary or excerpt with the Exhibit and place the full version on a C.D. in PDF format.

Label, attach and highlight a copy of the public plan or ordinance indicating the QIA is in compliance as **Exhibit C-A-13.**

- s. BID applicants must demonstrate the level of assessments in their area will not decrease as a result of program funds.

Label and attach a brief BID budget of income and expenses for the most recent fiscal year, a breakdown of assessment items, and an itemization of current and proposed income and expenses as **Exhibit C-A-14.**

Budgets

Total Infrastructure Budget

Fill in the estimated costs and funding sources for all proposed infrastructure work necessary to develop the housing shown on the Grant, Affordability, and Density Calculation Spreadsheet (GAD). The Total Infrastructure Budget represents all infrastructure costs integral to the housing in the QIP, MPP, or QIA including, but not limited to, the scope of work that the IIG Program is funding.

The total sum in the Infill Program column under “Sources and Uses” must equal the Grant Request and not exceed the amount of the allowable Infill grant on the GAD spreadsheet. If available, submit contracts, bids, and engineer’s estimates to support the proposed costs and attach behind the CIP Budget.

Development Budget

Fill in the estimated total costs and funding sources for all infrastructure and housing development associated with the QIP, MPP, or QIA. Please note:

- Fill in the total square footage cell for “All New Construction” at the bottom of the last page. The total square footage represents the gross square footage space associated with the new construction of the residential, commercial, and the infrastructure (e.g. parking garage) work.
- Fill in the total square footage cell for the “Total Development” at the bottom of the last page. Add in this cell any other space not included as part of the new construction (e.g. rehabilitation).