

Local Housing Trust Fund (LHTF) Program Application

Rev. 5/2024

2024 Notice of Funding Availability



State of California
Governor Gavin Newsom

Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency

Gustavo Velasquez, Director
Department of Housing and Community Development

651 Bannon Street, Sacramento, CA 95811

[Website for Local Housing Trust Fund](#)

Program Email: LHTF@hcd.ca.gov

NOFA Release: July 9th , 2024

Project and Applicant Information

Rev. 5/2024

[§101\(p\) "Local Housing Trust Fund" definition](#)

[§101\(dd\) "Regional Housing Trust Fund" definition.](#)

§102 Eligible Applicants

Applicant Type: (a) City

Applicant Information

Applicant Name:	City of Salinas Local Housing Trust			Organization Type:	Local Public Entity
Address:	200 Lincoln Ave.	City:	Salinas	County:	Monterey
				State:	CA
				Zip Code:	93901
Auth Rep Name:	Rene Mendez	Title:	City Manager	Auth Rep. Email:	renem@ci.salinas.ca.us
Address:	200 Lincoln Ave.	City:	Salinas	State:	CA
				Zip Code:	93901
Contact Name:	Francisco Brambila	Title:	Acting Planning Manager	Contact Email:	frankb@ci.salinas.ca.us
Address:	200 Lincoln Ave.	City:	Salinas	State:	CA
				Zip Code:	93901

Trust Fund Information

Full Trust Fund Name:	City of Salinas Local Housing Trust Fund			Date Established:	5/2/23
Trust Fund Address:	200 Lincoln Ave.	City:	Salinas	State:	CA
				Zip Code:	93901
Trust Fund Type:	(a) Existing Local Housing Trust Fund (or Existing Regional Housing Trust Fund)				
(a) The minimum application request shall be \$1 million with a max request of \$5 million.				Amount of LHTF Program Funds Requested	\$1,642,314

Proposed Activity Timeline - provide a timeline of implementation of your Project(s) (§101(g), (1)(2)(3)&(4))

Project Type and Activity	Name of Project	When will you issue commitments?	When will you issue a NOFA/RFQ?	When will loan closing occur?	When do you anticipate disbursement of LHTF funds?	Amount of Matching Funds designated to project:	Amount of Program Funds designated to project:
Rental new construction	TBD	The City will issue	The City	Within 24	Within 60 months of	\$719,314	\$719,314
Rental new construction	TBD	The City will issue	The City	Within 24	Within 60 months of	\$923,000	\$923,000

Certifications

On behalf of the entity identified below, I certify that: The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I

Rene Mendez	City Manager		9/16/2024
Authorized Representative Printed Name	Title	Signature (Please Type Name)	Date

DRAFT

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 <i>past ten years</i> ? | |
| 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

Application Score - 100 points max §106(f)										Rev. 5/2024	75
(1) Non-Residential Matching Funds - 15 points max											15
Matching Funds (sources other than residential Local Impact Fees or In Lieu Fees)			\$1,642,314	Total Matching Funds		\$1,642,314	% of Matching Funds		100.00%		
(2) Deeper Income Targeting - 20 points max											20
Does Applicant commit to expend no more than 18% of its Program Funds and Matching Funds on Moderate-Income (MI) households?			Yes	If yes, select MI exp. %	0%	Program + Matching Funds - Admin Exp.		\$3,120,397	Max MI exp. (per commitment)	\$0	
(3) Readiness - 15 points max											10
Has Applicant completed a first phase funding process for multifamily rental projects and announced on its website the status of each project, including those projects that were approved to submit a final application upon award of Program Funds by HCD §106(f)(3)?			Yes	Direct link (website address) to page showing project status:							
Project Name	835 E. Laurel Drive		Pre-approved Amount	\$	500,000	Direct link to website		https://www.cityofsalinas.org/Residents/Community/Housing-Community-Development/Salinas-Local-Housing-Trust-Fund			
Project Name	106 E. Lake Street		Pre-approved Amount	\$	590,000	Direct link to website		https://www.cityofsalinas.org/Residents/Community/Housing-Community-Development/Salinas-Local-Housing-Trust-Fund			
Project Name	14-16 Soledad Street		Pre-approved Amount	\$	460,000	Direct link to website		https://www.cityofsalinas.org/Residents/Community/Housing-Community-Development/Salinas-Local-Housing-Trust-Fund			
Project Name	20-26 Soledad Street		Pre-approved Amount	\$	500,000	Direct link to website		https://www.cityofsalinas.org/Residents/Community/Housing-Community-Development/Salinas-Local-Housing-Trust-Fund			
Project Name	98 Kip Drive		Pre-approved Amount	\$	1,000,000	Direct link to website		https://www.cityofsalinas.org/Residents/Community/Housing-Community-Development/Salinas-Local-Housing-Trust-Fund			
Project Name	443 W. Market Street		Pre-approved Amount	\$	500,000	Direct link to website		https://www.cityofsalinas.org/Residents/Community/Housing-Community-Development/Salinas-Local-Housing-Trust-Fund			
Project Name			Pre-approved Amount			Direct link to website					
Project Name			Pre-approved Amount			Direct link to website					
Project Name			Pre-approved Amount			Direct link to website					
Project Name			Pre-approved Amount			Direct link to website					
Total Amount of pre-approved First Phase Funding		\$3,550,000	Total Program Funds Requested		\$1,642,314	First Phase Funding vs. Requested (times)			2		
(4) Increasing the Supply of Lower-Income (LI) Rental Housing - 20 points max											20
How will the Applicant use the HCD Program Funds and Matching Funds - for permanent or construction financing?		Permanent	(A) Program Funds + Matching Funds - Admin Exp.	\$3,120,397	(B) Percentage of Program Funds and Matching Funds Applicant commits to use for new construction of rental housing developments Affordable to and restricted to households with average incomes of no more than 60% of AMI?		Funding for Permanent AND Construction financing for 60% AMI or less	100%	(C) Amount Applicant commits based on (B) %	\$3,120,397	
(5) Community Need - 15 points max (NOTE: this section will be scored by HCD using CHAS data (Comprehensive Housing Affordability Strategy): https://www.huduser.gov/portal/datasets/cp.html#2006-2016-datacollapse)											0
HCD will provide the percentage of Lower-Income Households paying more than 50 percent of their household income for rent or owner expenses. Applicant does not complete this field.											
(6) Regional Housing Trust Fund Applicants - 5 points											0
Does your Regional Housing Trust Fund meet the description and requirements below? No											
A Regional Housing Trust Fund meeting the description herein receive all points in this category: A Regional Housing Trust Fund is one that includes six jurisdictions (in counties with total populations of 250,000 or less) or eight jurisdictions (in counties with more than 250,000), or that meets the minimum threshold (two jurisdictions with more than one million people, or three jurisdictions in counties with total populations of 250,000 or less, or four jurisdictions in counties with more than 250,000), and includes more than 66% of the population of the county or counties.											
List the jurisdictions that your trust fund serves: City of, County of, or Town of			Of those served, which Jurisdictions will be served with this application.			Are you serving the unincorporated county only, or the entire county including all incorporated areas?					
City of Salinas			Will be served by this application								
List the appropriate representatives from the areas that the Applicant serves.											
Congressperson Name(s) (First and last name)		District #	State Senator Name(s) (First and last name)		District #	State Assembly Member Name(s) (First and last name)		District #			
Zoe Lofgren		18	Anna Caballero		14	Robert Rivas		29			
(7) Performance - Applicant has committed at least 40 percent of the Program Funds previously awarded to the Applicant - 10 points											10
New Applicant (not previously awarded) has committed at least 40 percent of the local Matching Funds - 10 points											0
Tie Breaker											
Tie Breaker, if needed. Readiness: The extent to which the application identifies specific multifamily rental projects for which the trust fund has issued Letters of Intent (LOIs) to developers for construction or permanent financing, (which includes dollar amounts). Explain below.											
Project Name	Division Street Properties		Funding Source	LHTF/Land Donation	Commitment Amount	\$	3,080,000	Loan Type	Permanent		
Project Name			Funding Source		Commitment Amount			Loan Type			
Project Name			Funding Source		Commitment Amount			Loan Type			
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Project Name			Funding Source		Commitment Amount			Loan Type			
					Commitment vs. Request	188%					

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, Attachment 1 must be an attachment to the Resolution prior 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

<p>I have reviewed the Document Checklist and have named my documents according to the instructions. I will upload all required documents to the LHTF submission portal.</p>	Yes
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Application Development Team (ADT) Support Form

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Please complete the "yellow" cells in the form below and **email a copy to: LHTF@hcd.ca.gov**
 A member of the LHTF Team will respond to your request ASAP.

Full Name:		Date Requested:		Application Version Date:	
Organization:		Email:		Contact Phone:	

Justification:

Issue #	Program Name	Tab	Section	Cell#	Update/Comment	Urgency	ADT Status	Status Date
1	LHTF							
2	LHTF							
3	LHTF							
4	LHTF							
5	LHTF							
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