Workshop Objectives

- Welcome & Introductions
- PowerPoint Presentation
  - Overview of WFH Program
  - Eligibility, Threshold, Other Requirements
  - Grant & Bonus Awards
  - Use of Grant Funds
  - Helpful Hints
- Closing Remarks
WFH Authorization & Allocation

Created by SB 423 (Torlakson), Statutes of 2002, Health & Safety Code 50550.

Funded by the Housing and Emergency Shelter Trust Fund Act of 2002 (Prop 46 Housing Bond)

Funds Available in 2006

$20 million in Workforce Housing Reward (WFH) funds
$3 million in bonus funds for JHB grantees who apply and qualify for the WFH
Highlights of the WFH Program

● All applicants meeting the requirements will be funded.

● The program is non-competitive (no rating and ranking).

● If the program is oversubscribed, funds will be prorated among eligible applicants.

● Final round of funding - 2006 Program Year.
WFH Program Objectives

- Increase Affordable New Residential Construction (Rental & Ownership).
- Reward Compliance with State Housing Element Law.
- Fund Local Capital Asset Projects Which Benefit the Entire Community.
WFH Threshold Requirements

- Housing element must be adopted and submitted to HCD by December 31, 2006 and found in compliance with State Housing Element Law (Article 10.6 of the Government Code).

- Annual Progress Report on implementation of the Housing Element (APR) must be submitted to HCD by December 31, 2006. (WFH Guidelines, Attachment D).

Rancho Santa Fe - San Marcos
Annual Progress Report
on Implementation of the Housing Element
(GC §65400)

Progress in Meeting Regional Housing Need
● Include total number of new housing permits issued.
● Describe affordability, by income level, of new units.

Effectiveness of the housing element in attainment of the community's housing goals and objectives
● Include program-by-program Implementation status report for each program included in the housing element.

Progress toward mitigating governmental constraints identified in the housing element
● Describe actions taken to mitigate identified constraints, if applicable.

* Charter cities must submit an Annual Progress Report to be eligible for WFH

* Annual Progress Report should cover one of the following:
  - Calendar Year 2005 (January 1, 2005 – December 31, 2005)
WFH Threshold Requirements

- Eligible housing units must have received final land-use approval on or after January 1, 2004 and prior to, or concurrent with, the permit issuance.

- Permits to begin construction of affordable housing developments must have been issued on or after January 1, 2006.

Tierra Del Sol Apartments – Los Angeles
Final Land Use Approval

- Must have occurred on or after January 1, 2004.
- Final action in planning process prior to or concurrent with permit issuance.

Examples:

- Plan Check Approval
- Site Plan Approval
- Conditions of Approval
- Design Review Approval
- Vesting or Final Map Approval
- CUP/Variance Approval
Final Land Use Approval Plan Check

APPROVALS:
Architect: Arch. Hidalgo 5/13/05
Planning: Charles L. Soward 5/13/04
Fire Department: John Date: 5/13/04
En. Tech. Engineer: 3/17/05
Public Works: Thomas Schaeffer 3/29/05
Building: John Date: 3/17/05

APPROVED
CITY OF CORCORAN BUILDING INSPECTION DEPT.
All construction shall be in accordance with these plans and specifications and shall not be changed, modified, or altered without approval of the Building Official.
The issuance or granting of a permit or approval of plans and specifications SHALL NOT be construed to be a permit for, or approval of, any violation of any of the provisions of any City of Corcoran ordinance or State law, nor shall it prevent the Building Official from thereafter requiring the correction of errors in said plans or from preventing building operations being carried on thereafter when in violation of any ordinance of the City of Corcoran.

Date: 2-24-05 By: PM
March 23, 2004

Mr. Ali Barar
Los Angeles Community Design Center
315 West Ninth Street, Suite 410
Los Angeles, CA 90015

Re: NOTICE OF DECISION — FINAL DESIGN REVIEW
270 East Orange Grove Boulevard — Orange Grove Gardens
Activity #PLN2004-00086
Council District #5
City of Lancaster
44933 Fern Avenue
Lancaster, California 93534-2461
661-723-6000

August 18, 2005

Jamboree Housing Corp.
2081 Business Center Drive, #100
Irvine, California 92612

Re: APPROVAL OF CONDITIONAL USE PERMIT NO. 03-01 (Amended)
Final Land Use Approval Tracking System Printout
Building Permits

- Eligible units must have a permit to begin construction issued on or after January 1, 2006.
## Building Permits

City of West Sacramento  
New Single Family Dwellings, Duplex, Multi-Family and Mfg. Homes  
**Issued Dates:** 1/1/05 to 12/31/05

<table>
<thead>
<tr>
<th>Permit Num.</th>
<th>Street Address</th>
<th>Valuation</th>
<th>Type</th>
<th>Units</th>
<th>Date Issued</th>
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<td>3550 COYOTE RD</td>
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Building Permits
Income Eligibility & Verification

- Meet the published income limits for very low- and low-income households as listed on HCD’s website:*  
  www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html.

- Demonstrate total number of units eligible by income level (very low or low).

- Use the published income limits available when the permit was issued.

*Unless using income limits specific to federal programs such as USDA Rural Assistance Section 502.
Bedroom Count Documentation

- Floor Plan
- Plan Check
- Tax Credit Reservation Letter with attachment, or other subsidy document
- Signed Letter from program sponsor
- Approved Project Description (Memo/Staff Report to Legislative Body)
Bedroom Count Documentation
Tax Credit Reservation Letter with attachment

<table>
<thead>
<tr>
<th>Unit Type &amp; Number</th>
<th>% of Area Median Income (including utilities)</th>
<th>2004 Rents</th>
<th>Proposed Rent</th>
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<td>Two-bedroom units</td>
<td><strong>Very Low Income</strong></td>
<td>$432</td>
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<td>30%</td>
<td>$577</td>
<td></td>
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<td>40%</td>
<td>$721</td>
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<td>50%</td>
<td>$865</td>
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<td>Two-bedroom units</td>
<td><strong>Low Income</strong></td>
<td>$499</td>
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<td></td>
<td>60%</td>
<td>$666</td>
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<td>Three-bedroom units</td>
<td><strong>Very Low Income</strong></td>
<td>$833</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30%</td>
<td>$999</td>
<td></td>
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<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<td>40%</td>
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<td></td>
<td>50%</td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>60%</td>
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<td></td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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</tr>
<tr>
<td></td>
<td>70%</td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<tr>
<td></td>
<td>75%</td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<td></td>
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<tr>
<td></td>
<td>80%</td>
<td></td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<tr>
<td></td>
<td>85%</td>
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<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<td></td>
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<tr>
<td></td>
<td>90%</td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<td></td>
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<tr>
<td></td>
<td>95%</td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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<td></td>
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<tr>
<td></td>
<td>99%</td>
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<tr>
<td>Three-bedroom units</td>
<td><strong>Low Income</strong></td>
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</tbody>
</table>
Affordability Restrictions

- Rental (55 years)
- Ownership (20 years)
- If funding source has a shorter restriction term than those required by the WFH program, the term must be extended to the 55 year for rental units and 20 year for owner units, to qualify for WFH.
Affordability Restrictions

Typical minimum restriction periods for common funding programs:

- MHP, TCAC, CDLAC: 55 years (Rental)
- CalHOME: 20 years (Owner)
- HOME (as of 2005): 55 years (Rental)
- CDBG: 15 years (Owner/Rental)
- USDA Section 502: 36 years (Owner/Rental)
- HUD Section 202/811: 40 years (Rental)
- Redevelopment Low/Mod Fund: 45 years (Owner) / 55 years (Renter)
WFH Rental Restrictions

- Recorded covenants restricting occupancy and affordability for units must be in effect for no less than 55 years.
- Unsubsidized rental projects are eligible if restricted for the 55 year term.
WFH Ownership Restrictions

- Subsidized units must document a recorded restriction on the resale or recapture of public funds for not less than **20 years**.
- Non-subsidized units must document **initial occupancy** to very low- or low-income households (income of purchaser) and affordable sales price.
All ownership units must have a sales price no greater than the applicable new construction purchase price limits established and published by the California Housing Finance Agency (CalHFA).

New construction purchase price limits are listed on the CalHFA website:

http://www.calhfa.ca.gov/homeownership/limits/salesprice/index.htm

* Targeted refers to census tracts where 70% or more households earn less than 80% of median area income.
Tracking Affordable Units Documentation Summary

- Final Land Use Approval on or after 1/1/2004
- Permit to begin construction issued on or after 1/1/2006
- Number of units affordable to very low- and/or low-income households
- Number of bedrooms by income level
- Affordability Restrictions (Covenants)
  - 55 years for Rental
  - 20 years for Owner
- Initial occupancy for non-subsidized very low- and/or low-income owner units
### Tracking Affordable Units

<table>
<thead>
<tr>
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<th>VERY-LOW Income Units</th>
<th>LOW Income Units</th>
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<tr>
<td></td>
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<td># of Bedrooms</td>
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<td></td>
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</tbody>
</table>
WFH Base Awards

Production Award

- Funds awarded on a *per bedroom* basis by income level.
- New residential construction (housing units as defined by the Census*).

Grant amounts per bedroom:

- $1,500 per bedroom for units affordable to very low-income households.
- $1,000 per bedroom for units affordable to low-income households.

* A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall.
WFH Bonus Awards

Jobs Housing Balance Program Bonus

Awarded only to grantees of the 2003 Jobs Housing Balance Incentive Grant Program (JHB)

- $200 per bedroom for very low- and low-income units
WFH Bonus Awards

RHNA Bonus

For jurisdictions that meet targeted percentage of the total Regional Housing Needs Allocation (RHNA):

- $250 per bedroom for very low-income
- $200 per bedroom for low-income

HCD will determine which applicants qualify for the RHNA bonus on the basis of permits reported by the Construction Industry Research Board (CIRB), State Department of Finance (DOF), or Census, relative to total RHNA.
Via Roble
City of Escondido
91 unit mixed-use development (72* renter/19 owner units**)

25 Very Low -Income (VLI) Units
3 studios (counted as one-bedroom units)
3 one-bedroom
10 two-bedroom
9 three-bedroom

46 Low - Income (LI) Units
6 studios (counted as one-bedroom)
5 one-bedroom
17 two-bedroom
18 three-bedroom

*Includes one unrestricted manager unit
** Ownership units are market rate
Via Roble – City of Escondido

Award calculations

- **VLI Units**
  - 6 VLI Units x 1 Bdrm = 6 x $1,500/Bdrm = $9,000
  - 10 VLI Units x 2 Bdrm = 20 x $1,500/Bdrm = $30,000
  - 9 VLI Units x 3 Bdrm = 27 x $1,500/Bdrm = $40,500
  - **Subtotal** = $79,500

- **LI Units**
  - 11 LI Units x 1 Bdrm = 11 x $1,000/Bdrm = $11,000
  - 17 LI Units x 2 Bdrm = 34 x $1,000/Bdrm = $34,000
  - 18 LI Units x 3 Bdrm = 54 x $1,000/Bdrm = $54,000
  - **Subtotal** = $99,000

- **WFH Base Award** = $178,500

**TOTAL WFH AWARD** = $178,500
Fremont Mews
City of Sacramento
119 Mixed Income Apartment Project

24 Very Low – Income (VLI) Units
- 4 studios (one-bedroom unit)
- 14 one-bedroom
- 6 two-bedroom

25 Low - Income (LI) Units
- 5 studios (one-bedroom unit)
- 14 one-bedroom
- 6 two-bedroom
Fremont Mews – City of Sacramento
Award calculations

18 VLI Units x 1 Bdrm = 18 x $1,500/Bdrm = $27,000
6 VLI Units x 2 Bdrm = 12 x $1,500/Bdrm = $18,000
Subtotal = $45,000

19 LI Units x 1 Bdrm = 19 x $1,000/Bdrm = $19,000
6 LI Units x 2 Bdrm = 12 x $1,000/Bdrm = $12,000
Subtotal = $31,000

WFH Base Award = $79,000

JHB Bonus (61 Bdrm x $200) = $12,200

RHNA Bonus VLI (30 Bdrm x $250) = $7,500
RHNA Bonus LI (31 Bdrm x $200) = $6,200
RHNA Bonus Subtotal = $13,700
TOTAL WFH AWARD = $104,900
Puerto Del Sol
City of Long Beach
64 Very Low Income Townhomes Rental Project

63 Very Low - Income (VLI) Units

- 37 two-bedroom
- 15 three-bedroom
- 11 four-bedroom
Award calculations

37 VLI Units x 2 Bdrm = 74 x $1,500/Bdrm = $111,000
15 VLI Units x 3 Bdrm = 45 x $1,500/Bdrm = $ 67,500
11 VLI Units x 4 Bdrm = 44 x $1,500/Bdrm = $ 66,000
Subtotal $244,500

WFH Base Award = $244,500

JHB Bonus (163 Bdrm x $200) = $32,600
RHNA Bonus (163 VLI Bdrm x $250) = $40,750

TOTAL WFH AWARD = $317,850
Use of WFH Funds

- Construction, rehabilitation or acquisition of capital assets that benefit the community (Government Code Section 16727)
- Physical property with a useful life of 15 years or more
- Equipment with a useful life of 2 years or more
- Costs related to construction or acquisition, i.e. planning, design, engineering, environmental impact reports, appraisals, legal, site acquisition, easements.
Types of Capital Asset Projects

- Police and Fire Stations & Equipment
- Americans with Disabilities Act Retrofits
- Libraries & Other Public Facilities
- Street Improvements
- Downtown Revitalization
- Community Centers
- Public Infrastructure
- Historic Preservation
- Parks and Recreation
City of Redding
Fire Station
City of Anderson
Fishing Pier with ADA Accessibility
City of Ontario
Ballpark Renovation
City of Vacaville
Town Square
City of Clovis
Watertower Parking, Skate Park and Old Town
Public Restrooms
City of Pomona
Play Area

"BEFORE" - OLD PLAY AREA, BUILT IN 1978, WAS DEMOLISHED AND NEW AREA INSTALLED.

NEW PLAY AREA, 2005.
City of Los Angeles
Pisgah Village

Before

After
City of Antioch
Marina Harbor Building Renovation
City of Lincoln
Toddler Lot Improvement
Foster City
Leo Ryan Park Improvements
Fresno County
Street Improvement

Before

After
Helpful Hints

- Highlight pertinent sections in each document.
- Separate and label documentation by project (Final Land Use Approval, Building Permit, Income Levels, Bedroom Count and Affordability Restriction).
- Connect unit count, income level and bedroom count.
- Submit only the most current complete copy of any regulatory agreement.
- Submit only one funding source for each project.
Helpful Hints

- If projects include very-low, low and moderate units, documentation must specify total number of units allocated or restricted to very low and low-income households.

- Clarify whether manager units are reserved for very low- or low-income.

- Single-family homes, if part of a subdivision or under one regulatory agreement, should be submitted as one project.
Helpful Hints

A wide range of projects may qualify for funding, including:

- Duplex, triplex and fourplex developments
- Infill development
- Transit Oriented Developments (TODs)
- Mixed-use developments
- Manufactured housing
- Senior housing
- Inclusionary housing
- Density bonus units
- Second units
Next Steps

Meet with Planning Department
✓ Housing Element in Compliance?
✓ Annual Progress Report – who’s responsible?
✓ What is the last step in the planning approval process (Final Land Use)?

Meet with Building Official
✓ Permits for units affordable issued in 2006?
✓ Permit process and documentation

Meet with Housing Program Staff/Housing Sponsors
✓ Any affordable projects in the pipeline?
✓ How is affordability (very low / low) documented?
Dates to Remember

- Final Land Use Approval: On or after 1/1/2004
- Building Permit Issuance: 1/1/2006 to 12/31/2006
- Annual Progress Report to HCD: 12/31/2006
- Adopted Housing Element to HCD: 12/31/2006
- Release of Application: 12/2006
- Tentative Award Announcement: 7/2007
Grant Administration Milestones

- Execution of Standard Agreements: September, 2007
- Submission of Bi-annual Reports: Every 6 months
- Submission of Cash Requests: At least quarterly
- Submission of Cash Requests for advance funds: 90 days prior to use
- Submission of Final Cash Request: 5/30/2010
- Expiration of Standard Agreements: 6/30/2010
- Submission of Final Closeout Report: 60 days after Final Cash Request or 8/30/2010, whichever is earlier
# WFH Program Team

Jennifer Seeger, WFH Program Manager  
[mailto:jseeger@hcd.ca.gov](mailto:jseeger@hcd.ca.gov)  
(916) 322-4263

<table>
<thead>
<tr>
<th>Northern California, Sacramento, Northern Central Valley</th>
<th>Southern California</th>
<th>Bay Area, Southern Central Valley</th>
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<tbody>
<tr>
<td>Steve Alexander</td>
<td>Anda Draghici</td>
<td>Jennifer Seeger</td>
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<tr>
<td><a href="mailto:salexand@hcd.ca.gov">mailto:salexand@hcd.ca.gov</a></td>
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<td>(916) 327-2641</td>
<td>(916)323-7271</td>
<td>(916) 322-4263</td>
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General Contact Information

California Department of Housing and Community Development
Housing Policy Development Division

1800 Third Street, Room 430
Sacramento, CA 95814
http://www.hcd.ca.gov/fa/whrp/
Phone no. (916) 445-4728
Fax no. (916) 327-2643

Thank You!
Looking forward to working with you!