



COMMUNITY DEVELOPMENT AGENCY
HOUSING AND FEDERAL GRANTS DIVISION

Sarah Bernstein Jones
DIRECTOR

Leelee Thomas
DEPUTY DIRECTOR

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May 16, 2023

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, California 94903

SUBJECT: Funding for affordable housing: Local Housing Trust Fund Grant
Application and Housing Trust Fund awards

Dear Board Members:

RECOMMENDATIONS:

1. Adopt resolution authorizing the Community Development Agency to apply for and accept Local Housing Trust Fund (LHTF) grant funding from the State Department of Housing and Community Development (HCD) (Attachment 1).
2. Adopt resolution approving allocation of Marin County Affordable Housing Trust Fund in the amount of \$5,000,000 to affordable housing projects as described below (Attachment 2).
3. Authorize President, subject to County Counsel approval, to execute (a) County Housing loan documents; (b) Regulatory Agreements; and (c) related documents (including Subordination Agreements) that may be required by other sources of financing for these projects.

SUMMARY:

The application for LHTF is competitive; existing Housing Trust Funds, like Marin County's Affordable Housing Trust Fund (HTF), can apply for a maximum of \$5,000,000 and funds must be matched dollar-for-dollar with local funds.

Applications meeting the following criteria will receive a higher score:

- Rental housing that serves households at or below 60% of the Area Median Income (AMI);
- 30% of the requested funds and matching funds serve extremely low-income households;
- Projects which have applied for and received a funding commitment from the local jurisdiction;
- Applicants that can demonstrate either a three-to-one or two-to-one funding match;
- Projects that can demonstrate an on-going local source of funding for affordable housing.

The HTF has received the following funding applications which have a funding gap, would be eligible and competitive, and are being recommended for HTF and LHTF awards, including:

- **Oak Hill, Eden Housing:** 113 units of rental housing, of which 95 units are for low- and very low-income households and 18 units for extremely low-

income households - \$3,697,482 LHTF request, along with a contingent equal funding match from the County HTF. If awarded, funds would be allocated to the 95 affordable housing units serving households at or below 60% AMI.

- **Oak Hill Educator/County Employee Housing, Education Housing Partners (EHP):** 135 units of workforce rental housing, of which 75 units are for low- and very low-income households - \$1,052,518 LHTF request, along with a contingent equal funding match from the County HTF. If awarded, funds would be allocated to the 44 affordable housing units serving households at or below 60% AMI.

To be competitive for the LHTF funds, the County must make a commitment to these projects before the application is submitted. Including County funds in the project will ensure on-going unit affordability and in the case of EHP, will buy down the affordability level of 30 units from 80 to 60% AMI. The HTF awards detailed above would be contingent on receiving the LHTF award. A detailed description of each of these projects is included in Attachment 3. The ultimate approval of projects will be contingent upon successful completion of environmental review under the California Environmental Quality Act (CEQA).

Administration up to 5% of the grant request total, \$250,000, is allowed, and will be included in the application.

DISCUSSION:

HCD released approximately \$53 million in funds for the Local Housing Trust Fund (LHTF) Program. The funding is provided by the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1). This funding provides Matching Grants to Local Housing Trust Funds established by cities and counties, Native American Tribes and incorporated 501(c)(3) nonprofit organizations. Eligible activities include construction loans and/or permanent financing loans to pay for predevelopment costs, acquisition costs, and other costs associated with the development or rehabilitation of Affordable Rental Housing projects, or Emergency Shelters, Transitional Housing, Permanent Supportive Housing, and Affordable homebuyer/homeowner projects, including assistance to income-eligible households to purchase or rehabilitate for-sale housing units. Funds may also be used for the construction, conversion, repair, and rehabilitation of Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Units (JADUs). The Notice of Funding Availability is available on the following webpage:

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/lhtf/2023-LHTF-NOFA.pdf>

The Marin County Affordable Housing Trust Fund (HTF) was created to increase the stock of permanently affordable homes in the County. The HTF provides a local funding source for financial and technical assistance to help non-profit affordable housing developers and local public agencies produce and preserve affordable housing for low, very low and extremely low-income households in Marin County. Projects anywhere in the County are eligible to apply for funding; however, projects in the unincorporated areas are given priority over projects located within cities and towns. HTF monies are intended to advance the values of a balanced community, by providing support for a variety of housing types available for households at a range of income levels. The proposed grant for these developments meets the guidelines

for the County's Affordable Housing Trust Fund, would provide healthy and affordable homes to 248 households in Marin, and furthers a number of Countywide Plan goals including the following:

HS-3.1 House Local Workers. Strive to provide an adequate supply and variety of housing opportunities to meet the needs of Marin County's workforce and their families, striving to match housing types and affordability with household income.

HS-3.5 Maintain Population Diversity. Maintain a diversity of age, social, and economic backgrounds among residents throughout Marin County by matching housing size, types, tenure, and affordability to household needs.

During a Board hearing earlier this year, your Board directed staff to work with the Subcommittee on Affordable and Workforce Housing, made up of Supervisors Moulton-Peters and Sackett, to reevaluate the guidelines of the County Affordable Housing Fund (Housing Trust). The subcommittee discussed the Housing Trust at their meetings in March and April. Based on their direction, staff presented draft updated guidelines which will be brought to your Board later this year. This proposed allocation aligns with the draft guidelines.

The County has a rolling application process for HTF to allow projects to apply for funds throughout the year. The projects described above have applied for funding and have funding gaps. The applications for these projects are available for review on the following webpage:

<https://www.marincounty.org/depts/cd/divisions/housing/affordable-housing/new-and-upcoming-projects>

Staff recommends making a funding commitment to these projects. If awarded the LHTF awards, staff would bring the loan agreements back to your Board for review.

EQUITY IMPACT:

The Marin County Affordable Housing Trust Fund was created to increase the stock of permanently affordable housing units in the County. The Affordable Housing Trust Fund provides a local funding source for financial and technical assistance to help affordable housing developers produce and preserve affordable housing. These funds allow the County to leverage additional State and Federal funding, like the Local Housing Trust Program (LHTF). Projects that receive HTF dollars are required to do affirmative marketing; a requirement to conduct outreach with communities that are least likely to apply and engage with the project.

The projects detailed in the report above will help provide critical affordable rental housing in the community, particularly for the education workforce and County staff. Recent surveys conducted by Marin Promise Partnership, a network of over 100 cross-sector leaders throughout the county, have indicated that the lack of affordable housing in Marin disproportionately impact educators of color. Data from the U.S. Census Longitudinal Employer-Household Dynamics (LEHD) demonstrates that 62% of Marin workers reside outside of the county. Increasing workforce housing will help

reduce transportation expenses by providing more opportunities for workers to live near their workplace.

FISCAL/STAFFING IMPACT:

The recommended actions do not impact the General Fund net county costs, as the proposed expenditures will be fully offset by grant revenue received from the State. The Community Development Agency will work with the CAO to adjust the FY 2023-24 budget accordingly once grant funds are received.

REVIEWED BY:

- | | |
|---|---|
| <input checked="" type="checkbox"/> County Administrator's Office | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> County Counsel | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Department of Finance | <input checked="" type="checkbox"/> N/A |
| <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> N/A |

Respectfully Submitted,



Leelee Thomas
Deputy Director



Sarah Jones
Director

Attachments:

1. Resolution to apply for and accept LHTF funds
2. Resolution approving HTF awards
3. Proposed projects summaries
4. LHTF application template

RESOLUTION NO. 2023-_____
RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS
AUTHORIZING RESOLUTION

[All, or A necessary quorum and majority] of the **Supervisors of Marin County** (“Applicant”) hereby consents to, adopts and ratifies the following resolution:

- A. WHEREAS, the Department is authorized to provide up to \$53 million under the Local Housing Trust Fund (“LHTF”) Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chapter 365, Statutes of 2017 (SB 3)) (“Program”); and
- B. WHEREAS the State of California (the “State”), Department of Housing and Community Development (“Department”) issued a Notice of Funding Availability (“NOFA”) dated 03/07/2023 under the LHTF Program; and
- C. WHEREAS Applicant is an eligible Local or Regional Housing Trust Fund applying to the Program to administer one or more eligible activities using Program Funds; and
- D. WHEREAS the Department may approve funding allocations for the LHTF Program, subject to the terms and conditions of H&S Code Section 50842.2, the LHTF Program Guidelines, NOFA, Program requirements, the Standard Agreement and other related contracts between the Department and LHTF award recipients.

NOW THEREFORE BE IT RESOLVED THAT:

- 1. If Applicant receives an award of LHTF funds from the Department pursuant to the above referenced LHTF NOFA, it represents and certifies that it will use all such funds on Eligible Projects in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including, without limitation, all rules and laws regarding the LHTF Program, as well as any and all contracts Applicant may have with the Department (“Eligible Project”).
- 2. NOW, THEREFORE, IT IS RESOLVED: That the Local Housing Trust is hereby authorized to act as the trustee in connection with the Department's funds to Eligible Projects pursuant to the above-described Notice of Funding Availability in an amount not to exceed \$5,000,000 (the "LHTF Award").
- 3. Applicant hereby agrees to match on a dollar-for-dollar basis the LHTF Award pursuant to Guidelines Section 104. Applicant hereby agrees to utilize matching funds on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used, as required by HSC Section 50843.5(c).
- 4. Pursuant to Attachment 1 and the Applicant's certification in this resolution, the LHTF funds will be expended only for Eligible Projects and consistent with all program requirements.
- 5. Nonprofit Housing Trust Funds and Native American Tribe Housing Trust Funds agree to use Program Funds only for Eligible Projects located in cities and counties that submitted an adopted Housing Element that was found by the Department to be in compliance and that have submitted their Housing Element Annual Progress Report (APR) for the current year or prior year by the application due date.

6. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, H&S Section 50842.2 and LHTF Program Guidelines.

7. **The Community Development Agency Director or her designee** is/are authorized to execute the LHTF Program Application, the LHTF Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the LHTF Award to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this ___th day of _____ 2023, by the following vote:

AYES: ___ SUPERVISORS
NOES: ___ SUPERVISORS
ABSENT: ___ SUPERVISORS

PRESIDENT, BOARD OF SUPERVISORS
Stephanie Moulton-Peters

ATTEST:

CLERK
[Enter Name of Clerk]

CERTIFICATE OF THE ATTESTING OFFICER

The undersigned, Officer of [Name of Attesting Officer] does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the County of Marin which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST:

[Insert printed name and title of Attesting Officer]

Attachment 1

The total Program Funds Marin County is requesting for the Local Housing Trust Fund (LHTF) is \$5,000,000 with \$5,000,000 in Matching Funds from the Marin County Affordable Housing Trust Fund.

Sixty-six percent of the Program Funds and Matching Funds are allocated for the Eden Housing affordable rental housing portion of the Oak Hill Apartments project, located on a State surplus site on Sir Francis Drake Boulevard in unincorporated Larkspur. All units funded will be at or below 60% Area Median Income (AMI), with 19% of the units at or below 30% AMI.

Twenty-nine percent of the Program Funds and Matching Funds are allocated for the Educational Housing Partners affordable workforce rental housing portion of the Oak Hill Apartments project, located on a State surplus site on Sir Francis Drake Boulevard in unincorporated Larkspur. All units funded will be at or below 60% Area Median Income (AMI).

Five percent of the Program Funds are allocated to administrative expenses.

In total, 30% of the Program Funds and Matching Funds are allocated to units at or below 30% AMI.

RESOLUTION NO. 2023-_____
RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS

WHEREAS, the California Department of Housing and Community Development (HCD) is authorized to provide up to \$53 million under the Local Housing Trust Fund (LHTF) Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chapter 365, Statutes of 2017 *SB3); and

WHEREAS, in March 2023, HCD released the LHTF Program Notice of Funding Availability (NOFA) for ongoing local government provision of housing financing; and

WHEREAS, the County is an eligible Local government applying for the program to administer one or more eligible activities; and

WHEREAS, the County agrees to utilize matching funds on a dollar-for-dollar basis for the same Eligible Project for which Program Funds are used, as required by HSC Section 50843.5(c).

WHEREAS, the County reviewed the submitted applications in accordance with the required selection process for applications for the Marin County Housing Trust Fund (HTF); and

WHEREAS, the allocation of HTF funds for each project will be contingent upon successful completion of environmental review under the California Environmental Quality Act (CEQA).

NOW, THEREFORE, BE IT RESOLVED that the Marin County Board of Supervisors hereby approves a loan in the amount of \$3,697,482 from Marin County's Affordable Housing Fund to Eden Housing for affordable housing predevelopment located at the Oak Hill site on Sir Francis Drake Boulevard in unincorporated Larkspur, contingent upon award of LHTF funds.

BE IT FURTHER RESOLVED that the Marin County Board of Supervisors hereby approves a loan in the amount of \$1,052,518 from Marin County's Affordable Housing Fund to Educational Housing Partners for affordable housing development located at the Oak Hill site on Sir Francis Drake Boulevard in unincorporated Larkspur, contingent upon award of LHTF funds.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this ___th day of _____ 2023, by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

PRESIDENT, BOARD OF SUPERVISORS
Stephanie Moulton-Peters

ATTEST:

CLERK

Attachment 3 — Proposed Project Summaries

Eden Housing, Inc. – Oak Hill Apartments

Eden Housing, Inc., a nonprofit affordable housing developer committed to developing, acquiring, or rehabilitating affordable homes, requests funding to support the development of 115 affordable units on State-owned surplus land near San Quentin, of which 95 units are for low- and very low-income households and 18 units for extremely low-income households. Upon completion, the project will provide studios, one-, two- and three-bedroom rental homes targeting families. The request would go toward general development and construction expenses. If awarded, the County will require long term deed restrictions, tenant protections and affirmative marketing. Funds would be allocated to the 95 units serving households earning at or below 60% Area Median Income.

Education Housing Partners, Inc. – Oak Hill Educator/County Employee Housing

Education Housing Partners, Inc., a nonprofit public benefit corporation committed to developing affordable workforce housing, requests funding to support the development of 135 units for teachers/staff of local school districts and County employees on State-owned surplus land near San Quentin, of which 75 units are for low- and very low-income households. Upon completion, the project will provide one-, two- and three-bedroom rental homes for income-qualifying teachers and staff of local school districts and County of Marin employees. If awarded, the County will require long term deed restrictions, tenant protections and affirmative marketing. Funds would be allocated to the 44 units serving households earning at or below 60% Area Median Income.

Local Housing Trust Fund (LHTF) Program Application

Rev. 2/2023

2023 Notice of Funding Availability



**State of California
Governor Gavin Newsom**

**Lourdes Castro Ramirez, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
Department of Housing and Community Development**

2020 West El Camino Avenue, Suite 150, Sacramento, CA 95833

[Website for Local Housing Trust Fund](#)

Program Email: LHTF@hcd.ca.gov

NOFA Release: March 7, 2023

Project and Applicant Information

Rev. 2/2023

§101(p) "Local Housing Trust Fund" definition

§101(dd) "Regional Housing Trust Fund" definition.

§102 Eligible Applicants

Applicant Type:

Applicant Information

Applicant Name:					Organization Type:		
Address:			City:	County:	State:	CA	Zip Code:
Auth Rep Name:	Title:	Auth Rep. Email:		Phone:			
Address:			City:	State:	Zip Code:		
Contact Name:	Title:	Contact Email:		Phone:			
Address:			City:	State:	Zip Code:		

Trust Fund Information

Full Trust Fund Name:					Date Established:		
Trust Fund Address:			City:	State:	Zip Code:		
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

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:

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

Authorized Representative Printed Name	Title	Signature (Please Type Name)	Date
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<u>§102 Eligible Applicants</u>					<u>§103 Funding Amount Minimums and Maximums</u>	
Applicant Type:		0			(a) Existing Local Housing Trust Fund (or Existing Regional Housing Trust Fund)	
					Amount Requested:	
					\$0	
<p>(a)(1)(A) How was the Housing Trust Fund established? The Housing Trust Fund utilizes a public, or joint public and private, fund established by legislation, ordinance, resolution, or a public-private partnership, to receive specific revenue to address local housing needs. From the dropdown list please select the documentation that establishes the HTF. Please highlight the sections in your documentation that outline the requirements below.</p> <ul style="list-style-type: none"> - Language establishing the Local Housing Trust Fund - Identify the specific revenue given to the Local Housing Trust Fund - Identify the language that states the Housing Trust Fund addresses the local housing needs - NOTE: For public RHTFs only, RHTF must include Resolution or Ordinance from each Local government entity that is a member of the RHTF 						
<p>(a)(1)(B) Does the Housing Trust Fund meet the minimum Ongoing Revenue requirements? The Trust Fund is funded from Ongoing Revenues as required by the definition in §101 from Dedicated Sources of funding such as taxes, fees, loan repayments, or public or private contributions. Please see requirements in Section 101(z).</p>						
<p>(a)(2) Does the city or county have a Housing Element that was adopted by the city or county's governing body and determined by HCD to be in compliance with state Housing Element law pursuant to GC §65585?</p>						
<p>(a)(3) The city or county has submitted to HCD the Annual Progress Report required by GC Code §65400 for the current or prior year?</p>						
<p>(4) A Local Housing Trust Fund or Regional Housing Trust Fund that was created, funded, and operated by a combination of two or more cities or counties, agrees to utilize Program Funds only for Eligible Projects located in cities or counties that have, at the time of application, an adopted Housing Element meeting the requirements of subparagraph (2) above, and for which the Annual Progress Report was submitted for the current or prior year by the application deadline date, as required by subparagraph (3) above?</p>						
<u>§102(d): Previous Awardees</u>						
Enter the dollar amount of Program Funds that have been committed from all previous LHTF awards (leave blank if not previously awarded)					Total Awarded	
					Total Committed	
Matching Funds Committed						
New Applicants (no previous LHTF award) provide the amount of local Matching Funds that have been committed (leave blank if previously awarded)						
<u>§104 Matching Funds Requirements</u>						
Name of Matching Funds	Select Type of Matching Fund	Specify Source of Funds	Matching Fund Amount	Required Documentation for Matching Funds		
Example- Public Contribution	Example- Residential Local Impact Fee	Example- Residential local impact fees	\$3,000,000	Match_Fund_1	Uploaded to HCD?	
Example- Land Donation	Example- Public Contribution	Example- The public contribution will be from foreclosed land.	\$5,000,000	Match_Fund_2	Uploaded to HCD?	
					Appraisal Report	
Total Matching Funds			\$0			
<u>Ongoing Revenue</u>						
Name of Ongoing Revenue	Select Type of Ongoing Revenue	Specify Source of Funds	Annual average amount deposited into the HTF	Required documentation for Ongoing Revenue NOTE: Executed documentation only; no drafts		
Example: Loan Repayments	Loan Repayments	Developer Loan	\$50,000	Ongoing_Rev_1	Uploaded to HCD?	
Example: Taxes	Taxes	Residential local impact fees	\$40,000	Ongoing_Rev_2	Uploaded to HCD?	
Total Ongoing Revenues			\$0			
<u>§105 Eligible Uses of Funds</u>						
105(a): How will Program Funds be used by the Grantee? Note: Please reference the 2023 LHTF NOFA (II.G.2. Rating and Ranking) for details regarding scoring						
<u>105(a)</u>	<u>105(b)</u>	<u>105(c)</u>	<u>105(d)</u>	<u>105(e)</u>	Total Program Funds accounted for:	
What is the simple interest rate for Program Funded Loan(s)	Will Program Funds be used toward administrative expenses? (5% Maximum)	Enter percentage of Program Funds designated to serving households no higher then 30% Area Median Income	Enter percentage of Program Funds designated to serving households no higher then 120% Area Median Income	Enter percentage of Program Funds designated to serving households no higher then 80% Area Median Income		
Minimum Amount of Matching Funds		\$0	\$0	\$0	0%	
NOFA Section II(G)(1)(f) Loan Guidelines and Underwriting Standard and Procedures						

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 <https://hcd.ca.gov/grants-funding/already-have-funding/uniform-multifamily-regulations/docs/uniform-multifamily-regulations-2017.pdf>

No

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	

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.	
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)	
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.	
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).	
Yes (if applicable)	OrgDoc1, OrgDoc2, etc.	§106(e) Organizational Documents (Articles of Incorporation, Bylaws, Amendments, Certificate of Good Standing, etc.)	
Yes (if applicable)	Org_Chart	§106(e) Organizational Chart	
Yes (if applicable)	Gov_TIN_Form	§106(e) Government Agency Taxpayer ID Form	
Yes (if applicable)	STD_204	§106(e) STD-204 Payee Data Record	
Yes (if applicable)	Sig_Block	501(c)(3) nonprofit corporation only §106(e) - Signature Block, upload as a Microsoft Word document	
Yes (if applicable)	Fin_Statements	501(c)(3) nonprofit corporation only §106(e) - Audited financial statements (2 years)	
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)	
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.	
Yes	Guidelines_107d	§107(d) Loan guidelines and underwriting standards and procedures	
Yes (if applicable)	Cert_LOE	Letter of Explanation for any applicable items on "Certification & Legal" tab of the application	
Matching Funds and Ongoing Revenue			
Yes	Match_Fund_1, Match_Fund_2, etc.	§104 Required Documentation for Matching Funds	
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.	
Yes	Ongoing_Rev_1, Ongoing_Rev_2, etc.	§102(a),(b),(c) Required Documentation for Ongoing Revenues	
§106 Application Scoring			
No	Readiness_1, Readiness_2, etc.	§106(f)(3) Readiness List	
No	LOI_1, LOI_2, etc.	§106(g)(1) Letter(s) of Intent	

<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>	
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Application Development Team (ADT) Support Form

Rev. 2/2023

Please complete the "yellow" cells in the form below and **email a copy to: LHTF@hcd.ca.gov** and to **AppSupport@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							
6	LHTF							
7	LHTF							
8	LHTF							
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25	LHTF							