Local Housing Trust Fund (LHTF) Program Application

Rev. 5/2024

2024 Notice of Funding Availability



Gustavo Velasquez, Director Department of Housing and Community Development

> 651 Bannon Street, Sacramento, CA 95811 <u>Website for Local Housing Trust Fund</u> Program Email: <u>LHTF@hcd.ca.gov</u>

> > NOFA Release: July 9th, 2024

	· -	-			Project	t and Applie	cant l	Informatio	on						Rev. 5/2024
§101(p) "Local Ho	-														
<u>§101(dd) "Regiona</u>	al Housing T	rust Fund" definition.	<u>.</u>												
						<u>§102</u>	Eligib	le Applican	<u>ts</u>						
Applicant Type:		(a) City													
						Appl	licant	Informatio	ı						
Applicant Name:	Citv	of Salinas Local Hous	ing Trust							Orgai	nization Type:		Local Pu	ıblic F	ntity
Address:	200 Lincoln	coln Ave. City: Salinas County: Monterey State: CA Zip Code:						93901							
Auth Rep Name:		ne Mendez	Title:	City	Manage				: <mark>renem@ci.sali</mark>				Phone:	(83	31) 758-7381
Address:	200 Lincoln							City: <mark>Salinas</mark>			State: CA	Z	Zip Code:		93901
Contact Name:		ncisco Brambila	Title:	Actir	ng Planni	ng Manager			: <mark>frankb@ci.sali</mark>	nas.ca.us			Phone:	(83	<u>31) 758-7206</u>
Address:	200 Lincoln	Ave.						ity: <mark>Salinas</mark>			State: CA		Zip Code:		93901
		1				Trust	Fund	I Informatio	n						
	Full Trust Fund Name: City of Salinas Local Housing Trust Fund										Otatas O t		ate Establ	ished	5/2/23
Trust Fund Address		200 Lincoln Ave.		1 (01	Evicting	Regional Ha		ity: Salinas			State: CA	Zip	o Code:		93901
Trust Fund Type:		Existing Local Housing equest shall be \$1 mi								Amount of	LHTF Program Fu	nds R	equested	¢	51,642,314
		•						nlomontati	on of your Proj	ject(s) (§101(g), (oquesteu		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
				enn	e - provi	ue a timenne		ipiementati			[])(Z)(3)&(4))		_		
											When do you	u	Amoun		Amount of
Due to st T			f Durte f			When w	vill you	u issue	-	u When will loan	anticipate		Matchi	•	Program
Project Type an	d Activity	Name o	of Project				nitme		issue a	closing	disbursement	of	Fund		Funds
									NOFA/RFQ?	occur?	LHTF funds	?	-		designated to
Rental new con	otruction	т	BD			The Ci	ty yarill	ioouo	The City	Within 24	Within 60 months of		project: \$719,314		project:
Rental new con			BD BD	The Cit The Cit					The City The City	Within 24	Within 60 months of Within 60 months of				\$719,314 \$923,000
		•					ty will	10000					<i><i><i><i>ϕ</i>ϕϕϕϕϕϕϕϕϕϕϕ</i></i></i>		<i>ψ</i> 020,000
						(Certifi	cations							
On behalf of the ent	tity identified	below, I certify that: Th	ne informati	on, s	statemen	ts and attach	ments	included in	this application	are, to the best o	f my knowledge ar	nd beli	ef, true ar	nd cor	rect and I
	Rene M	lendez				City Man	nager								9/16/2024
A (1										Olara da (Di					Deta
Authoriz	zea kepreser	ntative Printed Name				Title	;			Signature (Ple	ase Type Name)				Date
										•					
									*						



			§102 Eligible Applicants						Minimums and	<u>Amount</u> Maximums
Applicant Type:				(a) City	/				(a) Existing Loc Trust Fund (o Regional Housing	r Existing
							Amo	unt Requested:	\$1,642,	314
eeds. rom the dropdown list please selec - Language establishing the L - Identify the specific revenue - Identify the language that st	oublic, or joint public ct the documentatio Local Housing Trust e given to the Local tates the Housing T	ic and private, fund esta on that establishes the H st Fund I Housing Trust Fund Trust Fund addresses th	ablished by legislation, ordinance, resoluti HTF. Please highlight the sections in your ne local housing needs inance from each Local government entity	r documentation t	that outline the reqi		revenue to addre	ss local housing	Resolut	ion
)(1)(B) Does the Housing Trust F ne Trust Fund is funded from Ong ease see requirements in Section	oing Revenues as r		e requirements? on in §101 from Dedicated Sources of fund	Iding such as taxe	es, fees, loan repay	ments, or public o	or private contribu	tions.	Yes: The existing the Ongoing F requirement a \$100k/year for a	Revenues overaging min. of 3y
)(2) Does the city or county have a 5585?	a Housing Element	t that was adopted by th	ne city or county's governing body and de	etermined by HCE) to be in compliand	e with state Hous	sing Element law	pursuant to GC	after Program a Yes	
)(3) The city or county has submit	tted to HCD the Anr	nual Progress Report re	equired by GC Code §65400 for the curre	ent or prior year?					Yes	
ojects located in cities or counties	s that have, at the ti	time of application, an a	ated, funded, and operated by a combina adopted Housing Element meeting the rec juired by subparagraph (3) above?						N/A	
			<u>§102(d): Pre</u>	evious Awardees	<u>s</u>				Total Awarded	\$ 3,807,
nter the dollar amount of Progra	am Funds that hav	ve been committed fro	om all previous LHTF awards (leave bla		ously awarded)				Total Committed	\$ 1,540,0
ew Applicants (no previous LHT	F award) provide	the amount of local N	Matching Funds Committee		k if previously awa	rded)				
	Colort	Turne of	§104 Matching	Funds Requirem	nents					
Name of Matching Funds	Matchin	Type of ng Fund	Specify Source of Funds		Matching Fun	d Amount	Requi	ed Documentation	for Matching Fun	ds
<u>Example-</u> Public Contribution	Residential Loc	<u>mple-</u> ocal Impact Fee	Example- Residential local impact		\$3,000,	000	Match_	_Fund_1	Uploaded to	HCD?
<u>Example-</u> Land Donation		<u>mple-</u> <u>E</u> contribution	<u>xample-</u> The public contribution will be from land.	m foreclosed	\$5,000,	000	Match_	Fund_2	Uploaded to	HCD?
General Fund	Public Cor	ontributions	General Fund Revenues		\$719,3	14	Match	_Fund_1	Proof of De	posit(s)
General Fund	Public Cor	ontributions	General Fund Revenues		\$923,0	00	Match	_Fund_2	Proof of De	posit(s)
	<u> </u>									
				latching Funds	\$1,642,	314				
			Specify Source of Funds		Annual averaç		-	ed documentation f		
Name of Ongoing Revenue		e of Ongoing renue			deposited inte				itation only; no dr	afts
<u>Example:</u> Loan Repayments	Reve		Developer Loan		deposited inte \$50,00			g_Rev_1	Uploaded to	
<u>Example:</u>	Loan Rep	renue			-	0	Ongoin			HCD?
<u>Example:</u> Loan Repayments <u>Example:</u>	Reve Loan Rep Tax Public Cor	venue payments oxes ontributions	Developer Loan Residential local impact fees PLHA funds		\$50,00 \$40,00 \$50,00		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD?
<u>Example:</u> Loan Repayments <u>Example:</u> Taxes Permanent Local Housing Allocation funding	Reve Loan Rep Tax Public Cor	venue payments oxes	Developer Loan Residential local impact fees		\$50,00 \$40,00		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2	Uploaded to Uploaded to	HCD? HCD?
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program	Reve Loan Rep Tax Public Cor	venue payments oxes ontributions	Developer Loan Residential local impact fees PLHA funds		\$50,00 \$40,00 \$50,00		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD?
<u>Example:</u> Loan Repayments <u>Example:</u> Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program	Reve Loan Rep Tax Public Cor	venue payments oxes ontributions	Developer Loan Residential local impact fees PLHA funds		\$50,00 \$40,00 \$50,00		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD? ion
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program	Reve Loan Rep Tax Public Cor	venue payments oxes ontributions	Developer Loan Residential local impact fees PLHA funds		\$50,00 \$40,00 \$50,00		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD?
<u>Example:</u> Loan Repayments <u>Example:</u> Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program	Reve Loan Rep Tax Public Cor	venue payments oxes ontributions	Developer Loan Residential local impact fees PLHA funds PIP funds		\$50,00 \$40,00 \$50,00		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD?
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program funds	Reve	renue payments exes ontributions ontributions	Developer Loan Residential local impact fees PLHA funds PIP funds		\$50,00 \$40,00 \$50,00 \$50,00 \$50,00 \$100,0		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD?
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program funds	Reve Loan Rep Tax Public Cor Public Cor Public Cor Public Cor	renue payments payments payments pontributions pontributio	Developer Loan Residential local impact fees PLHA funds PIP funds Intervention of the second	oing Revenues	\$50,00 \$40,00 \$50,00 \$50,00 \$50,00 \$100,0		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD?
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program funds	Reve Loan Rep Tax Public Cor Public Cor Public Cor Public Cor	renue payments payments payments pontributions pontributio	Developer Loan Residential local impact fees PLHA funds PIP funds Intervention of the second	poing Revenues	\$50,00 \$40,00 \$50,00 \$50,00 \$50,00 \$100,0		Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_1	Uploaded to Uploaded to Legislat	HCD? HCD? ion
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program funds	Reve Loan Rep Tax Public Cor Publi	renue payments axes ontributions ontributions a a a a a a a a a a a a a	Developer Loan Residential local impact fees PLHA funds PIP funds PIP funds Intervention of the service of	poing Revenues poing Revenues ple Uses of Funds ple Uses of Funds	\$50,00 \$40,00 \$50,00 \$50,00 \$50,00 \$100,0 \$	0 0 00 0 00 0 00 0 00 0 00 0 00 0 00 0 00 0 00 0 00 10 10 10 Enter percenta Funds designa	Ongoin Ongoin Ongoin Ongoin Ongoin Ongoin	g_Rev_1 g_Rev_2 g_Rev_2 g_Rev_2	Uploaded to Uploaded to Legislat	A HCD?
Example: Loan Repayments Example: Taxes Permanent Local Housing Allocation funding Prohousing Incentive Program funds	Reve Loan Rep Tax Public Cor Publi	renue payments axes ontributions ontributions ontributions administrative expens	Developer Loan Residential local impact fees PLHA funds PIP funds PIP funds PIO funds PID	poing Revenues ple Uses of Funds le Uses	\$50,00 \$40,00 \$50,00 \$50,00 \$50,00 \$100,0 \$ \$100,0 \$ \$ 05(d) tage of Program nated to serving higher then 120%	00 00 00 00 00 00 00 00 00 00 00 108 108	Ongoin Ongoin Ongoin Ongoin Ongoin Ongoin Sige of Program ated to serving higher then 80% an Income	g_Rev_1 g_Rev_2 g_Rev_2 g_Rev_2	Uploaded to Uploaded to Legislat Public Agre	A HCD?

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

Certification & Legal Status

Legal Disclosure

For purposes of the following questions, and with the exceptions noted below, the term "applicant" shall include the applicant and joint applicant, and any subsidiary of the applicant or joint applicant if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project.

In addition to each of these entities themselves, the term "applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity and person qualifying as an "applicant," or "joint applicant" as defined above.

Explain all positive responses on a separate sheet and include with this questionnaire in the application.

Exceptions: Public entity applicants without an ownership interest in the proposed project, including but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to respond to this questionnaire.

Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent), and chief financial officers (Treasurers, Chief Financial Officers, or their equivalent) must respond.

Civil Matters

1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan or been foreclosed against in *past ten years*?

2. Is the applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?

3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the past ten years that materially and adversely affected (a) the financial condition of the applicant's business, or (b) the project that is the subject of the application?

4. Is the applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?

5. In the past ten years, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?

Criminal Matters

6. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, felony charges against the applicant?

7. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, misdemeanor charges against the applicant for matters relating to the conduct of the applicant's business?

8. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any financial or fraud related crime?

9. Is the applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could materially affect the financial condition of the applicant's business?

10. Within the past ten years, has the applicant been convicted of any felony?

11. Within the past ten years, has the applicant been convicted of any misdemeanor related to the conduct of the applicant's business?

12. Within the past ten years, has the applicant been convicted of any misdemeanor for any financial or fraud related crime?

Please provide a letter of explanation if you responded "Yes" to any of the questions above.

Printed Name

Title of Signatory

Signature (Please Type Name)

Date

					Applicati	ion Scor	e - 100 poin	ts max §	106((f)					Rev. 5/2	024	75
(1) Non-Residen	tial Matching Fund	ds - 15 points m	ax														15
Matching Funds ((sources other than	n residential Loca	l Impact Fee	es or In Lieu Fee	es)		\$1,64	42,314		Total Matching Funds	5	\$1,642,314		% of Ma	atching Funds		100.00%
(2) Deeper Incon	me Targeting - 20 p	points max															20
	commit to expend no on Moderate-Incom			am Funds and		Yes	lf yes, sel MI exp.		,	Program + Matching Fu Admin		\$3,12	20,397	Ma	ix MI exp. (per commitment)		\$0
(3) Readiness - ²	15 points max																10
the status of eacl	ompleted a first phas h project, including by HCD §106(f)(3)?	those projects the							6	Direct link (website address) to page showing project status:							
Project Name		835 E. Laure	l Drive		Pre-appro	oved Amo	ount <mark>\$</mark>	500,00	00	Direct link to website		ww.cityofsalinas.o nent/Salinas-Loca			ousing-Commu	nity-	
Project Name		106 E. Lake	Street		Pre-appro	oved Amo	ount <mark>\$</mark>	590,00	00	Direct link to website	IDevelopment/Salinas-Local-Housing-Trust-Fund						
Project Name		14-16 Soledad	l Street		Pre-appro	oved Amo	ount <mark>\$</mark>	460,00	00	Direct link to website		ww.cityofsalinas.o nent/Salinas-Loca	-	•	ousing-Commu	nity-	
Project Name		20-26 Soledad	l Street		Pre-appro	oved Amo	ount <mark>\$</mark>	500,00	00	Direct link to website	https://w Developr	ww.cityofsalinas.o nent/Salinas-Loca	rg/Residents/Co I-Housing-Trust·	ommunity/Ho -Fund	-	-	
Project Name		98 Kip Dr	ive		Pre-appro	oved Amo	ount <mark>\$</mark>	1,000,00	00	Direct link to website		ww.cityofsalinas.o nent/Salinas-Loca			ousing-Commu	nity-	
Project Name		443 W. Marke	t Street		Pre-appro	oved Amo	ount <mark>\$</mark>	500,00	00	Direct link to website	https://w	ww.cityofsalinas.o nent/Salinas-Loca	rg/Residents/Co	ommunity/Ho	ousing-Commu	nity-	
Project Name					Pre-appro	oved Amo	ount			Direct link to website							
Project Name					Pre-appro	oved Amo	ount			Direct link to website							
Project Name					Pre-appro	oved Amo	ount			Direct link to website							
Project Name					Pre-appro	oved Amo	ount			Direct link to website							
	mount of pre-appro	oved	\$3,550,000	То	tal Program	n Funds F	Requested	\$1,642,31	14			F	irst Phase Fund	ling vs. Requ	uested (times)		2
(4) Increasing th	ne Supply of Lower	r-Income (LI) Re	ental Housin	g - 20 points m	lax												20
How will the Appl HCD Program Fu Matching Funds - or construction fi	unds and - for permanent	Permanent		ogram Funds + Funds - Admin Exp.),397	Applica housi	nt commiting develo	ts to	rogram Funds and Match o use for new constructio ents Affordable to and re e incomes of no more th	on of renta estricted to	Permanent AN Construction financing for 60	100%	⁶ co	(C) Amount Applicant ommits based on (B) %		3,120,397
datacollapse										ising Affordability Stra				tasets/cp.ht	tml#2006-2016	-	0
	the percentage of L using Trust Fund A			aying more than I	50 percent	of their h	household ir	ncome for	rent	t or owner expenses. Ap Does your Regional Ho				requirement	ts below? N		0
A Regional Hous jurisdictions (in c	ing Trust Fund mee	eting the descript than 250,000), or	ion herein re that meets t	the minimum the	reshold (two	o jurisdict	tions with me			und is one that includes a million people, or three ju	six jurisdic	tions (in counties	with total popula	ations of 250	,000 or less) o	r eigl	ht
List th	he jurisdictions the	-		ity of, County	of, or Town	n of		serve	d wi	which Jurisdictions wi ith this application.	ill be	Are you serving	the unincorpora including all in	-	-	entire	e county
		City of	Salinas				Will b	e served	by t	his application							

		the Applicant even					
	e representatives from the areas that	the Applicant serves.	Otata Octatas Nama (a)				
	gressperson Name(s)	District #	State Senator Name(s)	District #		mbly Member Name(s)	Distric
(F	First and last name)	40	(First and last name)			t and last name)	
	Zoe Lofgren	18	Anna Caballero	14		Robert Rivas	29
	Ň						
Performance - A	Applicant has committed at least 40 p	ercent of the Program F	unds previously awarded to t	he Applicant - 10 points			10
	Applicant has committed at least 40 p not previously awarded) has committ						10 0
New Applicant (I							
New Applicant (i Breaker	not previously awarded) has committ	ted at least 40 percent o	f the local Matching Funds - 1	0 points		developers for construction of	0
New Applicant (i Breaker Breaker, if neede	not previously awarded) has committed ed. Readiness: The extent to which the	ted at least 40 percent o	f the local Matching Funds - 1	0 points		developers for construction of	0
New Applicant (i Breaker Breaker, if neede ludes dollar amou	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	ted at least 40 percent of application identifies spe	f the local Matching Funds - 1	0 points	as issued Letters of Intent (LOIs) to		0
New Applicant (i Breaker Breaker, if neede ludes dollar amou project Name	not previously awarded) has committed ed. Readiness: The extent to which the	ted at least 40 percent of application identifies spectrum Funding Source	f the local Matching Funds - 1 cific multifamily rental projects LHTF/Land Donation	for which the trust fund ha	as issued Letters of Intent (LOIs) to \$ 3,080	,000 Loan Type	0 or permanent financing, (whi
New Applicant (I Breaker Breaker, if neede ludes dollar amou Project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies spe Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects LHTF/Land Donation	for which the trust fund ha	as issued Letters of Intent (LOIs) to \$ 3,080	,000 Loan Type Loan Type	0 or permanent financing, (whi
New Applicant (i Breaker Breaker, if neede ludes dollar amou project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies species of the funding Source Funding Source Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects LHTF/Land Donation	for which the trust fund ha Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000 Loan Type Loan Type Loan Type	0 or permanent financing, (whi
New Applicant (I Breaker Breaker, if neede ludes dollar amou Project Name Project Name Project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	ted at least 40 percent of application identifies spe Funding Source Funding Source Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects to LHTF/Land Donation	for which the trust fund ha Commitment Amount Commitment Amount Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000 Loan Type Loan Type Loan Type Loan Type Loan Type Loan Type	0 or permanent financing, (whi
New Applicant (i Breaker Breaker, if neede ludes dollar amou Project Name Project Name Project Name Project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies specific funding Source Funding Fundin	f the local Matching Funds - 1 cific multifamily rental projects LHTF/Land Donation	o points for which the trust fund ha Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000 Loan Type	0 or permanent financing, (whi
New Applicant (i Breaker Breaker, if neede ludes dollar amou Project Name Project Name Project Name Project Name Project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies spe Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects to LHTF/Land Donation	for which the trust fund ha Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000Loan TypeLoan TypeLoan TypeLoan TypeLoan TypeLoan TypeLoan TypeLoan TypeLoan Type	0 or permanent financing, (whi
New Applicant (I Breaker Breaker, if neede ludes dollar amou Project Name Project Name Project Name Project Name Project Name Project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies specific Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects to LHTF/Land Donation	for which the trust fund ha Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000Loan TypeLoan Type	0 or permanent financing, (whi
New Applicant (I Breaker Breaker, if neede cludes dollar amou Project Name Project Name Project Name Project Name Project Name Project Name Project Name Project Name Project Name Project Name	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies spe Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects to LHTF/Land Donation	for which the trust fund ha Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000Loan TypeLoan Type	0 or permanent financing, (whi
New Applicant (Breaker Breaker, if neede	not previously awarded) has committed ed. Readiness: The extent to which the unts). Explain below.	application identifies specific Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source Funding Source	f the local Matching Funds - 1 cific multifamily rental projects to LHTF/Land Donation	for which the trust fund ha Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount Commitment Amount	as issued Letters of Intent (LOIs) to \$ 3,080	,000Loan TypeLoan Type	0 or permanent financing, (whi

LOCAL HOUSING TRUST FUND (LHTF) Document Checklist

Use this document to properly name your attachments before uploading them with your application submission. You must confirm below that you have completed this step.

Threshold Requirement?	What You'll Name Your Document:	Document Description	Included?
		§102(d) Eligible Applicants: Previous Awardees	
Yes	Award_Commitment	Previously awarded applicants only . Documentation evidencing the commitment of at least 40% of the previously awarded LHTF funds.	Included
Yes	LHTF_AR	Previously awarded applicants only . §106(e) Submit evidence that the most recently required LHTF Annual Report was submitted to HCD State Grants Management (e.g. include a copy of the email submission)	Included
		New Applicants (no previous LHTF award)	
No	MF_Commitment	New Applicants only. Documentation evidencing the commitment of at least 40% of the local Matching Funds.	N/A
		Application Information	
Yes	HTF	§102(a),(b),(c): Legislation, Ordinance, Resolution, or public-private partnership agreement creating the HTF. RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF (public RHTFs only).	Included
Yes (if applicable)	OrgDoc1, OrgDoc2, etc.	§106(e) Organizational Documents (Articles of Incorporation, Bylaws, Amendments, Certificate of Good Standing, etc.)	N/A
Yes (if applicable)	Org_Chart	§106(e) Organizational Chart	N/A
Yes (if applicable)	Gov_TIN_Form	§106(e) Government Agency Taxpayer ID Form	Included
Yes (if applicable)	STD_204	§106(e) STD-204 Payee Data Record	N/A
Yes (if applicable)	Sig_Block	501(c)(3) nonprofit corporation only §106(e) - Signature Block, upload as a Microsoft Word document	N/A
Yes (if applicable)	Fin_Statements	501(c)(3) nonprofit corporation only §106(e) - Audited financial statements (2 years)	N/A
Yes (if applicable)	501c3_Determination	501(c)(3) nonprofit corporation only §106(e) - IRS determination letter regarding 501(c)(3) status (this letter must address the name of the 501(c)(3), which must match the name of the HTF)	N/A
Yes	App_Reso	§106(e) Application Resolution Note: Only one Application Resolution may be submitted and must be from the Applicant. Additionally, <i>Attachment 1</i> must be an attachment to the Resolution <i>prior</i> to approval by the governing body and must be included with your submission.	Included
Yes	Guidelines_107d	§107(d) Loan guidelines and underwriting standards and procedures	Included
Yes (if applicable)	Cert_LOE	Letter of Explanation for any applicable items on "Certification & Legal" tab of the application	N/A
		Matching Funds and Ongoing Revenue	
Yes	Match_Fund_1, Match_Fund_2, etc.	§104 Required Documentation for Matching Funds	Included
Yes (if applicable)	Binding_Agreement	§104(b) Fully executed commitment letter or a fully executed contract to provide Matching Funds , specifying the source(s) of the Matching Funds, the amount of Matching Funds from each source, the date upon which the funds will be deposited into the LHTF or RHTF account, and remedies for not depositing the Matching Funds on/by that date.	Included
Yes	Ongoing_Rev_1, Ongoing_Rev_2, etc.	§102(a),(b),(c) Required Documentation for Ongoing Revenues	Included
		§106 Application Scoring	
No	Readiness_1, Readiness_2, etc.	§106(f)(3) Readiness List	Included
No	LOI_1, LOI_2, etc.	§106(g)(1) Letter(s) of Intent	Included

I have reviewed the Document Checklist and have named my documents according to the instruction	IS.
I will upload all required documents to the LHTF submission portal.	

Yes

					nt Team (ADT) Support Form			Rev. 5/2024
		Ple			he form below and email a copy to: LHTF@hc Team will respond to your request ASAP.	cd.ca.gov		
Full Nam	ie:				Date Requested:		pplication sion Date:	
Organiza	ation:			Email:		Contact Phone		
Justificat	ion:				•		I	
lssue #	Program Name	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
1	LHTF							
2	LHTF							
3	LHTF							
4	LHTF							
5	LHTF							
6	LHTF							
7	LHTF							
8	LHTF							
9	LHTF							
10	LHTF							
11	LHTF							
12	LHTF							
13	LHTF							
14	LHTF							
15	LHTF							
16	LHTF							
17	LHTF							
18	LHTF							
19	LHTF							
20	LHTF							
21	LHTF							
22	LHTF							
23	IHTE							

23	LUIL				
24	LHTF				
25	LHTF				