Introduction

Welcome to the new online submission tool for California Department of Housing and Community Development Local Housing Trust Fund (LHTF) Applications. The LHTF program was created to provide Matching Grants to Local and Regional Housing Trust Funds established by cities and counties, Native American Tribes and incorporated 501(c)(3) nonprofit organizations. Eligible activities include construction loans, permanent financing loans, rehabilitation, or preservation of affordable housing, transitional housing, and emergency shelters. You can learn more about LHTF on the HCD website.

Redesigned, but Familiar

We have modernized the submission process to improve the efficiency for your staff, as well as to aid streamlining the review, and award tasks that follow. In doing so, we have kept a number of familiar forms unchanged to facilitate an eased transition in the online submission process. You may recognize these forms but will now submit them online as attachments to your submission. These forms are the same for this LHTF submission:

- LHTF Application
- Government TIN Form
- Payee Data Record
- Resolution to Submit Application

Submission Jumpstart Guide:

What you will see in the online submission process follows a very streamlined approach in which only minimal information must be entered and where you can upload your files to complete your submission.

Once you click on LHTF Application - Online Submission, located on the LHTF webpage, https://www.hcd.ca.gov/grants-funding/active-funding/lhtf-application.shtml, you will be redirected to a start screen.
New LHTF Application
There are four "screen tabs" that the authorized representative or contact representative will complete:

- Applicant Information— this is information about your entity,
- Authorized Representative – this is the name and address information for the authorized representative for your entity,
- Attachments – this is where your required documents are uploaded,
- Certification – this is where your authorized representative or contact representative signs and submits your application.

1. Applicant
The first screen tab is Applicant Information. Here you simply identify your applicant type, name, and address. You may use the address lookup tool, or you may simply enter it in the address boxes below that.
2. Authorized Representative
The next screen tab is Authorized Representative. Here you enter the Authorized Representative’s contact information such as name, title, email, and address. For convenience, you can either use the Address Lookup Tool or check the box to use the entity address previously entered if the address is the same for the Authorized Representative. By checking the box at the bottom of this section, the user can enter details for a Preferred Contact, if necessary.
**Preferred Contact**

By filling out this section, the Authorized Representative or application designee can assign a Preferred Contact for future LHTF application correspondences. Checkboxes provided allow the same address provided for the Authorized Representative or the Applicant to be reused for the Preferred Contact, or a new address can be entered with the Address Lookup Tool.
3. Attachments

The third screen tab is Attachments, where the document requirements are submitted. In this section, a validation occurs to request specific document attachments based on the applicant type. The required documents for the specific applicant type are marked with a red asterisk.

**Case 1: Applicant type: City, County and City and County**
Checking any of the boxes inside the orange square on the previous screenshot will reveal a related upload section for submitting the appropriate documents as shown in the screenshot below.
Case 2: Charitable Nonprofit Organization

Select the Organizational Documents you will provide:
- Articles of Incorporation
- Bylaws and any amendments thereto
- Certificate of Amendment of Articles of Incorporation
- Related Articles of Incorporation
- Statement of Information
- Shareholder Agreements
- Certificate of Good Standing Certified by Secretary of State
Checking any of the boxes inside the orange squares on the previous screenshot will reveal a related upload section for submitting the appropriate documents as shown in the two screenshots below.

Select the Organizational Documents you will provide:

- Articles of Incorporation
- Bylaws and any Amendments Thereto
- Certificate of Amendment of Articles of Incorporation
- Restated Articles of Incorporation
- Statement of Information
- Shareholder Agreements
- Certificate of Good Standing Certified by Secretary of State

**Articles of Incorporation**
(Corp. Code §154, 200 and 202) as certified by the CA Secretary of State (Single File)

**Bylaws and any Amendments Thereto**
(Corp. Code §207(a), 211 and 213) (Single File)

**Certificate of Amendment of Articles of Incorporation**
(Corp. Code §900-910 (General Stock), §7810-7820 (Public Benefit and Religious Corporations), §7810-7820 (Mutual Benefit Corporations), or §12500-12510 (General Cooperative Corporations)) As applicable. (Single File)

**Restated Articles of Incorporation**
(Corp. Code §900, 905, 910 (General Stock), §5811, 5815, 5819 (Public Benefit and Religious Corporations), §7811, 7815 and 7819 (Mutual Benefit Corporations) and §12501, 12506 and 12510 (General Cooperative Corporations)) As applicable. (Single File)

**Statement of Information**
(CA Secretary of State form SI-100 or SI-200) (Single File)

**Shareholder Agreements**
(Corp. Code §186) If applicable (Single File)

**Certificate of Good Standing Certified by Secretary of State**
(Single File)
If you responded "Yes" to any of the questions on the Certification and Legal tab on the LHTF (Excel) application, please check this box.

Certification Letter of Explanation *
Provide Certification Letter of Explanation. (Multiple Files)

Select files...

I want to provide the Multifamily Readiness List document

Multifamily Readiness List *
Provide a list of rental projects that have received a first phase funding approval, and proposed loan amounts. (Single File)

Select files...

I want to provide Letters of Intent

Letters of Intent *
(Multiple Files)

Select files...

I want to add other documentation

Provide a description of the files you are attaching:

Other Documentation *
Attach additional documentation to support the application. (Multiple files)

Select files...
Case 3: Native American Tribe (Tribes)
Checking any of the boxes inside the orange squares on the previous screenshot will reveal a related upload section for submitting the appropriate documents as shown in the two screenshots below.
**Document Totals:**
The number of documents requested within the application are:

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>Total</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>11</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>County</td>
<td>11</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>City and County</td>
<td>11</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Charitable nonprofit organization</td>
<td>16</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Native American Tribe (Tribes)</td>
<td>15</td>
<td>13</td>
<td>2</td>
</tr>
</tbody>
</table>

**Very Important note regarding the LHTF application:** Once your entity has completed its data entry into this file, the file must be “saved as” a .xls or .xlsx format. The .xlsm file type is not allowed for uploading.
4. Certification
The final screen tab is Certification and is electronically signed. Users may select one of two options for signing the application:

- **Type** – autogenerates a signature by entering their name in the field provided, or
- **Draw** – allows a user to sign directly on-screen.

**reCaptcha**
You will have to confirm that you are a human at the bottom of the Certification tab prior to submitting. This is an industry standard tool that is used to prevent automated systems from targeting our online system. We apologize for the inconvenience but thank you for helping to preserve the integrity of our system.
Important End Notes:

After Submission, you will be presented with an Acknowledgment screen. Among other things on this Acknowledgement screen, you will see a Submission Number.

It is important that you retain this Submission Number for your records. It will be required to submit a supplement to your entity’s application, if necessary.

The Authorized Representative and the Preferred Contact, if provided, will also be sent an email confirmation that includes the Submission Number.

If you have any questions, you may submit them directly to the Department by using our dedicated email: LHTF@hcd.ca.gov

Your documentation for the LHTF Application has been submitted.

Applicant Name: Test Per 1

The Submission Number is: NOFA-LHTF00021

The Submission Date / Time of record is: 06/26/2020 01:34 PM

Please keep this number in the event that you would like to either submit supplemental or additional documentation at a later date and/or would like a status on your submittal after the application submission period closes.


If you have any questions, please submit them via email to: LHTF@hcd.ca.gov

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