

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

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September 21, 2021

MEMORANDUM FOR: POTENTIAL APPLICANTS

FROM:


Jennifer Seeger, Deputy Director^(OBJ)
Division of State Financial Assistance

SUBJECT:

**CalHome Program
Notice of Funding Availability**

The California Department of Housing and Community Development (Department) is pleased to announce the availability of approximately \$57 million in state CalHome program funds to Local Public Agencies or Nonprofit Corporations for eligible activities under the CalHome program. Of the funds available, \$20 million is reserved for mobilehome assistance in a mobilehome or manufactured home community.

The primary objective of the CalHome Program is to enable low and very-low income households to become or remain homeowners through grants to local public agencies and nonprofit corporations for direct first-time homeowner and housing rehabilitation assistance (including mobilehome units in parks). Additionally, providing funds for homebuyer counseling, self-help mortgage assistance, loans to developers for real property acquisition and site development for homeownership development projects and technical assistance for self-help homeownership.

Eligibility and Distribution of Funding

To be eligible for funding under the 2021 NOFA, all outstanding reports due during the past two years under any previously awarded CalHome award, including CalHome Disaster Assistance funding awards, must be submitted to the Department prior to the application due date. Current status of outstanding reports can be obtained by sending an inquiry to CalHomereports@hcd.ca.gov.

The 2021 NOFA includes geographic targets of up to 45 percent of available funds for Southern California, up to 30 percent for Northern California and up to 15 percent for rural applications (see page 2, Table 1). Of the total funds available under the NOFA, the Department shall target 10 percent of total funds, to the extent there are eligible applications, to Federally Recognized and Special Government Entities.

The Department will rate applications in accordance with [2019 Final CalHome Program Guidelines](#), Section 7755, subdivision (b). CalHome program funds will be allocated through a competitive process based on the merits of the application.

Application Submittal and Award Timeframes

Application materials must be submitted electronically through the Department's website. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at <https://www.hcd.ca.gov/grants-funding/active-no-funding/calhome.shtml>.

The application instructions and portal will be available beginning November 8, 2021. Applicants must upload and submit all application materials to the Department's website no later than **5:00 p.m. Pacific Standard Time on November 22, 2021. Tribal applicants must upload and submit all application materials to the Department's website no later than 5:00 p.m. Pacific Standard Time on December 14, 2021.**

Personal deliveries will not be accepted. No facsimiles, incomplete applications, application revisions, or walk-in application packages will be accepted. Applications that do not meet the filing deadline requirements will not be eligible for funding.

Webinar(s)

The Department will hold one recorded live webinar to review the NOFA and application. The recorded webinar will be posted on the CalHome program webpage.

For the webinar date and time, please go to the Department's website at <http://www.hcd.ca.gov/grants-funding/active-no-funding/calhome.shtml>. Please contact CalHome@hcd.ca.gov for registration.

Technical Assistance to Tribal Entities

The Department will provide technical assistance for this round of application submissions for Tribal NOFA Applicants. Technical assistance requests and questions should be directed to CalHome@hcd.ca.gov.

To receive information on the webinar and other updates, please subscribe to the CalHome listserv. [http://www.hcd.ca.gov/HCD_SSI/subscribe-form.html].

If you have any questions, please contact Mauro Lara, CalHome Program Manager, at (916) 263-1168 or CalHome@hcd.ca.gov.

Attachment

CALHOME PROGRAM

2021 Notice of Funding Availability



**Gavin Newsom, Governor
State of California**

**Lourdes M. Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

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Phone: (916) 263-2771

Website: <http://www.hcd.ca.gov/grants-funding/active-no-funding/calhome.shtml>

Email address: CalHome@hcd.ca.gov

September 14, 2021

Table of Contents

I. Overview	1
A. Notice of Funding Availability.....	1
B. Program Summary and Authorizing Legislation.....	1
II. Program requirements	2
A. Eligible Applicants	2
B. Eligible activities	5
C. Compliance requirements.....	6
D. Funding amounts and limits.....	7
E. Eligible uses of funds.....	9
F. Eligibility and threshold evaluation criteria.....	12
G. Rating	12
III. State requirements	14
A. Climate adaptation.....	14
IV. Application procedures and deadline	14
A. Application packaging and submittal	14
B. Application webinar	15
C. Disclosure of application.....	15
V. Appeal and award process	15
A. Appeals.....	15
B. Awards.....	16
VI. Standard Agreements and release of funds	17
A. Standard Agreements.....	17
B. Release of funds.....	17
VII. Other terms and conditions	18
A. Right to modify or suspend	18
B. Conflicts.....	18
Appendix A – Rating Factors	16

**CALHOME PROGRAM
NOTICE OF FUNDING AVAILABILITY**

I. Overview

A. Notice of Funding Availability

The California Department of Housing and Community Development (Department) is pleased to announce that it is accepting applications for funds from the CalHome program. The Department is making approximately \$57 million available to fund Local Public Agencies, Nonprofit Corporations, and Federally Recognized and Special Government Entities, for the following activities within the CalHome program:

- First-Time Homebuyer Mortgage Assistance (including the purchase of a home with an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU))
- Owner-Occupied Rehabilitation Assistance (including Rehabilitation of Manufactured Housing not on a permanent foundation, and construction, repair, or Rehabilitation of ADUs or JADUs)
- Technical Assistance for Self-Help Housing Projects
- Technical Assistance for Shared Housing Programs
- ADU/JADU Assistance (including construction, repair, or Rehabilitation of ADUs or JADUs)
- Homeownership Development Project Loans (including Predevelopment Costs and carrying costs during construction related to ADUs and JADUs)

The NOFA shall have a set aside of \$20 million of the available \$57 million for mobilehome assistance in a mobilehome or manufactured home community, to the extent there are eligible applications, any remaining funds will be applied to the general fund.

The NOFA shall have geographic targets of up to 45 percent of available funds for Southern California, up to 30 percent for Northern California, and up to 15 percent for rural jurisdictions. Of the total funds available under the NOFA, the Department shall target 10 percent (i.e., \$5.7 million) of total funds, to the extent there are eligible applications, to Federally Recognized and Special Government Entities.

NOFA release	September 21, 2021
Application portal available	November 8, 2021
Application due date	November 22, 2021, by 5:00 p.m.
Tribal Application due date	December 14, 2021 by 5:00 p.m.
Award announcements	February 2022

B. Program Summary and Authorizing Legislation

This NOFA is subject to the requirements of the CalHome program as authorized by Chapter 6, commencing with Section (§) 50650) of Part 2 of Division 31 of the California Health & Safety Code (HSC) (Statute). The purpose of the CalHome program is to support existing homeownership programs aimed at low-, very low-, and moderate-income households. The goal is to increase homeownership, encourage neighborhood

revitalization and sustainable development, and maximize the use of existing housing stock.

Chapter 365, (commencing with § 5400) of Part 16 of Division 31, HSC, 2017 (SB 3), which was adopted by voters on November 6, 2018, as Proposition 1, provided funding for the CalHome program and authorized the Department to administer the program through the Guidelines. These Guidelines were explicitly exempt from the requirements of the Administrative Procedures Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the California Government Code) and were adopted on November 27, 2019 (Guidelines).

This NOFA will be governed by the November 27, 2019 [CalHome Program Final Guidelines](#). Applications must be completed pursuant to the Guideline requirements.

II. Program requirements

The following is provided as a summary and is not to be considered a complete representation of the entirety of the eligibility, threshold, and other requirements or terms and conditions of the CalHome program. References should be made to all applicable Statutes and Guidelines, which shall in all events control.

A. Eligible Applicants

Table 1 – Eligibility Requirements for Local Public Agencies and Nonprofit Corporations

	Local Public Agencies	Nonprofit Corporation
Geographic Eligibility	<p>A Local Public Agency shall only be eligible to apply for an award of CalHome funds for a Local Program or project located within its jurisdictional boundaries.</p> <p>A Local Public Agency may hire nonprofit and for-profit consultants located and/or registered within or outside its jurisdictional boundaries, including other counties within the state. Out-of-county consultants shall meet the same requirements as in-county consultants.</p> <p>Local Public Agencies may establish a consortium (provided there is a Memorandum of Understanding between the parties) with a single administrator. One Local Public Agency shall apply on behalf of other entities in a consortium and may serve all jurisdictions. (Guidelines Section 7717, subd. (a)(1)).</p>	<p>A Nonprofit Corporation shall only be eligible to apply for an award of CalHome funds for a program or project if it has developed a project or operated a housing program in California within the past two years, or if the Nonprofit Corporation has an existing 523 Self-Help Technical Assistance Grant Agreement with the United States Department of Agriculture (Guidelines Section 7717, subd. (a)(2)).</p>

<p>Geographic Targets and Set-Asides</p>	<p>To the extent the Department receives sufficient eligible applications, funds will be allocated based on the following targets:</p> <ul style="list-style-type: none"> • up to 45 percent of funds to Southern California including Kern, San Luis Obispo, San Bernardino, and all other counties to the south • up to 35 percent to Northern California (all other counties) • up to 15 percent to rural (as defined in Guidelines Section 7716 subdivision bbb) <p>Additionally, of the total funds available:</p> <ul style="list-style-type: none"> • Approximately 10% are set-aside for tribal entities • Approximately \$20 million for mobilehome assistance in a mobilehome or manufactured home community.
<p>Eligible Applicants by Eligible Activity Type</p>	
<p>Mortgage Assistance Experience</p>	<p>Applicants or their Administrative Subcontractors shall have successfully administered a homebuyer program for a <u>minimum of two years within the four years</u> immediately preceding the application (Guidelines Section 7728).</p>
<p>Housing Rehabilitation Experience</p>	<p>Applicants or their Administrative Subcontractors shall have successfully administered a local Owner-Occupied Rehabilitation Program for a <u>minimum of two years within the four years</u> immediately preceding the application (Guidelines Section 7732).</p>
<p>Technical Assistance for Self-Help Housing Projects Experience</p>	<p>Applicants shall have successfully completed a <u>minimum of two Self-Help, new construction projects within the four years</u> immediately preceding the application (Guidelines Section 7736).</p>
<p>Technical Assistance for Shared Housing Program Experience</p>	<p>Applicants or their Administrative Subcontractors shall have successfully administered a Shared Housing program for renters or homeowners for a <u>minimum of two years</u> immediately preceding the application (Guidelines Section 7739).</p>
<p>Accessory Dwelling Units/Junior Accessory Dwelling Units Program Experience</p>	<p>Applicants or their Administrative Subcontractors shall have successfully administered a local Owner-Occupied Rehabilitation Program, new construction development involving multiple Homeownership units (including single-family subdivisions), or an ADU/JADU program for a <u>minimum of two years within the four years</u> immediately preceding the application (Guidelines Section 7742).</p>
<p>Homeownership Development Project Experience</p>	<p>Applicants shall have successfully developed a <u>minimum of two similar projects within the last four years</u> and the Applicant shall have staff that will be committed to the proposed project that possess the knowledge, skills, and ability to perform the tasks required in a Homeownership Development Project (Guidelines Section 7746).</p>

Applicants (Guidelines Section 7716, subd. (h)) shall also demonstrate the following requirements, as applicable (Guidelines Section 7717, subd. (b)):

1. Local Public Agencies

- a. Sufficient organizational stability and capacity to administer the Local Programs and/or projects. This requirement may be satisfied through documents such as

organizational charts, resumes, statements of qualifications, or other documentation, as specified in the application. If applicable, the Applicant shall also provide a Loan Servicing Plan.

- b. Sufficient organizational stability by demonstrating that the Applicant has operated as a housing developer or housing program administrator for a minimum of two years immediately prior to the date of application. A Local Public Agency may subcontract with an Administrative Subcontractor to qualify under the organizational stability and experience requirements.

2. Nonprofit Corporations

- a. Sufficient organizational stability and capacity to administer the Local Programs and/or projects. This requirement may be satisfied through documents such as organizational charts, resumes, statements of qualifications, or other documentation, as specified in the application. If applicable, the Applicant shall also provide a Loan Servicing Plan.
- b. Sufficient organizational stability by demonstrating that the Applicant has operated as a housing developer or housing program administrator for a minimum of two years immediately prior to the date of application.
- c. Proof that the Nonprofit Corporation is a corporation whose exempt purpose for the two years immediately prior to the date of application included the activity for which it is applying.
- d. Proof that the Nonprofit Corporation is financially stable to the reasonable satisfaction of the Department. Financial stability may be demonstrated through audited financial statements, or other documentation submitted with the application for funding.

3. Federally Recognized and Special Government Entities

An Applicant that is any of the following:

- a. It meets the definition of Indian Tribe under Section 4103 of Title 25 of the United States Code (USC) (means any Indian Tribe, band, nation, or other organized group or community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self-Determination and Education Assistance Act (25. USC 450 et seq.). 25 USC 4103(13)(B).

If not a federally recognized Tribe, either:

- a. It is listed in the Bureau of Indian Affairs Office of Federal Acknowledgement petitioner list pursuant to Section 82.1 of Title 25 of the Code of Federal Regulations. ([Office of Federal Acknowledgment \(OFA\) | Indian Affairs \(bia.gov\)](#))
- b. It is an Indian Tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of consultation pursuant to Section 65352.3 of the Government Code; and proposes a project on land that satisfies the following:
 - (1) Located in Indian country as defined by 18 USC 1151, or
 - (2) Located on fee land.

Applicants that were previously awarded CalHome Grants shall submit all outstanding reports from the past two years to the Department by the application date. Failure to submit the reports by the application date will result in the Applicant being ineligible for a CalHome award under this NOFA (Guidelines Section 7717, subd. (c)). Applicants may email: CalHomeReports@hcd.ca.gov to obtain status on previous reports.

B. Eligible activities

The Department is making CalHome funds available as Grants to eligible Local Public Agencies and Nonprofit Corporations for the following activities:

- 1. First-Time Homebuyer Mortgage Assistance** (including the purchase of homes with ADUs or JADUs) (commencing with Guidelines Section 7728) for Loans to Households at or below 80 percent of Area Median Income (AMI) (HSC § [50052.5, subd. \(b\)](#)).

CalHome funds, for the purposes of this activity, can only be used as gap financing (Guidelines Section 7725, subd. (a)(1)).

Homebuyer Education (Guidelines Section, 7729 subd. (b)) will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed \$250 per assisted unit.

- 2. Owner-Occupied Rehabilitation Assistance** (including repair, full reconstruction, or the addition of an ADU or JADU) (commencing with Guidelines Section 7732) for Loans to Households at or below 80 percent of AMI (in compliance with HSC § [50052.5, subd. \(b\)](#)).

Manufactured Housing is also eligible, including replacement of a Manufactured House, whether located in a Mobilehome Park or elsewhere (Guidelines Sections 7716, subd. (s)(3) and 7733, subd. (e)).

CalHome funds, for the purposes of this activity, can only be used as gap financing (Guidelines Section 7725, subd. (a)(2)).

- 3. Technical Assistance for Self-Help Housing Projects** (commencing with Guidelines Section 7736) in which the Applicant organization will be directly providing the services required in Guidelines Section 7738.

Homebuyer Education (Guidelines Section 7729, subd. (b)) will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed \$250 per assisted unit.

- 4. Technical Assistance for Shared Housing Programs** (commencing with Guidelines Section 7739) to operators of Shared Housing Programs that will directly provide match services where the providers are homeowners who occupy their homes as their principal place of residence.

5. **ADU/JADU Programs** (commencing with Guidelines Section 7742) for Loans for ADU/JADU construction, reconstruction, repair, or Rehabilitation to Households at or below 80 percent of AMI (in compliance with HSC § [50052.5, subd. \(b\)](#)).

CalHome funds, for the purposes of this activity, can only be used as gap financing (Guidelines Section 7725, subd. (a)(3)).

6. **Homeownership Development Project Loans** (Guidelines Section 7746) for conditional awards of development Loans to the Applicants to be used for land acquisition, Predevelopment Costs, and on-site improvements, including costs related to ADUs and JADUs (unit construction is not an eligible expense).

CalHome funds, for the purposes of this activity, can only be used as gap financing (Guidelines Section 7749).

Note: Proposed projects are ineligible to receive CalHome funds if construction work has begun or will begin prior to the date the Department executes the Standard Agreement, as defined in Guidelines Section 7716, subd. (jjj) (Standard Agreement) with the Recipient and all conditions have been satisfied. Construction work includes grading, site preparation (with the exception of demolition or clearing properties), or site improvements intended for public dedication (Guidelines Section 7718, subd. (c)).

C. Compliance requirements

Recipients funded pursuant to this NOFA shall meet the following requirements:

1. First-Time Homebuyer Mortgage Assistance

- a. Recipients shall comply with the Local Program administration requirements listed in Guidelines Section 7730.
- b. Recipients shall comply with the underwriting requirements listed in Guidelines Section 7731 and any other additional program requirements. Recipients may use the most recent median sales price, by county, posted at the California Association of Realtors website at <https://www.car.org/en/marketdata/data/countysalesactivity>. However, if prices have significantly changed, Recipients may request Department approval to use different limits based on a local calculation of median values (Guidelines Section 7731, subd. (b)).

2. Owner-Occupied Rehabilitation Assistance

- a. All assisted units shall have After-Rehabilitation Values (Guidelines Section 7716, subd. (f)) at or below the current local median sales price of a single-family home (Guidelines Section 7734, subd. (a)). Recipients may use the most recent median sales price, by county, posted at the California Association of Realtors website at <https://www.car.org/en/marketdata/data/countysalesactivity>. However, if prices have significantly changed, Recipients may request Department approval to use

different limits based on a local calculation of median values (Guidelines Section 7735, subd. (b)).

- b. Recipients shall comply with the Local Program administration requirements listed in Guidelines Section 7734.
- c. Recipients shall comply with the underwriting and construction requirements listed in Guidelines Section 7735 and any other additional program requirements.

3. Technical Assistance for Self-Help Housing Projects

- a. Recipients shall comply with the Technical Assistance requirements listed in Guidelines Section 7738 and any other additional program requirements.

4. Technical Assistance for Shared Housing Programs

- a. Recipients shall comply with the program administration requirements listed in Guidelines Section 7741.

5. ADU/JADU Assistance

- a. Recipients shall comply with the Local Program administration requirements listed in Guidelines Section 7744 and any other additional program requirements.
- b. Recipients shall comply with the underwriting and construction requirements listed in Guidelines Section 7745 and any other additional program requirements.

6. Homeownership Development Project Loans

- a. Recipients shall comply with the Site Control requirements listed in Guidelines Section 7748.
- b. Recipients shall comply with the development requirements listed in Guidelines Section 7752 and any other additional program requirements. Recipients may use the most recent median sales price, by county, posted at the California Association of Realtors website at <https://www.car.org/en/marketdata/data/countysalesactivity>. However, if prices have significantly changed, Recipients may request Department approval to use different limits based on a local calculation of median values (Guidelines Section 7731, subd. (b)).

D. Funding amounts and limits

- 1. Minimum and Maximum Application Amounts.** The minimum application amount for any single activity or program (except if the activity or program is Technical Assistance for Self-Help Housing Projects or Technical Assistance for Shared Housing Programs) is \$500,000. The minimum application amount for any single activity or program (if the activity/program is Technical Assistance for Self-Help Housing Projects or Technical Assistance for Shared Housing Programs) is \$100,000. If applying for more than one activity, the minimum application amount for those activities is \$600,000.

The maximum application amount for one or more activities is \$5 million. If applying only for Technical Assistance for Self-Help Housing Projects, the maximum

application amount is \$500,000. If applying only for Technical Assistance for Shared Housing Programs, the maximum application amount is \$300,000.

2. Minimum and maximum per-unit funding limits

a. Grant Activities

For the purposes of this NOFA, the minimum and maximum amount of funding to individual Borrowers will be:

First-Time Homebuyer Assistance, including for Mortgage Assistance provided as a part of a Homeownership Development Project Loan

The maximum Loan amount by an award recipient to an eligible Borrower will be 40 percent of the Borrower's purchase price for the property, up to a maximum of \$100,000. The minimum Loan to a Borrower will be not less than \$1,000.

Where an Applicant is applying to perform a Homeownership Development Project Loan with a Self-Help Housing component, the Applicant may additionally apply for Technical Assistance of \$15,000 per-unit in addition to the Loan amount requested in the application for the Homeownership Development Project.

Owner-Occupied Rehabilitation Assistance

The maximum Loan amount by an award recipient to an eligible Borrower will be \$100,000 unless the home is in need of reconstruction. If the home is in need of reconstruction, the maximum Loan amount will be \$150,000. The minimum Loan to a Borrower will be not less than \$1,000.

ADU/JADU Assistance

The maximum Loan amount by an award recipient to an eligible Borrower for ADU/JADU construction will be \$100,000. The minimum Loan to a Borrower will be not less than \$1,000.

b. Loan Activities

Homeownership Development Project

The maximum per-unit Loan amount for Homeownership Development Project Loans will be \$100,000. As discussed above, if an Applicant is applying to fund a Homeownership Development Project with a Self-Help Housing Project, the Applicant may additionally apply for Technical Assistance of \$15,000 per-unit on top of the application amount requested for a Homeownership Development Project.

c. Funding limits for Technical Assistance

The minimum Technical Assistance Grant to a Recipient will be not less than \$1,000. For the purposes of this NOFA, the maximum CalHome Grant per-unit will be:

Technical Assistance for Self-Help Housing Projects

The maximum per-unit Grant amount will be \$15,000. All expenses shall be documented.

Technical Assistance for Shared Housing Programs

The maximum activity amount for Shared Housing Programs is established in Section (D)(1) of this NOFA.

E. Eligible uses of funds

1. Mortgage Assistance and Rehabilitation Loans to Eligible Households

Funds provided to CalHome Recipients shall be used by individual Households (Guidelines Section 7720) at or below 80 percent of the AMI (HSC § [50052.5, subd. \(b\)](#)). AMI limits are updated annually and are available on the Department's [website](#).

- a. Financial assistance provided to qualified individual homeowners for Mortgage Assistance shall be in the form of deferred payment Loans, repayable upon the sale or transfer of the homes, when the home ceases to be owner-occupied, or upon the Loan maturity date, whichever occurs first (HSC § 50650.3, subd. (c)(1)). The Loan shall be up to a 30-year term (Guidelines Section 7726, subd. (c)(5-6)). The interest rate is set by the Recipient at up to 3 percent simple interest per annum (Guidelines Section 7726, subd. (d)). Borrowers (Guidelines Section 7716, subd. (k)) shall occupy units as their principal place of residence for the term of the Loan (Guidelines Section 7720, subd. (d)). If the Borrower will occupy an ADU or JADU, then residents of the primary unit shall not be considered as part of the Household receiving CalHome funding. Loans shall also be made in a manner consistent with the purposes described in Section II. B., Eligible Activities, as well as with the CalHome Guidelines and applicable Statutes.

Recipients shall comply with the Homeowner/Homebuyer Loan-to-Value Limits for Mortgage Assistance CalHome program Loans defined in Guidelines Section 7727.

2. Owner-Occupied Rehabilitation Loans to Eligible Households

Funds provided to CalHome Recipients shall be used by individual Households (Guidelines Section 7720) at or below 80 percent of the AMI (HSC § 50052.5, subd. (b)). AMI limits are updated annually and are available on the Department's [website](#).

- a. Financial assistance provided to qualified individual homeowners for Owner-Occupied Rehabilitation shall be in the form of deferred payment loans, repayable upon the sale or transfer of the homes, when the home ceases to be owner-occupied, or upon the loan maturity date, whichever occurs first (HSC § 50650.3(c)(1)). The Loan shall be up to a 30-year term (Guidelines Section 7726, subd. (c)(5-6)). The interest rate is set by the Recipient up to 3 percent simple interest per annum (Guidelines Section 7726, subd. (d)). Borrowers must occupy units as their principal place of residence for the term of the loan (Guidelines Sections 7716, subd, (k) and 7720, subd. (c)). If the Borrower will occupy an ADU or JADU, then residents of the primary unit shall not be considered as part of the Household receiving CalHome funding (Guidelines Section 7720).
- b. Recipients shall comply with the Homeowner/Homebuyer loan-to-value limits for Owner-Occupied Rehabilitation CalHome program loans defined in Guidelines Section 7727.
- c. Financial assistance provided to individual Households to rehabilitate, repair, or replace Manufactured Housing located in a Mobilehome Park and not permanently affixed to a foundation shall be in the form of a secured forgivable loan, which must also be made in a manner consistent with the Regulations and Statutes. The loan shall be due and payable in 20 years, with 10 percent of the original principal to be forgiven annually for each additional year beyond the 10th year that the home is owned and continuously occupied by the Borrower.
- d. Financial assistance provided to individual Households to rehabilitate, repair, or replace Manufactured Housing located in a Mobilehome Park and not permanently affixed to a foundation shall be in the form of a secured forgivable loan, which shall also be made in a manner consistent with the Guidelines and applicable Statutes (HSC § 50650.3, subd. (c) and Guidelines Section 7733 subd. (e)).

Note: The Loan shall be due and payable in 20 years, with 10 percent of the original principal to be forgiven annually for each additional year beyond the 10th year that the home is owned and continuously occupied by the Borrower (HSC § 50650.3, subd. (c)).

Pursuant to HSC § 50650.3(c)), not more than 10 percent of the funds available in a given fiscal year shall be used for financial assistance in the form of secured forgivable loans.

3. ADU/JADUs. Funds in support of an ADU/JADU Program shall be used for:

- a. Construction, reconstruction, repair, conversion, or Rehabilitation
- b. Structural modifications to the existing home necessary to accommodate an ADU or a JADU
- c. Building permits and other related government fees, including all fees necessary to build and occupy the ADU/JADU
- d. Consulting services which are directly related to construction, such as appraisal, architectural, or engineering services
- e. Non-recurring loan costs
- f. CalHome Activity Delivery Fees

4. **Technical Assistance for Self-Help Housing Projects.** Recipients shall comply with the eligible costs for Self-Help Technical Assistance defined in Guidelines Section 7737.
5. **Technical Assistance for Shared Housing.** Recipients shall comply with the eligible costs for Shared Housing Technical Assistance defined in Guidelines Section 7740.
6. **Homeownership Development Project Loans.** Homeownership Development Project Loans will be funded pursuant to the development Loan terms specified in Guidelines Section 7750. The portion of a development Loan which is used to provide Mortgage Assistance to qualified First-Time Homebuyers is converted to a Grant. Recipients shall comply with the development Loan-to-Value Limits defined in Guidelines Section 7751.

Homeownership Development Projects must have a minimum of five units (Guidelines Section 7753).

Note: Projects are only eligible if construction work has not begun prior to the date that the Department awards a commitment of program funds. Construction work includes: (1) site improvements intended for public dedication, (2) site preparation, and (3) grading (Guidelines Section 7718, subd(c)).

7. Activity Delivery Fees

Mortgage Assistance Loans. The Department may provide funding to cover Activity Delivery Fees (ADFs) of up to 10 percent of the total award. Up to 5 percent of the total award may be provided within 90 days after the execution of the Standard Agreement for program development expenses, and up to 5 percent of the total award may be reimbursed on a per-Loan basis. The per-Loan reimbursement maximum will be 5 percent of the total award divided by the estimated number of Loans to be made under the contract.

Owner-Occupied Rehabilitation Loans. The Department may provide funding to cover ADFs of up to 20 percent of the total award. Up to 10 percent of the total award may be provided within 90 days after the execution of the Standard Agreement for program development expenses, and up to 10 percent of the total award may be reimbursed on a per-Loan basis. The per-Loan reimbursement maximum will be 10 percent of the total award divided by the estimated number of Loans to be made under the contract.

ADU/JADU Loans. The Department may provide funding to cover ADFs of up to 20 percent of the total award. Up to 10 percent of the total award may be provided within 90 days after the execution of the Standard Agreement for program development expenses, and up to 10 percent of the total award may be reimbursed on a per-Loan basis. The per-Loan reimbursement maximum will be 10 percent of the total award divided by the estimated number of Loans to be made under the contract.

Applicants need to provide documentation verifying their Activity Delivery expenses. This requirement may be satisfied through documents such as invoices, receipts, time tracking, or other documentation of valid program expenses.

F. Eligibility and threshold evaluation criteria

Applications will not be considered for funding unless the application is received by the deadline as stated in this NOFA and demonstrates compliance with all CalHome program Statutes and Guidelines, including the following conditions:

1. The Applicant meets geographic restrictions per CalHome Guidelines (Guidelines Section 7717 subd. (a))
2. The Applicant is an eligible Local Public Agency or Nonprofit Corporation (Guidelines Section 7717)
3. The Applicant has complied with reporting requirements (Guidelines Section 7717, subd. (c))
4. The activity is eligible (Guidelines Section 7718)
5. The proposed use of funds is eligible (Guidelines Section 7719)
6. The Applicant meets the eligibility requirements for the activity or activities for which they are applying:
 - a. First-Time Homebuyer Mortgage Assistance (Guidelines Section 7728)
 - b. Owner-Occupied Rehabilitation Assistance (Guidelines Section 7732)
 - c. Technical Assistance for Self-Help Housing Projects (Guidelines Section 7736)
 - d. Technical Assistance for Shared Housing Programs (Guidelines Section 7739)
 - e. ADU/JADU Assistance (Guidelines Section 7742)
 - f. Homeownership Development Project Loans (Guidelines Section 7746)
7. The application is complete (Guidelines Section 7754)
8. The application shall be on the Department forms and cannot be altered or modified by the Applicant
9. The application is signed by the party authorized in a complete and proper resolution (Guidelines Section 7754)
10. The Applicant does not have any unresolved audit findings for prior the Department or federally funded housing or community development projects or programs (Guidelines Section 7755)
11. The Applicant has no pending lawsuits that would impede the implementation of the program (Guidelines Section 7755)

G. Rating

Evaluation criteria. All eligible Applicants that have met eligibility and threshold requirements shall receive a minimum score of 55 points to be considered for funding (Guidelines Section 7755, subd. (b)). All applications passing eligibility and threshold criteria will be evaluated on the following factors (Table 2). If there are more eligible Applicants than can be funded, the Department will award funding by descending order of points. For more detail on each of the rating factors, please see Appendix A and Guidelines Section 7755, subd. (b).

Evaluation Criteria	Maximum Points
Capability	40
Community Need	15
Feasibility	25
Community Revitalization	10
Volunteer Labor, Self-Help Labor or Youth Construction Skills Training Program	10
Total	100

Applicants may apply to fund up to two programs (First-Time Homebuyer Mortgage Assistance Program, Owner-Occupied Rehabilitation Program, Shared Housing Program, and/or ADU/JADU Program) in a single application. Each program will be scored separately; therefore, an Applicant applying to fund two programs will have two separate scores. The two scores will be averaged into one score.

Applicants may apply to fund a Homeownership Development Project with or without a Self-Help Housing Project. If the Homeownership Development Project proposes to do a Self-Help Housing Project, the Applicant may additionally apply for Technical Assistance funding. Applicants cannot apply to fund both a program and a project (Guidelines Section 7753, subd (a)) in a single application. However, Applicants may submit separate applications for programs and projects. In addition, Applicants may submit separate applications to apply for multiple projects.

Applicants cannot apply for more than the maximum application amount of \$5 million across all applications submitted per a CalHome funding round. Applicants can only apply for one assisted county per application.

Applicants may serve as Administrative Subcontractors for localities. However, Applicants cannot serve as Administrative Subcontractors in the areas where they are awarded CalHome funds to develop a CalHome program or a project. Applicants are required to provide Service Area Maps with their applications.

1. Performance penalty

Applicants that have previously received a CalHome Grant will be reviewed for performance (Guidelines Section 7755, subd. (c)).

Failure to have expended at least 95 percent of the most recently awarded Grant by the 36th month of the prior CalHome contract (with the exception of funds awarded under the April 11, 2018, CalHome Disaster Assistance NOFA and May 3, 2019, CalHome Disaster Assistance NOFA) may result in a five (5) point penalty deduction from the score of the application (Guidelines Section 7759, subd. (a)(1)(B)).

An Applicant with any project currently in the Department’s compliance resolution unit shall not be eligible to apply (Guidelines Section 7717, subd. (b)(1)).

III. State requirements

A. Climate adaptation

[Executive Order B-30-15](#) addressing the need for climate adaptation ordered that:

1. All state agencies with jurisdiction over sources of greenhouse gas emissions shall implement measures, pursuant to statutory authority, to achieve reductions of greenhouse gas emissions to meet the 2030 and 2050 greenhouse gas emissions reductions targets.
2. State agencies shall take climate change into account in their planning and investment decisions and employ full life-cycle cost accounting to evaluate and compare infrastructure investments and alternatives.

In response to Governor Gavin Newsom's Executive Order, the Department strongly encourages CalHome Recipients to implement CalHome funded activities in a manner that reduces greenhouse gas emissions and adapts to climate change.

For additional information and guidance, please contact Nuin Tara-Key with the Governor's Office of Planning and Research at Nuin-Tara.Key@opr.ca.gov.

IV. Application procedures and deadline

A. Application packaging and submittal

The application form is available on the Department's website under the CalHome program, <http://www.hcd.ca.gov/grants-funding/active-no-funding/calhome.shtml>.

Application materials must be submitted electronically to the Department's website. Requirements for uploading the Application Workbook and required supporting documentation, including naming conventions, are described in the application instructions available at <https://www.hcd.ca.gov/grantsfunding/active-funding/lhtf.shtml>. The application instructions and submittal portal will be available beginning November 8, 2021. The Department no longer requires a hardcopy submittal of the Application Workbooks or supplemental documentation.

Applicants must upload all application materials to the Department's website no later than 5:00 p.m. Pacific Standard Time on November 22, 2021 with the exception of Tribal applications, which are due no later than 5:00 p.m. Pacific Standard Time on December 14, 2021.

Personal deliveries will not be accepted. No facsimiles, incomplete applications, application revisions, or walk-in application packages will be accepted. Applications that do not meet the filing deadline will not be eligible for funding.

B. Application webinar

The Department will hold a live, recorded webinar to review the CalHome NOFA and application. The recorded webinar will be posted on the CalHome program webpage. For the webinar date and time, please go to the Department's website at <http://www.hcd.ca.gov/grants-funding/active-no-funding/calhome.shtml>. Please contact CalHome@hcd.ca.gov for webinar registration.

C. Disclosure of application

Information provided in the application will become a public record available for review by the public, pursuant to the California Public Records Act (Chapter 1473, Statutes of 1968). As such, any materials provided will be disclosable to any person making a request under this Act. The Department cautions Applicants to use discretion in providing information not specifically requested, including, but not limited to, bank account numbers, personal phone numbers and home addresses. By providing this information to the Department, the Applicant is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request.

V. Appeal and award process

A. Appeals

Pursuant to Guidelines Section 7755, subd. (d), Applicants will be subject to the appeal process as detailed in this NOFA:

1. Basis of appeals

- a. Upon being noticed in writing that its application is incomplete, fails threshold requirements, or has a reduced preliminary point score, Applicants may appeal these decisions pursuant to Section V of this NOFA. Upon receipt of the Department's notice that an application has been determined to be incomplete, fail threshold, or have a reduction to the preliminary point score, Applicants under this NOFA may appeal such decision(s) to the Department pursuant to this section.
- b. No Applicant shall have the right to appeal a decision of the Department relating to another Applicant's eligibility, point score, award, denial of award, or any other matter related thereto.
- c. Prior program NOFAs: The appeal process provided herein applies solely to the Department decisions made in this NOFA and does not apply to any decisions made respecting any previously issued NOFAs or decisions to be made respecting future NOFAs.

2. Appeal process and deadlines

- a. Process: In order to lodge an appeal, Applicants shall submit to the Department, by the deadline set forth in subsection (b) below, a written appeal that states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant shall provide a detailed reference to the area or

areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be accepted if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Department either via email at CalHome@hcd.ca.gov or at the following address:

California Department of Housing and Community Development
Division of State Financial Assistance
Program Design and Implementation Section
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833

The Department will accept appeals electronically to the email address listed above. The email time stamp must be prior to the appeal deadline.

- b. Filing Deadline: Appeals shall be received by the Department no later than five (5) business days from the date of the Department's eligibility, threshold review, or determination letters, representing the Department's decision made in response to the application.

3. Decision

Any request to amend the Department's decision shall be reviewed for compliance with the Statute, the Guidelines, this CalHome NOFA, and any subsequent clarifying documents, each of which as may have been amended from time to time. It is the Department's intent to render its decision in writing within 15 business days of receipt of the Applicant's written appeal. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Department with respect to the appeal.

4. Effectiveness

In the event that the Statute, regulations, or Guidelines governing this program contain an existing process for appealing the Department decisions with respect to NOFA awards made under such programs, then this section shall be inapplicable, and all appeals shall be governed by such existing authority.

B. Awards

Awards made by the Department shall not be deemed final until such time as the Department has resolved any appeals filed by Applicants pursuant to the appeal process provided for in Section V. A. hereof. At such time as the Department has completed the appeal process and made its determinations, it will issue the final awards and post notification thereof on the Department's website.

VI. Standard Agreements and release of funds

A. Standard Agreements

Recipient(s) will enter into a Standard Agreement with the Department. The Standard Agreement will contain relevant state contracting and program requirements, specific information about the award, the work to be performed, a project/program timeline, and any special conditions required to make the project feasible (Guidelines Sections 7752, subd. (a)(4) and 7756, subd. (a)(12)).

The Recipient(s) shall remain a party to the Standard Agreement for the agreement's entire term.

The Standard Agreement allows a maximum of 36-months from the date of the award letter to expend funds (Guidelines Section 7759, subd. (a)(1)). The Department may exercise its reasonable discretion to disencumber funds or to grant an extension of time for completion (Guidelines Section 7759, subd. (d)). Any extensions are subject to any and all applicable encumbrances, deadlines, and limitations, including, but not limited to, HSC § 54006, subd. (g). Documentation to support the Recipient's expenditure of funds shall be received prior to the contract expiration date. The Standard Agreement expires at the end of 42 months from the award letter date, unless extended. Recipients remain subject to the terms of the 20-year Monitoring Agreement (Guidelines Section 7756, subd. (b)).

B. Release of funds

Funds shall not be obligated to a Borrower prior to the date a Standard Agreement contract is fully executed between the Recipient and the Department. Funds will be released after the Standard Agreement execution, and after the Department has reviewed and approved the following Recipient submissions (Guidelines Section 7756, subd. (a)(5)):

1. Loan Servicing Plan (Guidelines Section 7723, subd. (a))
2. Program Guidelines
3. Loan document templates
4. Reuse Agreement with verification of established Reuse Account (Guidelines Section 7724)
5. Fully executed 20-year Monitoring Agreement (Guidelines Section 7756, subd. (b))
6. If a Recipient contracts with a third party for the above functions, the Recipient shall submit the original contract and any amendments for the Department review.

Funds may be requested as either a reimbursement or as an advance. Pursuant to Guidelines Section 7757, subd. (a), advances may include, but are not limited to, any of the following:

1. Homeownership Development Project Loan disbursements
2. Advances of up to 25 percent of the award for Self-Help and Shared Housing Technical Assistance
3. Advances for Owner-Occupied Rehabilitation or ADU/JADU Programs up to the Recipient's anticipated volume of closed Loans for the following 60-day period
4. Advances to escrow for Mortgage Assistance Loans

All Recipients shall reconcile advances within 90 days. Documentation showing at least two-thirds of the funds previously released for program activities were expended shall be submitted to the Department before another advance request will be processed. Recipients shall also consistently complete quarterly performance reports and be up to date on their submissions before another advance request will be processed (Guidelines Section 7758, subd. (a)).

VII. Other terms and conditions

A. Right to modify or suspend

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including, without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties via listserv and will post the revisions to the CalHome website. Subscription to the CalHome listserv is available at https://www.hcd.ca.gov/HCD_SSI/subscribe-form.html.

B. Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable state or federal law or regulation shall control. Applicants are deemed to have fully read and understand any and all applicable state and federal laws, regulations, and Guidelines pertaining to CalHome. By applying under this NOFA, Applicants acknowledge and agree that the Department shall not be responsible for any errors or omissions in the preparation of this NOFA.

APPENDIX A

RATING FACTORS

The list below is a summary. For more specific information, please refer to Guidelines Section 7755, subd. (b).

Criteria Defined	Maximum Points
<p>Capability to operate the proposed program, administer and conduct the Self-Help Technical Assistance Project, or develop the type of Homeownership Project proposed in the application:</p> <ul style="list-style-type: none">• Number of Mortgage Assistance units assisted within the last four years:<ul style="list-style-type: none">▪ 2 – 5 ~ 20 points▪ 6 – 10 ~ 30 points▪ 11 or more ~ 40 points• Number of Rehabilitation/Reconstructed units assisted within the last four years:<ul style="list-style-type: none">▪ 2 – 5 ~ 20 points▪ 6 – 10 ~ 30 points▪ 11 or more ~ 40 points• Number of Self-Help, new construction units within the last four years:<ul style="list-style-type: none">▪ 2 – 10 ~ 20 points▪ 11 – 20 ~ 30 points▪ 21 or more ~ 40 points• Number of Shared Housing units assisted within the last two years:<ul style="list-style-type: none">▪ 2 ~ 20 points▪ 3 – 4 ~ 30 points▪ 5 or more ~ 40 points• Number of ADU/JADU or Rehabilitation/Reconstructed units assisted within the last four years:<ul style="list-style-type: none">▪ 2 – 5 ~ 20 points▪ 6 – 10 ~ 30 points▪ 11 or more ~ 40 points• Number of Homeownership Development Projects within the last four years:<ul style="list-style-type: none">▪ 2 ~ 20 points▪ 3 – 4 ~ 30 points▪ 5 or more ~ 40 points	40

Community Need in a geographic area for the proposed Local Program or project will be based on the following factors:

For **Mortgage Assistance Programs, Technical Assistance for Self-Help Housing Projects, Technical Assistance for Shared Housing Programs, ADU/JADU Programs, and Homeownership Development Project Loans:**

- Housing affordability in the geographic area: The ratio of the current median sales price of a single-family home to the AMI for a 4-person Household in the county in which the CalHome program or project is located. The current median sales price is the most recent available from the California Association of Realtors as of the NOFA date, and the AMI is updated on an annual basis by the Department;
- Percent of renter Households that are low income: The percent of Households in renter-occupied housing with incomes below 80 percent of AMI, as reported in the most recent HUD Comprehensive Housing Affordability Strategy U.S. Census Bureau American Community Survey (HUD CHAS) data;
- Percent of renter Households occupying overcrowded housing: The percent of renter-occupied housing units with more than 1.5 occupants per room, as reported in the most recent HUD CHAS data; and
- Rental vacancy rate: The percent of rental housing units that are currently vacant, as reported in the most recent HUD CHAS data.

For **Rehabilitation Programs:**

- Age of the housing stock: The percent of owner-occupied housing units over 30 years old, as reported in the most recent U.S. Census Bureau American Community Survey (ACS) data;
- Percent of homeowner Households that are in poverty: The percent of families in owner-occupied housing with incomes below the federal poverty line, as reported in the most recent ACS data;
- Percent of homeowner Households that are low income: The percent of Households in owner-occupied housing with incomes below 80 percent of AMI, as reported in the most recent HUD CHAS data; and
- Percent of homeowner Households occupying overcrowded housing: The percent of owner-occupied housing units with more than 1.5 occupants per room, as reported in the most recent HUD CHAS data.

Feasibility in a geographic area for the proposed Local Program or project will be based on the following factors:

For Mortgage Assistance Programs:

- Affordability of Homeownership relative to renting: The ratio of median Monthly Housing Costs for owner-occupied housing units with a Mortgage, to median Monthly Housing Costs for renter-occupied housing units, as reported in the most recent ACS data;
- Availability of homes for sale relative to the proposed lending activity: The ratio of the following:
 - The number of home sales in the previous year priced below *either* the current median sales price of a single-family home in the county in which the CalHome program is located, *or* \$500,000, whichever is less;
 - The number of Loans that the Applicant expects to provide in the program;
 - The Applicant will provide home sales information based on publicly available real estate transactions data (e.g., Zillow.com, Redfin.com).

For Owner-Occupied Rehabilitation Programs and ADU Programs:

- Age of the housing stock: The percent of owner-occupied housing units over 30 years old, as reported in the most recent ACS data; and
- Percent of homeowner Households occupying overcrowded housing: The percent of owner-occupied housing units with more than 1.5 occupants per room, as reported in the most recent HUD CHAS data.

25

For Technical Assistance for Shared Housing Programs:

- Incidence of severe cost burden for low-income renters: The percent of Households in renter-occupied housing units spending 50 percent or more of income on housing expenses, as reported in the most recent HUD CHAS data; and
- Rental vacancy rate: The percent of rental housing units that are currently vacant, as reported in the most recent HUD CHAS data.

For Technical Assistance for Self-Help Housing Programs and Homeownership Development Project Loans:

- The readiness of the project development to proceed as evidenced by the status of local government approvals, project financing commitments, and resolution to impediments to development;
- Evidence of ability to serve Low- and Very Low-Income Households pursuant to the Mortgage Assistance underwriting requirements stated in Section 7731, as evidenced by the development budget and proposed unit sales prices; and
- Affordability of Homeownership relative to renting: The ratio of median Monthly Housing Costs for owner-occupied housing units with a

<p>Mortgage, to median Monthly Housing Costs for renter-occupied housing units, as reported in the most recent ACS data.</p> <ul style="list-style-type: none"> • Availability of homes for sale relative to the proposed lending activity. The ratio of the following: <ul style="list-style-type: none"> ○ The number of home sales in the previous year priced below <i>either</i> the current median sales price of a single-family home in the county in which the CalHome program is located, <i>or</i> \$500,000, whichever is less; to ○ The number of Loans that the Applicant expects to provide in the program. ○ The Applicant will provide home sales information based on publicly available real estate transactions data (e.g., Zillow.com, Redfin.com). 	
<p>Contributes to Community Revitalization as defined in Section 7716(l), or meets a legislatively mandated priority for funds allocated to the CalHome program, or develops a Rehabilitation program that addresses climate adaptation or resiliency consistent with the Hazard Mitigation Plan or the Safety Element of the General Plan adopted by the jurisdiction in which the program will be offered.</p>	<p>10</p>
<p>Volunteer Labor, Self-Help Labor, or Youth Construction Skills Training Program: Applicants applying for Homeownership Development Project, Self-Help Technical Assistance Homeownership Projects, or a Mortgage Assistance Local Program for new construction housing or acquisition with substantial Rehabilitation, when the Recipient is acquiring and substantially rehabilitating properties for sale to first-time homebuyers, will receive up to 10 points to the extent that:</p> <ul style="list-style-type: none"> • The Applicant utilizes Volunteer Labor or Self-Help Construction labor, where a minimum of five hundred (500) hours of on-site construction labor per assisted unit is provided; or • The Applicant utilizes labor provided by youth participating in a construction skills training program, where a minimum of five hundred (500) hours of on-site construction labor per assisted unit is provided. The five hundred (500) hours of construction training labor shall be provided by the 16- to 24-year-old program participants; • 15 percent of units to be developed include an ADU or a JADU; • Homeownership development projects are located in a High-Resource or Highest-Resource area, as identified on the TCAC/Department Opportunity Area Map. 	<p>10</p>
<p>MAXIMUM TOTAL POINTS</p>	<p>100</p>

For the Applicants who already received CalHome funds, up to five (5) points may be deducted for failure to meet CalHome Program Performance Goals pursuant to Section 7759 in the Guidelines.