Thank you for your interest in the VHHP program. The following instructions will assist you in preparing exhibits and packaging the application to streamline the review process. If you have applied for VHHP funding in the past you will notice that the number of exhibits have been substantially reduced. For questions regarding the exhibits, required attachments, or packaging, please use the following address: hcdvets@hcd.ca.gov.

Instructions Overview:

The VHHP Supplemental Application contains three sections: A, B, & C. Complete each exhibit identified on the Application Checklist to be included within each section. Generally, fields that are colored YELLOW require input from the applicant. Many exhibits require an attachment to be placed *behind the exhibit.* Look for instructions in RED on the exhibit indicating the need for an attachment (e.g. A1, A2, A3, A4, A5, A10, A11 and C1, C3, C4, C5). If an exhibit does not apply to the proposed project, use a plain sheet of paper marked "Not Applicable" in lieu of the exhibit.

Application Checklist*:* Inserting the project name at the top of page will auto-populate the name of the project in the headings of all exhibits.

Exhibit Key Notes
Section A - Threshold

A1: New program feature – special set aside (Guideline Section 121). Complete the attachment worksheet to satisfy financial feasibility and demonstrate a track record for securing operating subsidies for similar projects over an extended period.

A2: Add TCAC timeline dates for (1) an anticipated TCAC award and (2) a projected TCAC construction close date. It is important to explain WHY relocation is or is not required. Relocation compliance will also be considered for Item D per the rent roll provided.

A3: If the sponsor does NOT have development experience, a Developer / Partner may be used *in place of the required development experience if at least 35 percent of the assisted units in the proposed project will be either Supportive Housing or Transitional Housing, or both.* If these criteria are met, Roman numeral ii must be completed to show the experience of the Developer / Partner including the sponsor's ownership and operating experience.

A4: Tenant Selection Section 113 still applies to Emergency Shelters. It is a threshold requirement that tenants not be rejected based on their type of military discharge. Though Article XXXIV compliance is NOT required for VHHP program funding specifically, other public funding sources may trigger the need for Article XXXIV compliance.

A5: This exhibit requires several attachments. Place the attachments in the order requested on the exhibit and use a sheet of colored paper to separate and identify each attachment.

A6: State funds from other programs, e.g. MHP, AHSC may not be used to fund VHHP units. Make sure the data entered here is *consistent* with the data entered in the Universal Application.

A7 & A8: Homeless shelters will be scored as transitional housing projects in this exhibit. Be aware that these exhibits represent a substantial portion of your total score.

A9: Follow exhibit instructions.

A10: Attach all Phase I or II (if applicable) Environmental Reports. Do NOT include a copy of the Database Records Search section from the assessment.

A11: HCD legal staff will review organization documents. Please use a sheet of colored paper to separate the documents for each legal entity.

Section B- Feasibility
B1: Make sure the data entered here is consistent with other documents in the Universal Application and A6 – Unit Mix and Occupancy Restrictions. State funds from other programs, e.g. MHP, AHSC may <u>not</u> be used to fund VHHP units. If the project has 20 or more restricted units, VHHP will not lend funds on Chronic Homeless or Homeless with Disability units which represent more than 50% of total project units.

B2: Developer fees allowed by TCAC in excess of HCD allowable maximum must be paid from borrower distributions.

Section C – Scoring
Scoring Exhibits auto-fill the points earned. Total point scores are indicated in BLUE cells.

C1: Be sure to indicate whether the experience being used is that of the Sponsor-Developer or the Developer-Partner as described in A3.

C2: The Supportive Services and Resident Services plans are reviewed and scored by CalVet and HCD contracted consultants. There is no manual entry required for self-scoring.

C3: If a land donation is included in the leverage calculation, indicate *yes or no.* **If yes**, attach a current land appraisal behind C5 marked Attachment 4.

C4: Attach letters from subsidy providers clearly stating a commitment.

C5: The readiness exhibit requires several attachments. Please be sure to put the funding commitment letters, which are also documentation for this exhibit, in the UA Sources of Funds. Put them in order to correlate with funding sources listed separated by colored paper.

Packaging the VHHP Application for Submission

(1) Use a 3 ring binder appropriate for the size of the application.
(2) Label the binder **per the template image on page 4.** Use colors as indicated.
(3) A template for divider labels is located on page 3.
   - To identify the 5 sections of the application, use large tabs, ALL placed in the UPPER–most position marked: UA, VHHP Supplemental Checklist, A, B, & C.
   - Make tab dividers for each Exhibit number so that the Exhibit can be quickly identified. **Use colored paper to separate any attachments added behind the Exhibit.**
     Note: The label template includes labels for attachments required with C5.
(4) Submit:
   - A hard copy of the complete application and all attachments in a 3 ring binder.
   - A CD/Flash Drive containing the completed Universal Application and the VHHP Supplemental Application in **EXCEL** format. All application attachments must be saved as *individual files* in pdf. format and *labeled with the exhibit number and attachment name*, e.g. A5 Market Demand.

Mail to: Dept. of Housing & Community Development
Division of Financial Assistance – NOFA/Award Group
Attention: HCD – VHHP Program,
2020 West El Camino Ave., Suite 500
Sacramento, CA 95833

Universal Application

U1. General	U2. Narrative	U3. Contacts	U4. Site & Units
U5. Misc.	U6. Rents	U7. Subsidies	U8. Dev. Sources
U9. Dev Budget	U10. Perm S&U	U11. Operating	U12. Cash Flow
U13. Experience	U14. Certifications	U15. Legal Status	

VHHP Supplemental Checklist
Section A – Threshold Requirements

A1. Transitional Housing or Emergency Shelter Services	A2. Construction Type and Status	A3. Lead Svc Provider Resident Svc Coord & Sponsor Exp	A4. Compliance Certification
A5. Accessibility to Services; Site Control; Market Demand	A6. Occupancy Restrictions; Unit Mix & Income Information	A7. Supportive Services Plan	A8. Resident Services Coordination Plan
A9. Disabled Vet Bus Enter (DVBE) Requirements & Vet Hiring Pl	A10. Environmental	A11. Sponsor Organizational Documents	

Section B – Project Feasibility

B1. Maximum Loan Amount	B2. Developer Fee Calculation Worksheet

Section C – Application Selection Criteria (Scoring)

C1. Development Team Experience	C2. Supportive Housing & Supportive Housing Plan	C3. Leverage of Development Funding	C4. Leverage of Rental or Operating Subsidies
C5. Readiness To Proceed & Confirmation of Local Need	C6. Total Ranking Pts earned w/ or w/o Supp. or Trans. Housing	C7. Negative Point Calculation - for HCD Use Only	
Attach 1	Attach 2	Attach 3	Attach4

Use AVERY Standard Index Maker 5-tab for your template.

VHHP Application - Binder Labeling Instructions

Spine Template:

Front Cover Template:

Leave top 3 inches' blank

< City >

< **Project Name** >

VHHP Application

December 2016

Submitted by:

< **Sponsor Name** >

<date>

< Project Name >

< City >

Veterans Housing & Homeless Prevention

December 2016

Submitted by:

< **Sponsor Name** >

<Sponsor Address>