-Welcome to the Local Housing Trust Fund Program Webinar/Q&A and thank you for joining. My name is Doniell Cummings, and I am the program manager, and Local Housing Trust Fund is one of the programs my team and I manage.
- Let’s begin with Housekeeping.
  - The Webinar will be recorded and posted to the program webpage next week. All participants will be muted during the presentation.
  - Questions and Answers will be taken during and after the presentation. Please type your questions into the Q & A.
  - We will answer as many questions as time permits. Any remaining questions will be answered following the presentation and posted to the program webpage.
  - You may also email your inquiries to the LHTF inbox at LHTF@hcd.ca.gov
I would like to take a moment to introduce you to my team. Jennifer, Kelsey, Muri, Melanie, Stephanie and Terri.
- The LHTF presentation will cover:
  - The 2022 NOFA, Program Summary and timeline.
  - The redesign of the LHTF application and Eligible Activities.
  - Threshold Requirements
  - Rating and Ranking
  - The online submission Portal and lastly,
- The department is pleased to announce the release of the 2022 Notice of Funding Availability (NOFA) for approximately $57 million dollars.

- Funding for this NOFA is provided by the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) and was adopted by voters on November 6, 2018.

- The purpose of the proposition is to expand sources of funding for affordable housing through New and Existing Local Housing Trust Funds by providing Matching Funds to assist Extremely Low-Income, Lower-Income and Moderate-Income Households.

- The Local Housing Trust Fund program provides matching grants to Local Housing Trust Funds that have developed their own eligible funding sources for housing.

- Fifteen percent of the funds made available by this NOFA shall be reserved for Local or Regional Housing Trust Funds meeting the definition of a New Local Housing Trust Fund.
- The NOFA was released on April 5, 2022. The online portal for application submission will open on Tuesday, April 26th and will remain open through Wednesday, May 25th.

- Application materials must be submitted electronically to the Department's website at HCD.ca.gov.

- A list of the required documentation can be found on the document checklist tab of the application. Please make sure to use the naming conventions provided in this checklist when uploading your documentation.

- The application portal will close on May 25th at 4:00 Pacific Standard Time.
- We anticipate award announcements to be made sometime in August of 2022.

Please note this is our anticipated timeline and we will do our best to meet this goal.
The LHTF application has been redesigned to provide a streamlined process and to assist with submitting a complete and accurate application.

Let's go over some of the features that has been implemented:
- Throughout the application you will find hyperlinks that you can click on to direct you to the guidelines or NOFA for additional information and clarification for that given section.
- The Department has added a Threshold tab which outlines the requirements that applicants must meet.
- The signature line has been updated to allow for the addition of your electronic signature. With this in place, you will no longer need to provide a PDF version of the application with a wet signature in your submission package.
- The Department has updated the Readiness and Tie breaker sections to assist the applicant in meeting the requirements set forth in these sections.
- We have also updated the Document Checklist, where you will find a list of all the required documentation you will need to include with your application submission as well as a dropdown confirmation of what was provided with your application to ensure nothing was missed. Here you will also find a list of naming conventions to use when saving your application files. All documentation must be provided at the time of application submission or no later than the application

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### Redesigned LHTF application

<table>
<thead>
<tr>
<th>Component</th>
<th>Feature Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project and Applicant</td>
<td>$101(p) “Local Housing Trust Fund” definition</td>
</tr>
<tr>
<td></td>
<td>$101(dd) “Regional Housing Trust Fund” definition</td>
</tr>
<tr>
<td>Threshold</td>
<td>Implemented dropdown with specific data and RED cell to indicate an error</td>
</tr>
<tr>
<td>Certification and Legal</td>
<td>John Smith</td>
</tr>
<tr>
<td></td>
<td>Signature (Please Type Name)</td>
</tr>
<tr>
<td>Application Score</td>
<td>Update to the Readiness and Tie breaker sections to assist with meeting the requirements</td>
</tr>
<tr>
<td>Document Checklist</td>
<td>Convention name for all documentation uploads</td>
</tr>
</tbody>
</table>
deadline.
- The application is now available on the HCD website. From the main page, first click on Grants and Funding tab, followed by Programs Active, then select Local Housing Trust Fund. You can download the application by clicking on the “Application” link or by clicking on the “Apply Now”.
- The application consists of seven tabs total.
- Let’s take a closer look starting with the Project and Applicant tab.
- Hyperlinks has been implemented throughout the application and are blue in color. For additional information please click on the desired link to be directed.
- Yellow cells are unprotected and should be filled in completely for all applicable cells.
- Please provide general information for the applicant, the Housing Trust Fund and project type and activity.
- The threshold tab outlines the requirements that applicants must meet. It’s fundamental that applicants provide eligible documentation to evidence how the Housing Trust Fund was established, how does it receive specific ongoing revenues to address local housing needs, how are Matching Funds and Ongoing Revenues sufficient, therefore the threshold tab was built with very specific language and dropdown selections to assist.

- Applicants that have received an award letter for Programs Funds from the 2020 and/or 2021 NOFA, are considered a previous awardee. A minimum of 40% of Program Funds must have been committed to be eligible to apply. Applicants are to provide the total awarded amount in which you have received an award letter for. Of the total awarded amount, enter in the dollar amount for which the applicants have committed thus far.

- Applicants that have not received an award letter from the 2020 or 2021 NOFA will be considered a New Applicant and may receive performance points by committing Local Matching Funds greater than 40%.
-Moving along to the Applicant Score Tab.
-Non-Residential Matching Funds amount will be scored automatically based on the data entered in the Matching Funds section.

-Deeper Income Targeting: First, confirm whether the applicants are committing no more than 18 percent of Program and Matching Funds on Moderate-Income household. Upon answering Yes, proceed with selecting the applicable percentages to be scored accurately.

-Readiness: Applicants that have completed a first phase funding process for multifamily rental projects and announced on its website the status of each project should complete the readiness section. Scoring will be based on the data entered in this section.

-Increasing the supply of Lower income Rental Housing: Scores are given based on the percentages entered.

-Community Need will be scored by HCD. Applicants should not input a self score.

-Performance points will automatically be scored based on the data entered in the Threshold tab.
- The Document checklist has been revised to assist with submitting a complete application.
- Any items that are threshold requirements will be indicated by a YES.
- It is important that you save your documentation using the convention names provided on the checklist.

Now I will pass it over to Kelsey.
Eligible Activities

Program Funds to provide

Construction loans and/or Permanent Financing at simple interest rate no higher than 3%

For predevelopment, acquisition, and costs associated with development or rehabilitation of Affordable rental housing projects, Emergency Shelters, Permanent Supportive Housing, Transitional Housing, and Affordable homebuyer/homeowner projects, including assistance to income-eligible households to purchase for-sale units.

Funds may also be used for the construction, conversion, repair, reconstruction, or rehabilitation of ADUs and JADUs.

Please Note: LHTF is not a reimbursement program.

- Hi I’m Kelsey and I will begin with eligible activities.

- Program Funds must be used to provide construction loans and/or permanent financing loans at simple interest rates of no higher than three percent per annum.

- Eligible activities include construction loans and/or permanent financing loans to pay for predevelopment costs, acquisition costs, and other costs associated with the development or rehabilitation of Affordable rental housing projects, Emergency Shelters, Permanent Supportive Housing, Transitional Housing, and Affordable homebuyer/homeowner projects, including assistance to income-eligible households to purchase for-sale units.

- Funds may also be used for the construction, conversion, repair, reconstruction, or rehabilitation of Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Units (JADUs).
### Threshold: Eligible Applicants

| 102(a) | City, county, city and county that has created, funded and operated a New or Existing Local Housing Trust Fund |
| 102(b) | Charitable nonprofit organization described in Section 501(c)(3) that is an Existing Local Housing Trust Fund |
| 102(c) | Native American Tribe(s) that has created, funded and operated a New or Existing Local Housing Trust Fund |

- Eligible applicants are cities and/or counties or a Native American Tribe or tribes that have created, funded and operated an Existing Local Housing Trust Fund or have created and funded a New Local Housing Trust Fund.

- Charitable nonprofit organizations described in Section 501(c)(3) that are an Existing or newly established Local Housing Trust Fund are also eligible applicants, therefore the 501(c)(3) determination from the Internal Revenue Code should be in the name of the Housing Trust Fund.

- All Housing Trust Funds must utilize a public, or joint public and private fund established by legislation, ordinance, resolution or public-private partnership and must receive specific public or public and/or private revenues to address local housing need.

- A New Local Housing Trust Fund is a Local Housing Trust Fund that was organized, funded, and operated no more than 12 months prior to the NOFA release date. If a trust fund has ever previously received an award, it will not be considered “new”. If a “New Local Housing Trust Fund” submits an application within the time frame required and passes threshold for that funding round but does not score highly enough to receive an award, it shall be permitted to apply in the next funding round as a “New Local Housing Trust Fund.”

- A Regional Housing Trust Fund (RHTF) must meet the minimum threshold of serving 2 jurisdictions with a combined population of more than 1 million people, 3 jurisdictions in counties with a total population of 250,000 or less, or 4 jurisdictions in
counties with total populations of more than 250,000 people.
Establishment of HTF

Legislation, Ordinance, Resolution, or Public-Private Partnership

Housing Element must be adopted and determined to be in compliance by HCD by awards announcement

Submission of 2021 Calendar Year Housing Element Annual Progress Report

-The establishment of the HTF must be evidence by legislation, resolution, ordinance or public-private partnership and the documentation evidencing the creation must be submitted with your application. Please select from the dropdown list which of the acceptable forms of documentation will be submitted. The department does ask that you highlight in your documentation the section(s) in which it shows how and when the HTF was established, the specific revenues the HTF shall be receiving and how the HTF addresses local housing need.

- Please note, RHTF's must submit Resolutions or ordinances from each participating local government with their application.
- Next, please select from the dropdown on the application how your HTF meets the minimum amount of required Ongoing revenues. Just a friendly reminder that you may at any time click on the blue hyperlinks to be directed to the guidelines for additional information on requirements. Eligible sources of Ongoing Revenues will be discussed later in this presentation.
- It is important that Housing Elements for all cities and counties that are applicants or participating members of a RHTF must be adopted by the governing body and determined to be in compliance by HCD no later than award announcement. If an applicant is determined to be out of compliance at the time awards are announced applicants will be ineligible to receive funding and the next highest scoring eligible applicant may be funded in its place. Please note there has been a change to the Housing Element Annual Progress Report Requirements. The Housing Element Annual Progress Reports must be submitted for the 2021 calendar year by application deadline under the 2022 NOFA.
- Nonprofit Housing Trust Funds must agree to utilize Program Funds only for Eligible Projects located within cities or counties that have at the time of awards announcement an adopted Housing Element determined by the Department to be in compliance with state Housing Element law and have submitted to the Department the Annual Progress Report on the Housing Element for the 2021 Calendar Year by the application deadline date.

- Native American Tribe or Tribes must agree to utilize Program Funds only for Eligible Projects either
  (A) located on Native American Lands or
  (B) in cities or counties that have at the time of awards announcement an adopted Housing Element determined by the Department to be in compliance with state Housing Element law and have submitted to the Department the Annual Progress Report on the Housing Element for the 2021 Calendar Year by the application deadline date.
Applicants who have received an award for the LHTF 2020 and/or 2021 NOFA must have committed at least 40 percent of Program Funds from each awarded NOFA.

Applicants that do not meet this requirement will NOT be eligible to submit a LHTF application under the 2022 NOFA. The measure of commitment used by the Department requires that the applicant have made a commitment through a legally binding agreement and/or letter to a project and/or an eligible activity.

To ensure you have met the commitment requirement, the department has built into the application a tool that will assist in confirming the amount of the required commitment based on prior award.

You will need to enter your total awarded Program Funds starting with the 2020 NOFA. Please enter the dollar amount of your total awarded Program funds. You will then enter the dollar amount for which you have made a commitment to a specific project and/or activity. The cell will turn RED if you have not reached the minimum requirement for committed funds.
Eligible Matching Funds

- Program funds will be matched dollar-for-dollar by eligible sources of funding, such as taxes, fees, loan repayments, or public/private contributions by the Applicant and MUST be used for the same project.

- Lines of credit and loans are not eligible sources and neither are State or Federally restricted housing funds (such as HOME, CDBG, etc.) and will not be considered as Matching Funds.

- PLHA funds may be considered Matching Funds for Regional Housing Trust Funds only.

- Matching funds must be On Deposit in the Housing Trust Fund by application submission or alternately you may submit a Legally-binding commitment for the Matching Funds. The Legally Binding Commitment and/or letter must be a fully-executed contract. It MUST include the specific source(s) of the Matching Funds, the amount of Matching Funds being provided, the date upon which the funds will be deposited into the Housing Trust Fund or Regional Housing Trust Fund account, and remedies for not depositing the Matching Funds on that date.

- All Matching Funds must be On Deposit prior to the disbursement of Program Funds.
Matching Funds Documentation

- The section on the application for Matching Funds has been revised as well. The department has implemented features such as dropdown lists that include specific data selections to assist applicants in meeting the Matching Funds requirements.

- If applicants fail to meet the minimum required amount of Matching Funds, the cell will turn RED as shown above.

- Documentation provided, such as bank statement(s), should evidence that the Matching Funds have been deposited into the HTF account and the dropdown list will capture this requirement. If the Matching Funds have yet to be deposited into the HTF account, applicants must provide an executed legally binding agreement and/or letter as outlined on the previous slide.

- Additional acceptable sources of documentation for Matching Funds include ordinances adopting fees and/or taxes, or the prior years financial statements received. Applicants using land donation as Matching Funds must provide a land title and appraisal dated within 6 months of the application deadline documenting the donated lands value. (Please note that if land donation is used as Matching Funds, the use of that land must be utilized as part of your project.)
Ongoing Revenue

- For an Existing Housing Trust Fund, Ongoing Revenue must be at least an average of $100,000 per year for 3 years after program award date.

- For a New Housing Trust Fund, the Ongoing Revenue must be sufficient to pay for 5 years of operating costs after program award date.

- Ongoing Revenues are required to be derived from dedicated sources of consistent funding, such as taxes, fees, repayments of loans made by the Trust Fund, or regular annual public or private contributions.

- Ongoing Revenues may not include one-time donations, such as land donations or large bequests, loans or lines of credit.
- Just like the Matching Funds section, the Ongoing Revenues section has been updated on the application to include the same features.

- The accepted forms of documentation for ongoing revenue include executed Letters of Explanation or legally binding commitments/agreements for public and/or private contributions, ordinances adopting fees and/or taxes, prior years financial statements received, executed promissory notes or loan agreements that include required interest/principal payments, loan due dates, and required fees.

- At minimum, documentation must support the required average amount and number of years of Ongoing Revenue as stated on the previous slide.

- For New Housing Trust Funds only, the threshold tab in the Ongoing Revenue section includes an itemized chart for operating expenses. In this section, applicants will need to provide the average annual projected amount of operating costs for five years following Program award.
Eligible use of Funds

(a) Minimum 30 percent of Program and Matching Funds expended to assist Extremely-Low Income Households (30% AMI)

(b) Administrative expenses of up to 5 percent of Program Funds AND Matching Funds

(c) Remaining Program and Matching Funds expended to assist Lower-Income Households (80% AMI)

(d) Maximum 20 percent of Program and Matching Funds expended to assist Moderate-Income Households (120% AMI)

- Program Funds should be used to provide construction and/or deferred payment permanent loans at simple interest rates of no higher than 3 percent annum.

- Applicants are allowed up to 5 percent of Program Funds and additionally up to 5 percent of Matching Funds for administrative expenses.

- Guidelines section 105 establishes minimum and maximum amounts of program funds to be directed at specific AMI Levels. Please note the minimum and maximum amounts we will be going over are the amounts after deducting any applicable administrative expenses.

- First, a minimum of 30% of Program and Matching funds must be used for Extremely Low-Income Households. Dwelling units or shelter beds must be Affordable to and restricted for households with incomes not to exceed 30% of the Area Median Income.

- Second, a minimum of 20% of Program and Matching funds must be used for Moderate-Income Households whose household income does not exceed 120% of the Area Median Income.

- And lastly, the remaining Program and Matching Funds must be used for Low-Income Households whose household income does not exceed 80% of the Area Median Income.
Applicant has adopted the Uniform Multifamily Regulations (UMRs) as their loan guidelines, underwriting and procedures. The Department’s UMRs can be found on our website at [https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf](https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf)

OR

Applicant has adopted the Uniform Multifamily Regulations (UMRs) as their loan guidelines, underwriting and procedures. The Department’s UMRs can be found on our website at [https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf](https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf)

<table>
<thead>
<tr>
<th>Debt ratio coverage</th>
<th>Minimum projected operating expenses</th>
<th>Replacement reserve (enter the amount per unit)</th>
<th>Capitalized operating reserve (Development funding source at a minimum)</th>
<th>Positive cash flow</th>
<th>Projected vacancy rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>An example can be found in §0101(a) Page 49 of UMRs.</td>
<td>An example can be found in §0101(b) Page 4 of UMRs, or TCAC limits.</td>
<td>An example can be found in §0301(c)(1)(2) Page 16 of UMRs.</td>
<td>An example can be found in §0301(b) Page 14 of UMRs.</td>
<td>An example can be found in §0310(c)(1) Page 20 of UMRs.</td>
<td>An example can be found in §0310(c)(3) Page 18 of UMRs.</td>
</tr>
</tbody>
</table>

- Loan guidelines and underwriting standard procedures is a new section the Department has implemented into the threshold tab of the application.

- There are two options to select from. For those who are adopting the 2017 Uniform Multifamily Regulations (UMRs) as their loan and underwriting procedures, please select YES in this section of the application.

- If you are not adopting the UMRs, please move forward and complete the boxes filling in the information requested for all ten factors outlined in the application.

- Please note there has been a change to the list of factors in the 2022 NOFA which now includes Interest Rate.
- Let’s take a closer look at how to complete this section of the application.

- This section is applicable to all applicants that are not adopting the UMRs.

- All ten factors outlined in the application must be addressed in your loan guidelines & underwriting standards and procedures and a copy of your document must be submitted with your application.

- For the purpose of this slide, we will be using the debt ratio coverage as our example.

- Below the debt ratio coverage heading, you will find the section references for the UMRs where you can obtain additional information on what is being required. To be directed to the UMRs directly please click on the hyperlink provided on the application.

- Lastly, in the yellow cell, please provide the section references to where in your loan guidelines & underwriting standards the debt ratio coverage will be outlined. Applicants will complete this process for all ten of the required factors.
We will now take a moment to answer any questions you may have about the previous section. Please type your questions into the chat.
Rating and Ranking

<table>
<thead>
<tr>
<th>Non-Residential Matching Funds (15 Points Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extent to which the Applicant provides Matching Funds from sources other than residential Local Impact Fees or In Lieu Fees</td>
</tr>
<tr>
<td>0% - 25%</td>
</tr>
<tr>
<td>26% - 50%</td>
</tr>
<tr>
<td>&lt;51%</td>
</tr>
</tbody>
</table>

Hi I’m Jennifer, And I will be going over Rating and Ranking.

- The first opportunity for points is in the category of Non-Residential Matching Funds.

- Applicants will receive points based on the percentage of Matching Funds obtained specifically from sources other than residential Local Impact Fees, or In Lieu Fees .

- There is a minimum of 5 points and a maximum of 15 points in this category.
Rating and Ranking

**Deeper Income Targeting (20 Points Max)**

<table>
<thead>
<tr>
<th>Extent to which the Applicant commits to expend less than 20 percent of Program Funds and Matching Funds to serve Moderate-Income Household</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>11% - 18%</td>
<td>Funding for Moderate-Income Household</td>
</tr>
<tr>
<td>6% - 10%</td>
<td>Funding for Moderate-Income Household</td>
</tr>
<tr>
<td>1% - 5%</td>
<td>Funding for Moderate-Income Household</td>
</tr>
<tr>
<td>100%</td>
<td>Funding for Lower-Income Household</td>
</tr>
</tbody>
</table>

- Our next opportunity for points is in Deeper Income Targeting.
- To receive the maximum 20 points, applicants would need to commit 100% of their funding to Lower-Income Households.
- As you can see on the slide the points increase as the percentage of funding going towards Moderate-Income Households decreases.
### Rating and Ranking

#### Readiness (15 Points Max)

<table>
<thead>
<tr>
<th>Extent to which the Applicant completed a first phase funding for Multifamily rental projects and announced on its website the status of each project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Website posting of pipeline with status, <strong>PLUS Either</strong> of the next (2) factors:</strong></td>
<td>5 Points</td>
</tr>
<tr>
<td>Projects included in item A. with first phase funding completed representing 2 times the application request (e.g., if requesting $5 million, pipeline projects must total at least $10 million)</td>
<td>5 Points</td>
</tr>
<tr>
<td>Projects included in item A. with first phase funding completed representing 3 times the application request (e.g., if requesting $5 million, pipeline projects must total at least $15 million)</td>
<td>10 Points</td>
</tr>
</tbody>
</table>

- To score the first 5 points in the Readiness category applicants MUST include in their application a direct link to their website posting for their specific projects.

- The first phase begins with the release of a NOFA or RFQ, followed by the receipt of preliminary applications from developers, and then proceeds with the issuance of preliminary approvals.

- The pre-approvals given to those projects must be published on the website. The posting should include a list of applicants, names of the projects, AMI level(s) served, funding amounts requested, and the pre-approval amounts.

- For the remaining readiness points the applicants must have granted at minimum, preliminary approvals to at least two times the LHTF application request amount.
- Now let’s take a closer look at what the completed Readiness section of the application should look like.

- Built into the score tab of the application, you will list the project’s name and the pre-approval amount generated from the NOFA or RFQ release.

- Next, it is important that you provide the direct weblink for your project. Weblinks directing the Department to your main webpage will not be considered sufficient and can result in a decrease of points for Readiness.

- A document version of your pipeline-projects must also be submitted with your application.
Rating and Ranking

Increasing the Supply of Lower-Income Rental Housing (20 Points Max)

| Extent to which the Applicant commits to use Program Funds and Matching Funds for the new construction of rental housing development affordable to and restricted to households with average incomes of no more than 60 percent AMI |
|-------------------------------------------------|-----------------------------------|----------------------|
| 50%                                             | Funding for 60% AMI or less       | 0 Points             |
| 51% - 74%                                       | Funding for 60% AMI or less       | 10 Points            |
| 75% - 99%                                       | Funding for 60% AMI or less       | 15 Points            |
| 100%                                            | Funding for 60% AMI or less       | 20 Points            |

- The fourth scoring criteria gives Applicants points who commit to using Program Funds and Matching Funds for the new construction of rental housing developments, making them affordable to and restricted to households of no more than 60 percent AMI.

- Points are given based on the ranges outlined above.
## Rating and Ranking

### Community Need (15 Points Max)

<table>
<thead>
<tr>
<th>Percentage of Lower-Income Households paying more than 50 percent of their household income for rent or owner expenses, in jurisdictions to be served by the application, in comparison with jurisdictions to be served by other applications</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% - 25%</td>
<td>5 Points</td>
</tr>
<tr>
<td>26% - 44%</td>
<td>10 Points</td>
</tr>
<tr>
<td>45% or higher</td>
<td>15 Points</td>
</tr>
</tbody>
</table>

Note: This section will be scored by HCD using CHAS data (Comprehensive Housing Affordability Strategy)

- The fifth criteria is Community Need.

- This will be calculated by HCD staff using the Comprehensive Housing Affordability Strategy data set (aka CHAS).

- At a minimum everyone will receive 5 points and those jurisdictions most impacted could receive a maximum of 15 points.
Rating and Ranking

Regional Housing Trust Fund Applicants (5 Points)

<table>
<thead>
<tr>
<th>Applicants that are a Regional Housing Trust Fund meeting the description here get all points in the category</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 jurisdictions (in counties with total populations of 250,000 or less) OR 8 jurisdictions (in counties with a population of more than 250,000), OR that meet the minimum threshold (2) jurisdictions with more than 1 million people, (3) jurisdictions in counties with total populations of 250,000 or less OR (4) jurisdictions in counties with more than 250K and include more than 66% of the population of the county or counties.</td>
</tr>
</tbody>
</table>

- Applicants that are a Regional Housing Trust Fund meeting the description here will receive all points in this category:
  - 6 jurisdictions (in counties with total populations of 250,000 or less) OR
  - 8 jurisdictions (in counties with a population of more than 250,000), OR
  - That meet the minimum threshold (2) jurisdiction with more than 1 million people, (3) jurisdictions in counties with total populations of 250,000 or less OR (4) jurisdictions in counties with more than 250K and include more than 66% of the population of the county or counties
Rating and Ranking

<table>
<thead>
<tr>
<th>Performance (10 Points)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extend to which Applicants exceed the minimum 40 percent commitment</td>
<td></td>
</tr>
<tr>
<td>Previous awardees who have exceed the minimum 40 percent commitment of Program Fund OR</td>
<td>10 Points</td>
</tr>
<tr>
<td>New Applicants (no previous LHTF award) who have committed 40 percent or more of local Matching Funds</td>
<td>10 Points</td>
</tr>
</tbody>
</table>

- A new addition has been added to the 2022 NOFA which will give an opportunity for both previous awardees and New Applicants to receive points in the Performance factor.

- Previous Awardees who exceed the minimum 40% commitment of Program Funds will be given 10 points.

- Additionally New Applicants who have committed 40% or more of their local Matching funds will also be eligible to receive 10 pts.

- Letters of Intent will need to be executed and submitted with the application. The letter of intend should outline at minimum the amount of Program Funds committed, the AMI level, whether it is construction or permanent financing and the name of the project or developer.
In the event of tied point scores, the Department shall rank tied applications based on the extent to which the application identifies specific multifamily rental projects to which the HTF has issued Letters of Intent to provide construction or permanent financing.

The HTF Letters of Intent must identify Program Funds as one of the funds committed, type of loan, interest rate, and amount committed to the project or developer.

Lastly, In the event of tied point scores, the Department shall rank tied applications based on the extent to which the application identifies specific multifamily rental projects to which the HTF has issued Letters of Intent to provide construction or permanent financing.

- The HTF Letters of Intent must be submitted with the application and must identify Program Funds as one of the funds committed, the type of loan, interest rate, and amount committed to the project or developer.
- Next, I'll talk about the Online Submission Portal
- To submit your application package please visit our HCD website and click on the link “2022 LHTF Application Online Submission Portal”.
- If you have already created a login for the online submission portal, please proceed by entering your username and password.
- If this is your first time applying, please click on the “Create new account” tab and complete all the necessary steps to create your username and password.
- For password reset, please click the “Reset your password” tab.
- The online submission portal has been redesigned to provide a streamlined and user-friendly process. The online portal consists of a total of 4 tabs.
- All required fields are indicated by a red asterisk and must be completed in order to move forward.
- Applicants that have submitted their application successfully will receive an email confirmation. The confirmation will be emailed to all applicable email addresses provided in the online submission portal. Please retain this confirmation for your record.

- Please note applicants will not be able to return to the online portal after they have submitted their application.
We are now near the end of this presentation, and we would like to include what happens after a standard agreement has been executed. The State Grant Management (SGM) section will send you a welcome letter following the execution of your Standard Agreement. The letter will contain:

- SGM Representative contact information
- Reporting and disbursement requirements with links to forms
- Expenditure deadlines and contract expiration dates

The Applicant’s Grant Management Representative as introduced in the Welcome Letter or the email from LHTFSGM@hcd.ca.gov will be your contact after execution of the Standard Agreement.
Prior to disbursement of Program Funds, the Housing Trust Fund must submit:

- Draft loan documents for Review and Approval
- Documentation that identifies the source and deposit of Matching Fund

Upon receiving final approval of draft loan documents, and the verification of a fully executed Standard Agreement has been completed, a signed Request For Funds form must be submitted to the Department for processing. The LHTF Request for funds form can be found on the Department website, located in the Forms tab under the LHTF Programs section.

Please note that processing time for the Grantee to receive Program Funds can take up to 45 days upon receiving final approval of draft loan documents, the verification of a fully executed standard agreement and completion of a Request For Funds form.
LHTF Annual Reports

LHTF reports must be submitted to the Department Annually

Report must include a narrative, financial and statistical summary of projects in which program funds have been committed and expended during the year

LHTF Annual Report can be found at https://www.hcd.ca.gov/local-housing-trust-fund under Reporting and Compliance

Not later than July 31st of each year during the term of the Standard Agreement.

LHTF reports must be submitted to the Department on an annual basis. The report must include a narrative, financial and statistical summary of projects in which program funds have been committed and expended during the year. The LHTF Annual Report can be found on the Department website, located in the Forms tab under the LHTF Programs section.

The Annual Report must be submitted no later than July 31st of each year during the term of the Standard Agreement.

This concludes our 2022 NOFA webinar.
Resources

Local Housing Trust Fund (LHTF) Website
https://hcd.ca.gov/grants-funding/active-funding/lhtf.shtml

Senate Bill 3, Beall. Veterans and Affordable Housing Bond Act
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB3

LHTF Final Guidelines

LHTF Notice of Funding Availability
https://www.hcd.ca.gov/grants-funding/active-funding/lhtf/docs/lhtf_2022_nofa.pdf

Here are links to some of the resources we used throughout the presentation.
- The Local Housing Trust Fund Program webpage
- Legislative info on SB 3
- The Local Housing Trust Fund Guidelines
- The Local Housing Trust Fund NOFA
You can also sign up for HCD updates on our website. You can select multiple programs on which to receive emailed news and updates. This way you won’t miss out on our LHTF announcements!
Now we will open it up to any final questions you may have, and just a reminder, any questions you think of following today’s webinar should be sent to our program's email: LHTF@hcd.ca.gov
Thank you.