

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

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
(916) 263-2771 / FAX (916) 263-2762  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



June 5, 2015

**MEMORANDUM FOR:** Interested Parties

**FROM:** Laura Whittall-Scherfee, Deputy Director  
Division of Financial Assistance

**SUBJECT:** *Notice of Funding Availability*  
Multifamily Housing Program – General Component

The State Department of Housing and Community Development (HCD) is pleased to announce it is accepting application for funds from the Multifamily Housing Program – General Component (MHP). **The amount available at the time of issue of this NOFA is \$47.5 million.** This NOFA will be in effect until the application due date of August 6, 2015.

**Eligible Sponsors**

Sponsor is the borrowing entity that HCD relies upon for experience and capacity, and which controls the project during development and occupancy. Any individual, joint venture, partnership, limited partnership, trust, corporation, limited liability company, local public entity, duly constituted governing body of an Indian reservation or Rancheria, or other legal entity, or any combination thereof is eligible to apply. Sponsors and borrowing entities shall be organized on a for-profit or not-for-profit basis.

**No facsimiles, late, incomplete, revised, electronically transmitted, or walk in application packages will be accepted.** Applications must meet all eligibility requirements upon submission. Applications having material internal inconsistencies will not be rated and ranked. HCD expects to issue awards in November 2015.

If you should have any questions regarding the NOFA, the application, the application process or necessary document at any time during the application preparation period, please contact MHP staff at (916) 263-2771.

Attachment

**MULTIFAMILY HOUSING PROGRAM (MHP)  
GENERAL COMPONENT**

**2015  
Notice of Funding  
Availability**



**State of California  
Governor Edmund G. Brown Jr.**

**Susan Lea Riggs, Acting Director  
Department of Housing and Community Development**

**Notice of Funding Availability  
MULTIFAMILY HOUSING PROGRAM  
GENERAL COMPONENT  
2015 GENERAL FUND ROUND**

**June 5, 2015**

TIMETABLE FOR MHP APPLICATIONS	
NOFA Issued:	June 5, 2015
Workshops:	
Sacramento	June 17, 2015
Van Nuys	June 23, 2015
Application Forms Available (on or about):	June 5, 2015
Applications Due:	August 6, 2015
Loan and Grant Committee Meeting:	October 2015

State of California  
Department of Housing and  
Community Development

**2015 GENERAL FUND ROUND  
NOTICE OF FUNDING AVAILABILITY  
MULTIFAMILY HOUSING PROGRAM  
GENERAL COMPONENT  
June 5, 2015**

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**Attachment 1: Application Workshop Registration Form**



**2015 GENERAL FUND ROUND  
NOTICE OF FUNDING AVAILABILITY (NOFA)  
MULTIFAMILY HOUSING PROGRAM (MHP)  
GENERAL COMPONENT**

**Multifamily Housing Program Funding: \$47.5 million**

**PROGRAM DESCRIPTION**

**A. Introduction**

The State Department of Housing and Community Development (HCD) is announcing the availability of approximately \$47.5 million in funding for the Multifamily Housing Program (MHP) General Component. Funding for this Notice of Funding Availability (NOFA) is provided by a General Fund allocation within the 2014-15 State Budget. The funds awarded under this NOFA will be allocated as permanent financing for affordable multifamily rental and transitional new construction, acquisition/rehabilitation and conversion housing developments.

**APPLICATION PROCEDURES AND DEADLINE**

**B. Application Packaging and Submittal**

Applications must be submitted on HCD provided or approved forms. Application forms must not be modified. **No facsimiles, late, incomplete, revised, electronically transmitted, or sponsor walk-in application packages will be accepted.** Applications must meet all eligibility requirements upon submission. Applications having material internal inconsistencies will not be rated and ranked. HCD expects to issue awards in November 2015.

The Universal Application will be utilized by MHP under this NOFA. The application includes an addendum specific to the requirements of the MHP General Program. Application forms will be available on or about June 5, 2015. To receive an application package, either visit HCD's website at [www.hcd.ca.gov/fa/mhp/](http://www.hcd.ca.gov/fa/mhp/) or contact MHP staff at (916) 263-2771.

A complete original application, plus one copy must be received by HCD using an express mail carrier for overnight delivery by the application deadline of 5:00 pm Thursday, August 6, 2015.

Delivering an application to an express mail carrier for overnight delivery by the application deadline will constitute a valid submittal. HCD understands that this means applications may arrive in the Sacramento headquarters the day following the deadline. If the mailed application's delivery paperwork clearly demonstrates that the application (a) left the applicant's possession by 5:00 p.m. on August 6, 2015, and (b) was sent overnight delivery by an express mail provider, HCD will accept the application.

### **Example**

2015 applications will be due by 5:00 p.m. Thursday, August 6, 2015. Applications submitted to a local express mail carrier by that deadline for overnight delivery would be accepted by HCD, even though the application will arrive at the Sacramento office the morning of Thursday, August 7, 2015. HCD staff will confirm that the application package was delivered to the express mail carrier in time by reviewing the paperwork on the mailing.

### **Problems or Questions**

HCD will contact the applicant with any questions regarding the express mail service submittal time and date. Where the submittal time is unclear from the package documentation, the applicant will be required to produce an online delivery service log or other verifiable proof of timely submittal. HCD will not hold the applicant responsible for any performance failures by the express mail delivery service. However, in such cases, HCD will seek clear evidence that the applicant performed in good faith, and met conditions (a) and (b) above.

Applications must be delivered to one of the following addresses:

**U.S. Mail**  
Multifamily Housing Program  
Department of Housing and  
Community Development  
Division of Financial Assistance  
P.O. Box 952054  
Sacramento, CA 94252-2054

**Private Carrier**  
Multifamily Housing Program  
Department of Housing and  
Community Development  
Division of Financial Assistance  
2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833

It is the applicant's responsibility to ensure the application is clear, complete and accurate. After the application deadline, MHP staff may request clarifying information, provided that such information does not affect the competitive rating of the application. No information will be solicited or accepted if this information would result in a competitive advantage to an applicant. No applicant may appeal HCD's evaluation of another applicant's application.

### **C. Program Changes**

In an effort to provide funding to the maximum number of projects, HCD is limiting the maximum loan amount per project to \$7,000,000.

Significant changes applicable to this NOFA include:

- Projects with total development costs in excess of \$400,000 per unit should pay close attention to the requirements of Section K of this NOFA.
- The State now has Section 811 Project-based Rental Assistance (PRA) funds available for use with new construction and rehabilitation projects as described in Section R of this NOFA.
- Geographic distribution of funds for projects in rural areas has been changed from 10 to 20 percent for this NOFA.

#### **D. Timetable for NOFA, Applications, Workshops and Award Notification**

<b>TIMETABLE FOR MHP APPLICATIONS</b>	
NOFA Issued:	June 5, 2015
Workshops:	Section E
Application Forms Available (on or about):	June 5, 2015
Applications Due:	August 6, 2015
Loan and Grant Committee Meeting:	October 2015

#### **E. Application Workshops**

To assist applicants in preparing their applications, HCD will conduct application workshops (see table, below). During the workshops, HCD will review the NOFA and "Universal Application". There will also be time for answering individual applicant questions. If you are unable to attend the workshop and have questions about the application process, please contact MHP staff.

<b>Date</b>	<b>Workshop Location</b>	<b>Time</b>
June 23, 2015	Van Nuys State Office Building 6150 Van Nuys Boulevard, Auditorium Van Nuys, CA 91401	10 a.m. to 2 p.m.
June 17, 2015	HCD Headquarters 2020 W El Camino Avenue, Room 402 Sacramento, CA 95833	10 a.m. to 2 p.m.

#### **F. Program Summary**

MHP provides low-interest loans to developers of affordable housing. MHP General funds, available under this NOFA, may be used for multifamily rental and transitional housing projects involving new construction, rehabilitation, acquisition and rehabilitation, or conversion of nonresidential structures. HCD expects MHP funds to be leveraged with other resources, including local government funds, the federal Continuum of Care programs, four percent low-income housing tax credits, tax-exempt bond financing and private debt financing.

MHP-General projects using nine percent tax credits are ineligible (see Section J).

## **G. Program Regulations and Legal Authority**

MHP was established by Chapter 637, Statutes of 1999 (SB 1121), which created Chapter 6.7 of Part 2 of Division 31 commencing with Section 50675, of the Health and Safety (H&S) Code. Applications submitted under this NOFA shall be subject to two sets of regulations: 1) MHP specific regulations, and 2) Title 25, California Code of Regulations (CCR) 7300, *et seq.*, and the Uniform Multifamily Regulations (UMR), 25 CCR 8300, *et seq.* Applications submitted under this NOFA are also subject to the applicable statutory requirements, and requirements specified in this NOFA.

All section references in this NOFA refer to MHP regulations unless otherwise noted. The regulations and NOFA are available on HCD's website at <http://www.hcd.ca.gov/fa/mhp/>.

## **H. Eligible Project Sponsors**

Sponsors and borrowing entities may be organized on a for- or non-profit basis. Any individual, public agency or private entity capable of entering into a contract is eligible to apply, provided that they, or their staff, have successfully developed at least one affordable housing project. HCD will evaluate all Sponsor entities, including the roles of any general partner(s) in a limited partnership, to determine if the Sponsor's roles, responsibilities, and benefits in the project development and operations are commensurate with activities normally undertaken or controlled by project developers and owners.

Sponsors must have site control in the name of the Sponsor or an entity controlled by the Sponsor as defined in UMR Section 8303.

The Sponsor entity may not have more than one other entity between the Sponsor and the Borrower as defined in UMR Section 8301.

Sponsors of projects where at least 70 percent of the units are restricted for Special Needs Population units may qualify for development and ownership experience using the requirements of Section 7303(d).

## **I. Eligible Uses of Funds**

MHP funds will be provided as permanent financing only, and may be used to take out construction loans used to cover normal project development (capital) costs, as detailed in Section 7304. MHP funds may be used to capitalize a project operating reserve account up to the limit required under UMR Section 8308. MHP funds may not be used for the cost of supportive services, although HCD-approved costs of on-site supportive services coordination may be treated as a project operating expense, payable from operating income.

MHP funds must be attributable to the costs of "restricted" units (MHP-assisted units and units subject to a long-term regulatory agreement with occupancy and rent restrictions similar to those of MHP) or to the costs of facilities used for childcare, after-school care and social service facilities that are integrally linked to the tenants of the restricted units.

Applications will be reviewed to ensure that development costs do not include payments for appreciated equity through transfers or syndication between related parties. The term "related parties" as used in this paragraph has the same meaning as TCAC Regulation 10302(gg). MHP funds must be used to fill financing gaps resulting from deep income targeting and affordability. Equity cash-out does not meet the goals of the program and thus is not an eligible use of MHP funds. Costs representing the cash-out of existing equity will not be recognized as an eligible use of funds (see Section 7304).

#### **J. Eligible Projects**

Projects must qualify as rental housing developments, as defined in UMR Section 8301, and meet the requirements of Section 7302. For example, projects must contain five or more dwelling units. MHP funded units may be operated as permanent or transitional housing.

Projects are ineligible if construction has commenced as of the application due date per Section 7302, or if the project is already fully funded. Demolition is considered part of the project if the expense is included in the Development Budget, therefore projects will be deemed ineligible if demolition has occurred and such expenses are included in the Development Budget as submitted in the application unless it is required to eliminate hazards or threats to health and safety. Projects must meet the underwriting standards described in UMR Section 8310.

MHP-General projects receiving nine percent tax credits are ineligible and HCD will not hold MHP funds pending the outcome of a nine percent tax credit application. Therefore, projects that have a nine percent tax credit application pending at the time the MHP application is submitted will be required to withdraw the nine percent tax credit application. Furthermore, projects that receive an MHP funding commitment and subsequently apply for nine percent tax credits will be deemed ineligible and the funding commitment will be immediately rescinded.

#### **K. Projects with Extraordinarily High Development Costs**

HCD is concerned about the extremely high cost of a small but significant number of projects funded in the recent past, and the extraordinary level of public subsidy required by these projects. Of particular concern are projects with total development costs in excess of \$400,000 per unit.

In light of this concern, and consistent with UMR Section 8311, HCD reserves the right to reject an application if total development cost exceeds an amount that cannot be reasonably justified, in comparison to the costs for other similar developments of modest design in the general area. Projects may be required to justify the total development cost if the cost substantially exceeds HCD's historical project costs for similar projects.

In evaluating projects with high per unit costs, HCD will closely scrutinize the justification that costly design features were necessary to obtain local approvals or neighborhood acceptance. Similarly, HCD will be giving close scrutiny to projects with extraordinary site development costs (where they are not fully compensated for by a sharply discounted



purchase price), or where the constraints of the site necessitate an especially expensive design. Although HCD appreciates that individual developers may experience great difficulty locating more appropriate sites, it has concluded that the interests of the Program are best served by avoiding excessive site and design-related costs.

Prior to closing construction financing, the Sponsor may be required to submit an appraisal acceptable to HCD, from a qualified appraiser, which supports the acquisition cost identified in the Development Budget.

#### **L. Maximum Loan Amounts**

The maximum loan per project is \$7,000,000. The maximum loan amount per “restricted” unit is a function of unit size, location, and affordability level per Section 7307. Maximum loan limits are available on HCD’s website at <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>.

#### **M. Loan Terms and Security**

Loans will have a 55-year term, and bear simple interest at the rate of three percent per year. For the first 30 years, annual interest payments will be required in the amount of 0.42 percent of the outstanding principal loan balance. The annual payment amount for the next 25 years will be set by HCD in year 30, and will be the minimum amount necessary to cover HCD’s monitoring costs. Unpaid principal and accrued/deferred interest will be due at the end of the loan term.

MHP loan documents will include a promissory note, deed of trust and regulatory agreement. The deed of trust and regulatory agreement may be subordinated to bond debt, and amortizing loans from institutional lenders and the federal government provided no balloon payments are due prior to the end of the MHP loan term. MHP loans may not be subordinated to local public agency loans or restrictions attached to these loans, unless the amount of the local agency loan is at least twice the amount of HCD’s total assistance to the project, including both loans and grants per Section 7306(e) and UMR Section 8315. If a regulatory agreement is in favor of a community redevelopment agency, then it may remain senior to HCD’s regulatory agreement in some cases.

The MHP loan must be secured by the fee or a leasehold interest in the property acceptable to HCD. The term of a leasehold interest must be at least 90 years (65 years where the lessor is a public entity) from the date the MHP loan closes, excluding any unexercised lease extensions. If the MHP loan is secured by leasehold, the owner of the fee and borrower must sign HCD’s standard form lease rider, unless the lessor will sign the MHP deed of trust secured by the fee. If the borrower and owner of the fee are related or affiliated parties, the MHP loan documents must be recorded against both the Sponsor’s interest in the project and the fee interest in the land (see UMR Section 8316 for other leasehold requirements).

#### **N. Rent and Occupancy Limits and Related Reserve Requirements**

MHP assisted unit rent and tenant incomes will be restricted in accordance with the rent and income limits proposed by the project Sponsor in their MHP application, with rents not exceeding 30 percent of the applicable income limit. The income limits are posted on HCD’s website at <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>.

Projects will be underwritten at the rent limits for the income levels proposed in the application. The Program's maximum 1.20:1 debt coverage ratio limit will be applied using the maximum rents allowable.

Assisted unit rent increases will be limited in accordance with the rules governing tax credit units and Sections 7311 and 7312. Where the project receives Section 8 or other rental assistance subsidies, "rent" is defined as the tenant's contribution, rather than the contract rent level. Sponsors of this type of project will be required to continue the rental assistance as long as it is available. Projects with rental subsidies must also be feasible with 50 percent of AMI rents for units at rent levels which garner income-targeting points in the event the rental assistance is terminated. Projects receiving project-based rental assistance shall be required to fund a transition reserve in accordance with Section 7312(f)(2).

#### **O. Developer Fees and Distribution Limitations**

Developer fee means the same as the definition of that term in the CCR, Title 4, Section 10302 and includes Financial Consulting Costs. Developer fees are further limited in accordance with UMR Sections 8312 and 8314, and Distributions to the Sponsor out of operating income are also limited in accordance with UMR Sections 8312 and 8314.

The value of land donations received from city and/or county jurisdictions, master developers or other entities which are not the Sponsor or an affiliate of the Sponsor will not be counted as a capital contribution to increase Developer Fee limits as described in UMR Section 8312(d).

Furthermore, cash contributions or grants received by the Sponsor or an affiliate of the Sponsor from master developers or other entities that are not controlled by the project Sponsor or Co-Sponsor, or where such cash contributions are contingent upon the development of the affordable housing project, may not be counted as a capital contribution to increase Developer Fee limits.

Developer Fees are all funds paid at any time as compensation for developing the proposed projects to include all development consulting fees, processing agent fees, developer overhead and profit, construction management oversight fees if provided by the developer, personal guarantee fees, syndicator consulting fees, and reserves in excess of those customarily required by multifamily housing lenders. HCD has interpreted this definition to include any lease-up fees, incentive fees, or other property management fees, in excess of those customarily charged by property management firms for lease-up activities, which are paid to the Sponsor or Co-Sponsor, or a management company affiliated with the Sponsor or Co-Sponsor.

#### **P. Projects for Populations with Special Needs**

Sponsors of Special Needs Populations' projects must submit a specific, feasible plan for delivery and funding of tenant services for HCD approval and will be required to meet minimum threshold criteria for experience and the provision of services. MHP funds may not be used to fund tenant services. Sponsors must not violate laws barring housing



discrimination. HCD will review proposed tenant selection criteria for potential violations of these laws. HCD may condition funding on the elimination of restrictions that it believes to be impermissible, or reject an application where it determines that compliance with applicable law is not feasible.

Fair housing is a very complex area of law. Sponsors are encouraged to seek professional advice if there is any doubt that their proposal may run afoul of non-discrimination and fair housing laws. A useful resource is the 2010 Edition of "Between the Lines: A Question and Answer Guide on Legal Issues in Supportive Housing" (California Edition) published by the Corporation for Supportive Housing. This document is available online at [www.csh.org](http://www.csh.org) or by calling the publisher at (510) 251-1910.

In evaluating tenant selection criteria for Special Needs Populations applications, HCD will first examine whether the criteria resulted from federal or State funding, as an indicator of legislative authorization. It will then review other aspects of the selection criteria, the services and facilities proposed to meet the needs of the targeted group and proposed sources of other funding. If an applicant disagrees with HCD's determination, it may seek an alternate opinion from the California Department of Fair Employment and Housing (DFEH). HCD will defer to DFEH's opinion. Please be advised that a proposal may have substantial discrimination problems even though it targets a group specifically listed in the definition of Special Needs Populations in Section 7301.

#### **Q. Funding Compatibility**

Sponsors typically anticipate using an array of funding sources for the construction and permanent financing of their projects. The Sponsor should determine, prior to applying for MHP funds, that the requirements of the non-MHP funding sources are compatible with the requirements of MHP.

#### **R. Section 811 Project-based Rental Assistance**

The State now has Section 811 Project-based Rental Assistance (PRA) funds available for use with new construction and rehabilitation projects that will be occupied by August 2019, and that will have no more than 25 percent of their units regulatorily restricted to disabled. Eligible projects that commit to utilize PRA funds will receive up to five bonus points on their MHP Application.

The funds are available over-the counter, and must be utilized to serve non-elderly disabled MediCal beneficiaries who are: (1) exiting long-term health care facilities, such as nursing homes or hospitals where they have stayed for at least 90 consecutive days, or (2) are at-risk of entering these types of facilities due to the need for rental assistance and home and community-based supportive services in order to live independently in the community. Tenant Referrals are made through local MediCal community transition organizations, and Regional Centers serving the developmentally disabled that partner with the Project Sponsor. Supportive services, including any necessary unit accessibility modifications, are provided through MediCal.

## **S. Geographic Distribution**

The MHP's enabling statute requires it to "ensure a reasonable geographic distribution of funds." To prevent an extreme imbalance in funding, no less than approximately 45 percent of the total funds awarded under this NOFA will be awarded to projects in Southern California, 30 percent will be awarded to projects in Northern California and 20 percent will be awarded to projects in rural areas. In its sole discretion, HCD may determine the geographic distribution targets have been met based either on individual program funding components, or on the amount of total funds made available under this NOFA.

For the purpose of geographic distribution, Southern California includes the counties of Kern, San Bernardino, San Luis Obispo and all counties to the south. Northern California includes all other counties of the State. "Rural" is defined to be consistent with the definition used by Tax Credit Allocation Committee (TCAC) for the tax credit program. A list of rural areas as well as the methodology to determine Rural or Non-Rural status, can be found on TCAC's website at [www.treasurer.ca.gov/ctcac/](http://www.treasurer.ca.gov/ctcac/).

## **T. Prevailing Wage Requirements**

Pursuant to H&S Code Section 50675.4(c)(2), projects receiving assistance under this NOFA are subject to State prevailing wage law, as set forth in Labor Code Section 1720 et seq.

## **U. Important Legal Matters**

HCD reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such an action occurs, HCD will notify all interested parties.

Article XXXIV of the California Constitution requires advance voter approval of certain publicly funded and regulated low-income housing projects. Projects funded by MHP must either have Article XXXIV approval or be exempt from the need for this approval.

All applications are subject to the considerations discussed in Section P regarding compliance with laws barring housing discrimination.

This NOFA provides a partial summary of the MHP statute and in the interest of brevity, it does not cover many aspects of those governing documents, some of which may be of critical importance to individual projects. For this reason, applicants are urged to carefully review the regulations and information contained in this NOFA before submitting applications.

## **V. Application Point Scoring**

The criteria that will be used to competitively score projects is summarized below and for MHP General projects as described in Section 7320. In assessing whether a project is "At-Risk," MHP will use the same standards as TCAC. TCAC regulations first mandate that to be considered "at-risk" housing, the project must meet the requirements of the California Revenue and Taxation Code, Subsection 10758(C)(4) except as further defined in TCAC regulations at Section 10325(g)(5)(B)(i), as well as meet additional TCAC requirements.

Criterion	Max. Points	Notes
Extent Project Serves the Lowest Income Levels	35	The income levels referenced in the regulations are posted on HCD website.
Extent the Project Addresses the Most Serious Local Housing Needs	15	If a market study is utilized for this scoring section, it must be performed by a qualified third party in accordance with HCD's application of TCAC Market Study Guidelines, as specified in the MHP Application form D-2.
Development and Ownership Experience of the Sponsor	20	Sponsors using the alternative scoring method in this category are advised to communicate with HCD in order to receive technical assistance.
Percentage of Units for Families or Special Needs Populations and "At-Risk" Rental Housing Developments	35	"At-Risk" projects receive full points in this category. A Legal opinion from a third party is required to confirm the "at-risk" status.
Leverage of Other Funds	20	Sponsors of projects containing commercial space are advised to communicate with HCD in order to receive technical assistance.
Project Readiness	15	Projects must have all construction financing and all soft financing committed (exceptions are noted in Section 7320(b)(6)(A)1-6 in order to receive full points in this category).
Adaptive Reuse/Infill/Proximity to Amenities/Sustainable Building	10	Projects demonstrating compliance with the conditions of any subcategory will receive full points in this category.
Catalyst Program Award	5	Projects receiving the Gold or Silver designation from the Catalyst Program will receive five bonus points.
Percentage of utilizing <u>Section 811 Project-based Rental Assistance (PRAC) Funds</u>	5	These points will be available for eligible projects that commit to set-aside up to 25 percent of its units to tenants qualifying for Section 811 PRA Rental Assistance.
<b>Total Maximum Points</b>	<b>155</b>	

**Tiebreaker:** In the event of tied point scores, projects will be ranked based on the lowest weighted average affordability of restricted units per the MHP Regulations Section 7320.

Projects must receive a minimum point score of 125, as determined by HCD, in order to be considered for a funding award. Furthermore, projects must receive a minimum of four points in the Development and Ownership Experience of the Sponsor category, and a minimum of five points in the Project Readiness category.

## **W. Disclosure of Application**

Information provided in the application will become a public record available for review by the public pursuant to the Public Records Act. As such, any materials provided may be disclosed to any person making a public records request. As such, applicants are cautioned to use discretion in providing HCD with information that is not specifically requested, including but not limited to, bank account numbers, personal phone numbers and home addresses. By providing this information to HCD, the Sponsor is waiving any claim of confidentiality and consents to the disclosure of all submitted material upon request.

# Attachment 1

## Multifamily Housing Program Workshop 2015 General Fund Round Registration Form

The Multifamily Housing Program (MHP) Workshop is designed to provide training on the MHP application and technical assistance for applicants. **It is strongly recommended that you attend.** If you plan to attend, please complete and submit this single page (no cover sheet needed) to MHP staff.

- ***Printed materials will not be provided at the workshop. Materials will be made available from HCD's website or via e-mail by request.***
- Please RSVP at least 24 hours before the workshop date by submitting this completed form to [tmadrid@hcd.ca.gov](mailto:tmadrid@hcd.ca.gov) or FAX (916) 263-3391.
- For questions regarding registration and forms, please contact HCD staff at (916) 263-2771.

<b>Name of Attendee(s):</b>	
<b>Organization's Name:</b>	
<b>Address:</b>	
<b>City, Zip Code:</b>	
<b>E-mail:</b>	
<b>Phone Number:</b>	
<b>Fax:</b>	

Please check the location of the workshop you plan to attend:

☐

Sacramento - Wednesday, June 17

☐

Van Nuys - Tuesday, June 23

*~HCD may announce additional workshops at a later date~*